

## *JPA Publication Manual*

### Contents

<i>Preface</i> .....	4
<i>History of the Japanese Journal of Psychology and The Japanese Psychological Research</i> .....	6
<i>Chapter 1: Writing Your Paper</i> .....	7
1.1 Texts and terminology .....	7
1.2 Structure of the paper .....	8
<i>Chapter 2: From Paper Submission to Publication</i> .....	11
2.1 Submission requirements .....	11
2.2 Prohibition of duplicate submission and plagiarism .....	11
2.2.1 Duplicate submission .....	11
2.2.2 Plagiarism.....	11
2.3 Handling of research data .....	12
2.4 Submission method .....	12
2.5 Format of the manuscript for submission .....	12
2.6 Checklist for Contributors .....	12
2.7 Initial screening.....	13
2.8 Desk rejection .....	13
2.9 Peer review.....	13
2.9.1 Peer review procedures.....	13
2.9.2 Peer review period .....	14
2.9.3 Revision of the paper .....	14
2.9.4 Review of revised papers.....	15
2.9.5 Decision on acceptance or rejection.....	15
2.10 Accept .....	15
2.10.1 Notification .....	15
2.10.2 Final draft submission.....	15
2.10.3 Copyright of the paper.....	15
2.10.4 Proofreading and publication.....	16
2.10.5 Necessary expenses.....	16
2.11 Reject .....	16
2.12 Withdrawal .....	16
2.13 Resubmission.....	16
Flow from submission to publication .....	17
Example 2.1 .....	18

Example 2.2 .....	19
<b>Chapter 3: How to Prepare a Manuscript for Submission to <i>The Japanese Psychological Research</i></b> .....	20
4.1 About <i>The Japanese Psychological Research</i> .....	20
4.2 Categories and format .....	20
4.2.1 Categories and definitions of papers .....	20
4.2.2 Manuscript format .....	21
4.3 Paper information .....	21
4.3.1 Title .....	21
4.3.2 Author's name .....	21
4.3.3 Institutional affiliations .....	22
4.3.4 Footnotes on the Title Page .....	22
4.4 Main text .....	23
4.4.1 Headings .....	23
4.4.2 Ordering other than paragraphs and headings .....	23
4.4.3 Footnotes in the main text .....	24
4.4.4 Punctuation rules .....	24
4.4.5 Foreign languages .....	25
4.4.6 Acronyms and abbreviations .....	25
4.4.7 Special characters .....	25
4.5 Numbers, formulas and statistical symbols .....	26
4.5.1 Numbers .....	26
4.5.2 Formulas .....	26
4.5.3 Statistic symbols and others .....	26
4.6 Unit .....	27
4.6.1 International System of Units .....	27
4.6.2 Prefixes representing multiples and submultiples .....	27
4.6.3 Unit names and symbols .....	28
4.6.4 Examples of incorrect use of SI unit symbols .....	29
4.7 In-text citations and references .....	29
4.7.1 Citation of references .....	29
4.7.2 Quotations .....	30
4.7.3 Citations for figures and tables .....	31
4.7.4 References to the names of individuals and institutions .....	31
4.8 Tables .....	31
4.8.1 Table manuscripts .....	31

4.8.2 General instructions for creating tables .....	31
4.8.3 Numbers and titles for tables .....	32
4.8.4 Table notes.....	32
Example 4.1 Table example.....	33
4.9 Figures .....	34
4.9.1 Preparing figures .....	34
4.9.2 General instructions for creating figures.....	34
4.9.3 Numbering and titles of figures (caption).....	35
Example 4.2 Figure example .....	36
Example 4.3 Figure example .....	37
4.10 List of references .....	38
Example 4.4 References.....	38
4.10.1 General guidelines for references .....	39
4.10.2 Format for the list of references .....	39
4.10.3 Information on Japanese references.....	44
4.10.4 Order of references .....	44
4.11 Abstract and keywords.....	45
4.11.1 Abstracts.....	45
4.11.2 Keywords.....	45
4.12 Supporting Information .....	46
<i>Appendix</i> .....	47
Appendix 1. Unit Symbols.....	47
1 Base and supplementary units .....	47
2 Derived units .....	48
3 SI units and Non-SI units mentioned in the SI related to psychology .....	49
4 Prefixes for units .....	54
5 Examples of inappropriate use of units and how to express them correctly .....	55
Appendix 2. Checklist for submission of papers to <i>The Japanese Psychological Research</i> ....	56
Appendix 3. Ethics Checklist (as of October 2020).....	59
<i>Postscript</i> .....	62

