

## **Submission Rules of the Editorial Committee for the Japanese Journal of Developmental Psychology**

*Established: March 20, 2008*

*Revised: May 11, 2008; March 25, 2010; March 14, 2013; March 20, 2014;*

*March 24, 2017; September 8, 2019; March 20, 2020; September 6, 2020;*

*December 5, 2021; June 26, 2022; March 4, 2024; March 29, 2025; May 18, 2025*

### **Article 1 (Purpose)**

These Rules are established, pursuant to Article 6 of the “Editorial Rules of the Editorial Committee for the Japanese Journal of Developmental Psychology,” for the purpose of specifying detailed provisions concerning submissions to the Japanese Journal of Developmental Psychology (hereinafter “the Journal”) published by the Japan Society of Developmental Psychology (hereinafter “JSDP”).

### **Article 2 (Consideration for Human Rights)**

Authors must give due consideration to respect for human rights and to ethical issues concerning humans and animals in all aspects of the content and procedures of their submitted manuscripts. They must also comply with the “Code of Ethics and Ethical Guidelines of the Japan Society of Developmental Psychology.”

### **Article 3 (Online Review and Online Submission)**

Because all reviews are conducted online, manuscripts must be prepared in PDF format and submitted via the online submission page. Detailed instructions on submission procedures are provided in the “Guide to Online Submission to the Japanese Journal of Developmental Psychology” on the JSDP website.

### **Article 4 (Definition of Unpublished Work and Submission of Related Papers)**

Only unpublished manuscripts are eligible for reviews. The definition of “unpublished” is as stipulated in Article 10 of the “Editorial Rules of the Editorial Committee for the Japanese Journal of Developmental Psychology.”

If the author has published, or has in press, another paper by the same author that is closely related in content to the submitted manuscript, the bibliographic information for that paper (author name, title, name of the journal in which it has been or will be published, year of

publication, etc.) must be entered in the attached form on the web system, and a PDF version of that paper must be uploaded to the system together with the submitted manuscript.

#### **Article 5 (Prohibition of Duplicate Submission)**

Duplicate submissions are prohibited. The definition of double submission is as stipulated in Article 11 of the “Editorial Rules of the Editorial Committee for the Japanese Journal of Developmental Psychology.”

#### **Article 6 (Conflicts of Interest)**

With regard to the content of submitted manuscripts, the first author must submit, on behalf of all co-authors, a declaration of conflicts of interest in accordance with JSDP’s “Guidelines on Conflict of Interest (COI).” In addition, the presence or absence of conflicts of interest must be stated at the end of the manuscript.

#### **Article 7 (Public Access to Articles / Self-Archiving)**

When a funding agency, such as a Grants in Aid for Scientific Research (KAKENHI) funding body, obliges grant recipients to make their work immediately available, authors who are grant recipients may, as green open access (self-archiving), make their own final author version of the manuscript publicly available via an institutional repository or other public online repository immediately after publication in the Journal. When doing so, the source (the Journal and full citation) must always be clearly indicated.

#### **Article 8 (Length of Manuscripts)**

The length of Original Articles and Practice Articles shall be no more than 12 printed pages in the Journal (including the title, Japanese abstract, main text, references, appendices, footnotes, tables, figures, English abstract, acknowledgments, etc.). One printed page in the Journal corresponds to 2,400 Japanese characters.

The length of Brief Reports shall be no more than 8 printed pages in the Journal (including the title, Japanese abstract, main text, references, appendices, footnotes, tables, figures, English abstract, acknowledgments, etc.). If, as a result of the review process, the article type is changed and the manuscript is reclassified as a Brief Report, exceeding the prescribed length may be permitted.

The length of Review/Outlook Articles shall be no more than 15 printed pages in the Journal (including the title, Japanese abstract, main text, references, appendices, footnotes, tables, figures, English abstract, acknowledgments, etc.).

The length of Opinion Articles shall be no more than 2 printed pages in the Journal (including the title, main text, references, etc.).

If it is unavoidable that the manuscript exceeds the prescribed length, a written statement explaining the reasons must be submitted.

#### **Article 9 (Japanese and English Abstracts)**

Submitted manuscripts must include Japanese and English abstracts, impact statements, and keywords.

The Japanese abstract shall be 400–600 characters, and the English abstract shall be 100–175 words. The English abstract must be typed in double-spaced. Abstracts must include the title but omit author names.

The Japanese impact statement shall be 150–200 characters, and the English impact statement shall be 50–70 words.