## *Preface*

The Japanese Psychological Association publishes two journals, *The Japanese Journal of Psychology* and *The Japanese Psychological Research*, and this handbook is a guide for those who intend to submit papers to these journals. This handbook is the revised edition for 2021.

This guide provides the basic instructions, submission guidelines, and technical information necessary to write a manuscript in accordance with the writing rules of both journals. An English version of the same content is also available for *The Japanese Psychological Research*.

The format of this handbook is as follows.

In the Japanese version, Chapter 1 describes the instructions and points to note for writing a paper. In Chapter 2, we explain the flow from submission to publication. Chapter 3 explains in detail how to prepare a manuscript for submission to *the Japanese Journal of Psychology* and Chapter 4 provides the same instructions for submission to *The Japanese Psychological Research*. In the English version, Chapters 1 and 2 contain the same information as the Japanese version, and Chapter 3 explains in detail how to prepare a manuscript for submission to *The Japanese Psychological Research*.

There are three main changes in this revised edition for 2021. First, we have made necessary changes in accordance with the revision of the APA Manual (Publication Manual of the American Psychological Association, Seventh Edition, 2020: <https://apastyle.apa.org/products/publication-manual-7th-edition>). In particular, the writing style for papers has been revised in various ways. Second, we have dealt with issues related to research ethics and disclosure of conflicts of interest, both of which require compliance with the regulations of the Japanese Psychological Association. Please refer to the Code of Ethics of the Japanese Psychological Association (In Japanese; [https://psych.or.jp/publication/rinri\\_kitei](https://psych.or.jp/publication/rinri_kitei)) and related regulations, as well as the Rules on Disclosure of Conflicts of Interest and related rules (In Japanese; <https://psych.or.jp/publication/conflict-of-interest>) as necessary when preparing and submitting papers.

Third, we have decided to provide the Guide for Writing and Submission in both Japanese and English. This is because *The Japanese Psychological Research* currently receives many submissions from authors living overseas, and in response to the increase in the number of international students, we find it necessary to provide the basic guidelines to prepare manuscripts for *The Japanese Psychological Research* in English.

We hope that you will make use of both versions.

In recent years, there has been a rapid move toward open science in various fields of empirical science, with the aim of improving scientific research activities by making them more transparent. This movement focuses on enhancing the openness of research results to the public, including pre-registration, pre-print and data disclosure, and is deeply related to the nature of journals where researchers publish their research results. As an organization that provides a place for fair research activities, the Japanese Psychological Association is currently considering how to respond to this trend while sincerely pursuing the ideal format. Such changes will be announced on the Society's website and other media as needed.

### **History of the Japanese Journal of Psychology and The Japanese Psychological Research**

*The Japanese Journal of Psychology* is the Japanese Psychological Association's journal that publishes articles on psychology in Japanese. It was founded in April 1926 with the publication of Volume 1, Issue 1, pursuant to Article 4 of the former regulations of the Japanese Psychological Association. Since then, it has been published bimonthly, generally with six issues per year constituting one volume. Until Volume 10, the journal was vertically typeset, with each volume containing about 900 pages, but starting with Volume 11 (1936), it has been horizontally typeset, with each volume containing about 700 pages as stipulated in the editing rules.

Starting in 1944, the journal was published on an irregular basis for a few years, and from Volume 19 to Volume 25, each annual volume contained four issues instead of six. Beginning with Volume 26 (1956), the standard of having six issues per annual volume was restored. The publication dates of the irregular volumes and issues are as follows: Volume 19, Issue 1 (July 1944), Volume 19, Issue 2 (March 1948), Volume 19, Issues 3 and 4 (June 1949), Volume 20, Issue 1 (September 1949), Volume 20, Issue 2 (March 1950), Volume 20, Issue 3 (June 1950), and Volume 20, Issue 4 (December 1950). Since Volume 21 (1951), one volume has been published per year.

Currently, one volume of *The Japanese Journal of Psychology* is published per year (from April to March of the following year), divided into six issues, containing the following types of articles: "Original Article," "Methodological Advancement," "Research Report," and "Review Article."

*The Japanese Psychological Research* is a journal in English edited and published by the Japanese Psychological Association. The first issue was published in March 1954 for the purpose of widely disseminating original papers in Japan and abroad. Five issues were published irregularly over the subsequent four years, but starting in 1958, two issues were published annually, and the number rose to four issues per year in 1960, when the volume and issue system was adopted. Consequently, Issues 1 through 9, which had been published at irregular intervals, were combined to form Volume 1, and the issues published in 1960 became Volume 2. Since then, one volume with four issues has been published every year. Volume 1 was published in A5 format, but similar to *The Japanese Journal of Psychology*, the B5 format was adopted starting with Volume 2.

Currently, one volume of *The Japanese Psychological Research* is published per calendar year, divided into four separate issues, and the articles are composed of "Original Articles," "Brief Reports," and "Reviews."

## ***Chapter 1: Writing Your Paper***

What is the best format for communicating one's ideas and findings to others? In this chapter, we will describe how to plan and write a scientific paper (thesis) for the first time, as well as the guidelines and rules to be followed.

### **1.1 Texts and terminology**

The paper should be written in a clear and concise style so that it can be easily understood by a wide range of readers. As a general rule, in English, it is essential that the text be responsibly reviewed by a native English-speaking expert. For more information on how to write an English paper, you are advised to refer to the following: American Psychological Association (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.

The use of uncommon terms should be avoided as far as possible in the paper. Special attention should be paid to the following list of points for the writing style of the paper.

#### **(1) State your opinions in an orderly fashion**

In order to facilitate understanding by readers, the relationship between terms and concepts should be considered, and the argument should be developed in a consistent manner. For this purpose, pay attention to punctuation and use connecting words (conjunctions and relative pronouns) that will not cause misunderstanding.

#### **(2) Smooth expression**

Your paper should be clear and logical. In your own writing, you may not notice leaps in logic, inconsistencies in reasoning, errors in tense, inappropriate use of synonyms, etc. Therefore, it is advisable to take time to reread your manuscript or have someone else read it for you.

#### **(3) Concise expression**

Short sentences using well-defined terms and describing only what is necessary are preferred. Avoid using special terms that are understood only by a few people. If the text is long, be careful about the text structure. Duplicate expressions should be kept to a minimum, and the content should be coherent.

(4) Do not use bullet point itemization or end Japanese sentences with a noun

Whenever possible, you should avoid adopting bullet point itemization or ending Japanese sentences with a noun.

(5) Appropriate use of language

Do not use spoken language. Avoid ambiguous expressions and the use of pronouns that makes it difficult to understand what they refer to. When using abbreviations, use common ones. If there is no common abbreviation, try to use an abbreviation that is reasonable.

(6) Avoidance of mixing Japanese and foreign languages

When writing a paper in Japanese, do not bother to describe in a foreign language the terms and phrases that have well-established translation and can be expressed in appropriate Japanese. For example, in the same paper, do not write “Dim 1” in some parts and “Dimension 1” in other parts, or "Participants' level of self-esteem, " nevertheless they refer to the same thing. Do not inconsistently mix Japanese and foreign languages in the same paper.

(7) Proper grammar and language

Pay attention to the tenses and writing style. Clarify the relationship between subjects and verbs, and use pronouns, relative pronouns, and subordinating conjunctions correctly. Beware of the insertion of rhetorical phrases and avoid using language that could be perceived as discriminatory or prejudicial. Distinguish the passive and active voices appropriately.

(8) Ethical considerations

In preparing your paper, you must follow the Code of Ethics of the Japanese Psychological Association (In Japanese; [https://psych.or.jp/publication/rinri\\_kitei/](https://psych.or.jp/publication/rinri_kitei/)) based on the purpose of the Code of Ethics and Code of Conduct for Members of the Japanese Psychological Association.