Up to five keywords may be provided.

#### **Article 10 (Electronic Supplementary Materials)**

Materials that are difficult to include in the main body of the article—such as research materials, raw data, and detailed results of analyses involving many variables—as well as materials that may be useful during the review process, may be submitted as electronic supplementary materials. However, electronic supplements are to be treated only as reference materials, and the main text of the article must stand on its own without them.

#### **Article 11 (Preparation and Format of Manuscripts)**

Submitted manuscripts must be prepared in accordance with the latest version of the “Author’s Guide for Manuscript Preparation.”

The manuscript must be prepared on A4 size pages in portrait orientation, with 1,200 characters per page (40 characters × 30 lines) in horizontal writing, and combined into a single file (hereinafter “manuscript file”) in the following order:

- (1) Title page (Japanese and English titles). No page number is assigned. One page is used.
- (2) Japanese abstract. No page number is assigned. One page is used.
- (3) Main text. Start on a new page and paginate from page 1.

- (4) References. Start on a new page and continue page numbering from the main text.
- (5) Appendices or supplementary materials. Start on a new page and continue page numbering from the references.
- (6) Footnotes. No page numbers are assigned; gather them on separate page(s) as needed.
- (7) Tables. No page numbers are assigned; place one table per page.
- (8) Figures. No page numbers are assigned; place one figure per page.
- (9) English abstract. No page number is assigned. One page is used.
- (10) Acknowledgments or notes (“Fuki”). No page numbers are assigned; gather them on separate page(s) as needed. However, acknowledgments that include personal information should not be submitted while the manuscript is under review.

Via the web system, authors must upload the manuscript file and, in addition, complete and submit the checklist, attached form, and (if applicable) the written statement of reasons.

#### **Article 12 (Additional Instructions)**

In preparing manuscripts, particular attention must be paid to the following points:

- (1) All references cited in the text must be listed together at the end of the manuscript under the heading “References,” ordered alphabetically by authors’ names.
- (2) Footnotes must be numbered consecutively and written on a separate sheet. Corresponding superscript numbers must be placed in the main text.
- (3) Acknowledgments or notes (“Fuki”) must be written on a separate sheet.
- (4) The English passages should be written or checked by someone with sufficient proficiency.
- (5) Katakana should be used only for foreign personal names and, in principle, for loanwords that have been widely adopted into Japanese.
- (6) The use of foreign languages in the main text should be minimized and, in principle, limited to foreign personal names, technical terms that lack appropriate Japanese equivalents, and titles of books, tests, etc.
- (7) Arabic numerals should be used for numbers.
- (8) Abbreviations should be limited to those that are commonly used. When necessary, their meanings should be clearly indicated upon first use.
- (9) Tables and figures should be kept to the minimum necessary, and overlapping information should be avoided. Tables and figures must be prepared on separate sheets and numbered consecutively as Table 1, Figure 1, etc.

(10) Titles of tables and figures must be placed above them. Photographs are treated as figures. Captions must be placed below tables, figures, and photographs. Titles, captions, and text within tables and figures may be written in English.

(11) Figures must be drawn clearly in black so that, when printed, they will fit within either half or the full width of a page and will be reduced to approximately half of their original height and width.

(12) Tables and figures require more printed space than the main texts. A table or figure occupying a full page of the Journal corresponds to 2,400 characters of text.

(13) The locations where tables and figures are to be inserted must be clearly indicated in the main text.

When the review result is “Accept” or “Revise and Resubmit,” the author must revise the manuscript as necessary, paying close attention to the “specific issues and suggestions for revision” indicated in the review notification.

The revision period after the initial review shall, in principle, be within three months. If no resubmission is made within this period without a valid reason, the manuscript shall be deemed withdrawn, and any subsequent submission of that manuscript will be treated as a new submission.

### **Article 13 (Proofreading)**

For accepted manuscripts, the first proof is carried out by the author, and the second and subsequent proofs are carried out by the Editorial Office.

### **Article 14 (Contact Point for Inquiries)**

For any questions or unclear points, authors should contact the Editorial Office of the JSDP. Contact details are provided in the “Information for Authors” section on the JSDP website.

### **Article 15 (Revision of these Rules)**

Any revision of these Submission Rules shall be subject to approval by the Board of Directors of the JSDP.

This document is an English translation of the original Japanese text. In the event of any discrepancy between this translation and the Japanese original, the Japanese version prevails.