## **1.2 Structure of the paper**

It is advisable that the main structure of the paper should include the following parts: Introduction, Methods, Results, and Discussion and Conclusion.

(1) Introduction



Clearly and concisely state what problems you are going to deal with in the paper. However, the heading “Introduction” will not be printed. Include a discussion of previous research and/or hypotheses.

## (2) Method

A detailed description of the subject, materials, methods, and procedures of the research (experiment, observation, survey, case study, etc.) is required. However, if there is a standard method or a previously published paper in which the same method was used, the description may be simplified by citing it. In addition, research ethics, such as confidentiality and protection of the personal information of research participants, should also be described.

## (3) Results

Accurately describe the results of your research in a factual manner according to the importance of the content. Do not omit facts that are contrary to your expectations.

In psychological research, statistical hypothesis testing is often used for analysis, but hypothesis testing is limited to one aspect of data analysis. It is desirable to use appropriate analytical methods, not limited to hypothesis testing, as necessary. In particular, when applying hypothesis tests, it should be confirmed that the properties of the data to be treated (normality of the data distribution, independence of the samples, etc.) are valid.

In the description of the analysis results, also indicate the effect size and its confidence interval so that the importance of the study results can be assessed. Effect sizes expressed in the original units of measurement and scales are easy to understand, but standardized indicators of effect sizes independent of scales (e.g., Cohen's  $d$  and standardized regression coefficients) should be presented when necessary.

Missing data often has a considerable impact on the results of an analysis. When analyzing data with missing data, the frequency and number of missing data should be indicated, and an empirical or theoretical explanation for the occurrence of missing data should be provided. It is desirable to describe the nature of the missing data model adopted in the analysis (MCAR, MAR, and NMAR classification) and the method adopted to deal with the missing data (e.g., multiple imputation).

## (4) Discussion and Conclusion

Compare the results obtained with the results of previous studies, discuss the theoretical significance of the results, and describe the process of reaching the conclusion.

If the research is divided into several sections, you may write the method, results, and discussion separately for each section. In this case, however, General Discussion is required.

(5) Disclosure of conflicts of interest

The disclosure of conflicts of interest should be described at the end of the paper. When submitting a manuscript, the author's private information, if included, should be withheld. For details, please refer to the Rules on Conflicts of Interest ([https://psych.or.jp/wp-content/uploads/2021/06/EN\\_JPA\\_Rules\\_on-Conflicts\\_of\\_Interest.pdf](https://psych.or.jp/wp-content/uploads/2021/06/EN_JPA_Rules_on-Conflicts_of_Interest.pdf)).

(6) Note

In addition to Title, References, Figures, Tables, Abstract and Keywords are required.

## ***Chapter 2: From Paper Submission to Publication***

The Japanese Psychological Association publishes *The Japanese Journal of Psychology* and *The Japanese Psychological Research*. These journals are edited under the responsibility of the Editorial Board of the Journal (hereinafter referred to as the “Editorial Board”). This chapter describes the process from submission to publication (see also “Flow from submission to publication” on the next page).

### **2.1 Submission requirements**

The journals of the Japanese Psychological Association are dedicated, in principle, to the publication of unpublished articles on psychology by its members. However, papers submitted by non-members who are considered equivalent to members and who contribute to the Society may be accepted for publication (for details, see 2.10.5 Necessary expenses).

Those who wish to have their papers published should prepare a paper (manuscript) in the prescribed format, submit it via the electronic submission system, and have it reviewed by the Editorial Board.

### **2.2 Prohibition of duplicate submission and plagiarism**

#### **2.2.1 Duplicate submission**

All papers published in both journals should be unpublished, and the Society takes the position that duplicate submission is not allowed (for details, please refer to the Japanese Psychological Association’s policy against “duplicate submissions” on the Society’s website: <https://psych.or.jp/publication/duplicatepublication/>).

Duplicate submission refers to multiple submissions of academic works with the same (or very similar) content by the same author and joint authors. Typical examples are when a paper with almost the same content is submitted to several publications simultaneously or when a paper with almost the same content or what should be one paper is divided into smaller parts and submitted successively (a so-called salami publication).

If such a duplicate submission is found, the paper will be rejected immediately. The Editorial Board will decide whether it constitutes a duplicate submission or not.

#### **2.2.2 Plagiarism**

When citing or using research results, experiments, data, theories, hypotheses, ideas, etc., this should be noted in the main text, and the source of the paper or document in

which they appear should be clearly indicated. Citation or use without indicating the source is regarded as constituting plagiarism.

Self-plagiarism, which is the reuse of part or all of the author's own previously published text, data, etc., without indicating that it was previously published, and presenting it as if it were new work, may also be considered an act of dishonesty.

## **2.3 Handling of research data**

Data obtained in research must not be lost, leaked, or tampered with, and must be handled with the utmost care to prevent such incidents.

In addition, be prepared to respond quickly to requests for disclosure of research data in the peer review process or other situations.

For details, please refer to the Code of Ethics of the Japanese Psychological Association (In Japanese; [https://psych.or.jp/publication/rinri\\_kitei](https://psych.or.jp/publication/rinri_kitei)).

## **2.4 Submission method**

Submissions to both journals should be made through the electronic submission system. Log in to the electronic submission system from the following URL.

[https://jpa.bunken.org/jpa/user\\_logins/jp/](https://jpa.bunken.org/jpa/user_logins/jp/)

(for *The Japanese Journal of Psychology*)

<https://jpa.iap-jp.org/jpr/>

(for *The Japanese Psychological Research*)

Authors who are submitting a manuscript for the first time should complete the procedure for creating a new account (user registration) before logging in. If you can input data in Japanese, please do so on the Japanese version. If your screen shows that you are “already registered,” please contact the Editorial Department of the Secretariat.

## **2.5 Format of the manuscript for submission**

Manuscript formats for *The Japanese Journal of Psychology* and *The Japanese Psychological Research* can be downloaded from the following URLs:

- (1) Manuscript format for *The Japanese Journal of Psychology*

([https://psych.or.jp/publication/temp\\_jjp/](https://psych.or.jp/publication/temp_jjp/))

- (2) Manuscript format for *The Japanese Psychological Research*

([https://psych.or.jp/publication/temp\\_jpr/](https://psych.or.jp/publication/temp_jpr/))

## **2.6 Checklist for Contributors**

Please refer to the Checklist for Submission at the end of the Guide for Writing and Submission and make sure that there are no errors before submitting your paper (Appendix 2, 3).

## **2.7 Initial screening**

The Editorial Department of the Secretariat will first check whether or not the submitted paper conforms to the Guide for Writing and Submission, and will inform the author(s) of the passing of the initial screening if there are no deficiencies. Do not forget to check the format before submission, as the manuscript will be sent back and the author will be asked to revise it if the manuscript deviates from the format.

## **2.8 Desk rejection**

Submitted papers are judged by Chief Editor or Associate Editor for appropriateness for publication before being sent to the Editorial Board members in charge. If the paper is judged to be inappropriate, it will be rejected for publication (desk rejection) without going through the normal review process. The same decision may also be made before the Action Editor selects reviewers.

Examples of cases subject to desk rejection are listed below. However, in addition to the reasons listed, a paper will be considered desk rejected if it is determined that it does not need to proceed to peer review.

- (1) *The Japanese Journal of Psychology* and *The Japanese Psychological Research* are not the appropriate journals for the submission.
- (2) The style of the paper deviates significantly from the provisions of the Guide for Writing and Submission.
- (3) The structure of the paper does not follow the general format of a scientific paper.
- (4) In the case of resubmission of papers that were rejected or withdrawn in the past, the problems pointed out at the time have not been resolved.

## **2.9 Peer review**

### **2.9.1 Peer review procedures**

- (1) Determination of the Editorial Board members in charge and selection of reviewers

The Action Editor of the submitted paper will be selected from the Editorial Board members. The Editorial Board member in charge will select two or more reviewers. The reviewers can be members or non-members.

- (2) Peer review by reviewers

Submitted papers will be reviewed by two (or three) reviewers who have not had the authors' information disclosed to them. The reviewers' names will not automatically be disclosed to the authors. However, for articles submitted to *The Japanese Psychological Research*, the reviewers can choose whether or not to disclose their names and the Editorial Board member's name will be disclosed to the authors.

(3) Judgment by the Editorial Board member in charge

Based on the evaluation by the reviewers, a decision will be made by the Editorial Board member in charge.

- i) "Accept"
- ii) "Minor Revision" indicating revisions or additions are required.
- iii) "Major Revision" indicating the manuscript needs to be revised.
- iv) "Reject"
- v) A third reviewer may be invited if the evaluations of the two reviewers are split.

### **2.9.2 Peer review period**

The time required from the receipt of the original or revised manuscript to the completion of peer review varies to some extent depending on the paper, but we ask each reviewer and the Action Editor to complete a review within one month. However, it may take longer because of the need to be cautious, such as when a third reviewer is added.

### **2.9.3 Revision of the paper**

It is common for the author(s) will be asked to revise the manuscript with comments from the Editorial Board member and reviewers by a certain deadline. The following points should be noted (Example 2.1).

- (1) Revise your manuscript with as much respect as possible for the reviewers' comments.
- (2) The "Author's Response" should clearly state where and how the manuscript has been revised (or not) in response to all of the reviewers' comments. You may omit a revision control table, except when the reviewers ask you to do so.
- (3) If the reviewer's comments are considered to be different from the author's position, documents and arguments that are sufficiently persuasive to address the issues raised should be added either in the text or in the "Author's Response."
- (4) After preparing the revised manuscript and the "Author's Response," upload (submit) them to the electronic submission system as a revised version of the manuscript. Do not forget to revise the information section of the manuscript (title, abstract, footnotes, etc.).

- (5) If the format of the revised manuscript is inadequate, the Editorial Department of the Secretariat may ask for corrections on those points.
- (6) If the revision is significantly delayed (more than six months), it may be treated as withdrawn.

#### **2.9.4 Review of revised papers**

The revised manuscript, which has been modified and resubmitted by the author(s), will be checked by the Editorial Board member in charge and sent out for review. Some papers may be reviewed several times and revisions may be requested.

#### **2.9.5 Decision on acceptance or rejection**

After the final evaluations from all reviewers are obtained, the Editorial Board member in charge determines whether the manuscript will be accepted or rejected, and the Editorial Board will deliberate and make the final decision.

### **2.10 Accept**

#### **2.10.1 Notification**

The authors will be notified of the acceptance of the paper by the Editorial Board. The date of acceptance by the Editorial Board is considered the date of acceptance of the paper, and in principle the paper cannot be revised or complemented after that.

In principle, the publication of accepted papers is determined based on the date of acceptance, date of submission and type of paper, but may be delayed slightly for editorial reasons.

#### **2.10.2 Final draft submission**

Authors should submit the final manuscript electronically as soon as possible after receiving the notice from the Editorial Department of the Secretariat. Pay attention to the file format of figures and tables, and send the original file (with as high resolution as possible: e.g., Microsoft Excel, TIFF, JPG, PNG, BMP) as well.

#### **2.10.3 Copyright of the paper**

The copyrights of papers published in the journal belong to the Japanese Psychological Association, and it is prohibited to reproduce or reprint papers published in both journals without permission. Authors are required to submit a written consent for this, but this does not apply to author's moral rights.

#### **2.10.4 Proofreading and publication**

It takes about two months from the time the final manuscript is submitted to the publisher to the time the first proof is sent to the author. The authors can submit corrections at that time, although they will not be allowed to make a correction once after they submitted their proofs. The correction of the first proof should be limited to typographical errors and omissions, and the corrections and additions of the content can be made only to the final manuscript. The author's proofs should be read and sent to the publisher together with the final manuscript as soon as possible.

Re-proofing is done by the publisher, and the manuscript is then printed and published (Example 2.2). If it takes a long time to publish the manuscript, it will be made available online (Early View).

#### **2.10.5 Necessary expenses**

No editorial fee or publication fee for non-members is required for papers submitted to *The Japanese Psychological Research*.

#### **2.11 Reject**

Authors of papers rejected by the Editorial Board will be notified of the rejection along with review comments.

#### **2.12 Withdrawal**

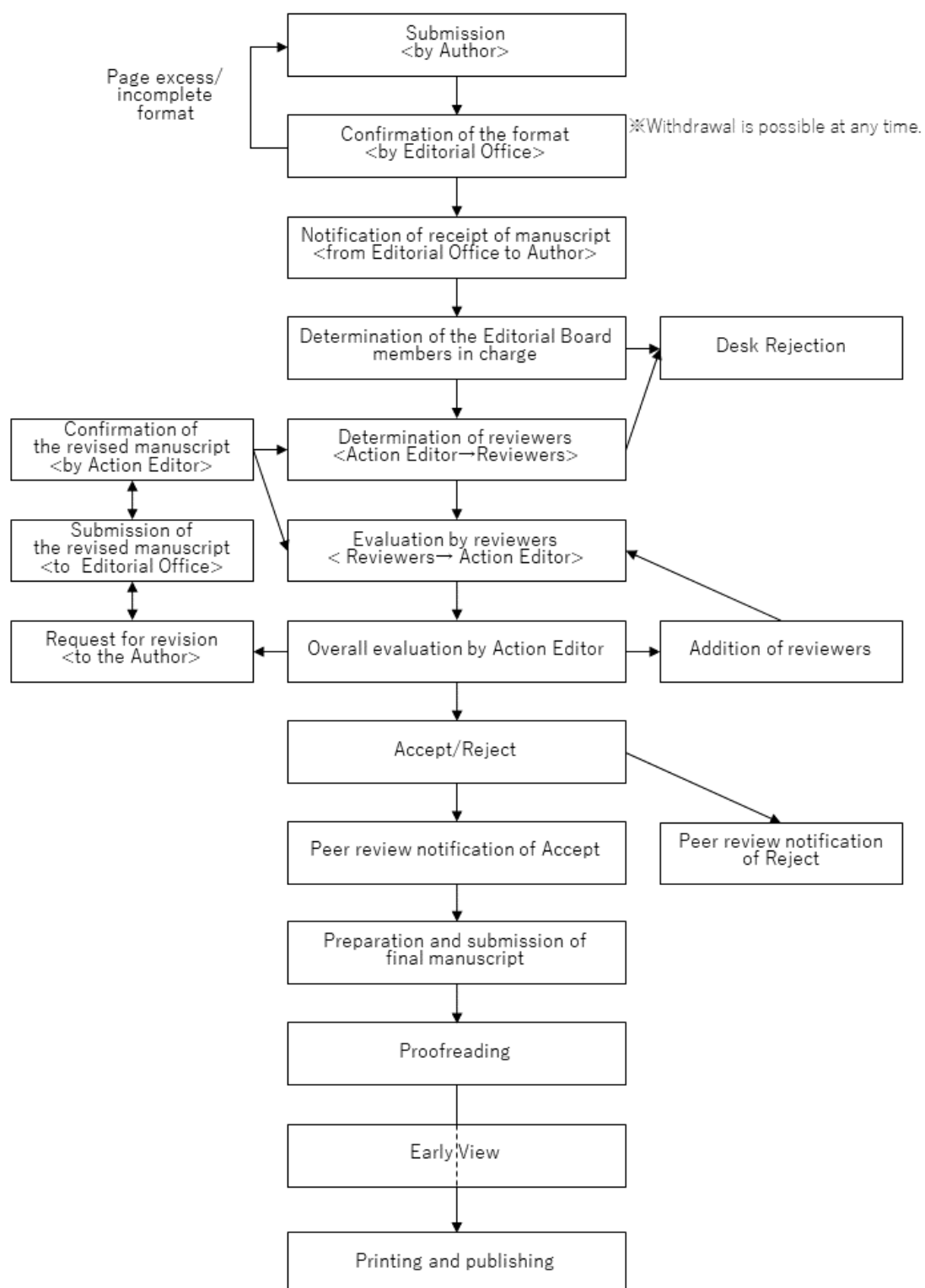
The author may withdraw a submitted manuscript at any stage. Please notify the Editorial Department of the Secretariat.

#### **2.13 Resubmission**

If the paper is withdrawn or rejected and then submitted again, it will be considered a resubmission. The review process is the same as for a new submission. When the authors resubmit their manuscript, they should enter the paper number assigned to the previous manuscript in the “Contact the Editorial Board” field and upload the “Author’s Response” in the “Supplementary Files” field



## Flow from submission to publication



## Example 2.1

Notes on revising a paper for *The Japanese Psychological Research*

### Notes on paper revisions

Please revise your paper so that it will be clear when it is re-reviewed. Please submit your response to the peer review comments. You do not need to provide a revision control table (a table in which the parts before and after the revision are corresponded), but if requested, please do so.

#### 1. How to revise the manuscript

In order to improve the efficiency of peer review and prevent errors, please send us a manuscript that is as clean as possible. The PDF file of the manuscript should include the title, English abstract and keywords, text, references, “in-text” footnotes, figures, tables, and appendices, but not the author information (author's name, affiliation, contact information, and “title page” footnotes (e.g., research grants, acknowledgements)).

#### 2. “Author’s Response” (comments on the revision)

In response to all of the reviewers' comments, please clearly state where and how you have revised (or have not revised) the manuscript.

If you disagree with the reviewer's comments, please provide sufficiently convincing arguments to address the issues raised.

#### 3. Revision control table (if requested by reviewers)

- As a general rule, all revisions should be written out, regardless of whether they are minor or major.
- However, if you need to revise the same word or phrase that appears frequently throughout the paper, you only need to point it out once.
- If the manuscript has been substantially rewritten, please summarize the revision policy and the content of the author's opinion on the reviewers' comments.
- Please submit the revision control table in the reference section.

#### 4. Other

- Please be aware of changes in references and numbers of figures and tables following the revisions in the text.
- Please modify the paper information page as well.  
(Title, abstract and keywords in English, footnotes, Ethics checklist)
- If you want to modify the author information, please contact the Editorial Department of the Secretariat (change in affiliation or name).
- Please do not abbreviate the names of journals in the cited references.

## Example 2.2

### *Publication example of The Japanese Psychological Research*

*Japanese Psychological Research*  
2017, Volume 59, No. 2, 188–198  
Special issue: Search Behavior

doi: 10.1111/jpr.12143

---

*Brief Report*

---

#### **Effect of the Presence of a Mobile Phone during a Spatial Visual Search<sup>1</sup>**

MOTOHIRO ITO<sup>2, 3</sup> *Chukyo University*  
JUN-ICHIRO KAWAHARA\* *Hokkaido University*

---

**Abstract:** Recent studies suggest that the “mere presence” of a mobile phone impairs social interactions and neuropsychological test performance. The present study examined whether the presence of a mobile phone causes spatial bias toward the device during a visual search task. Participants identified a target among spatially distributed non-targets. We manipulated three factors: device presence (mobile phone or notepad), target congruency (congruent or incongruent), and attentional load (set size 8 or 24). A mobile phone (or a notepad in the control condition) was placed on the left side of the computer screen. Participants also completed a questionnaire to measure Internet usage and attachment. Participants with high scores on the questionnaire rapidly identified the target at the congruent (same side as the phone) location, but the mere presence effect did not occur in this condition. In contrast, participants with low scores on the questionnaire demonstrated the mere presence effect, but no spatial bias was observed. These results suggest that the mere presence effect can be modulated by individual differences in the degree to which a device is appealing.

**Key words:** mobile phone, spatial bias, spatial attention, visual search, Internet use.

---

Mobile communication devices, such as smartphones and cell phones (hereafter, mobile phones) have replaced landlines and have become a widespread communication medium. Recent statistics indicate that approximately 120% of the total population in Japan holds a contract with a mobile telecommunication service, and the numbers have been increasing annually (Ministry of Internal Affairs and Communications, Japan,

2015). These devices provide various benefits by enabling instantaneous communication over long distances at any time and in any place. At the same time, however, researchers have suggested that mobile phones can have a negative influence on personal and interpersonal activities. For example, the convenience and usefulness of mobile phones can induce addictive overuse of the devices (Kwon et al., 2013; Roberts, Yaya, & Manolis, 2014), as

---

\*Correspondence concerning this article should be sent to: Jun-Ichiro Kawahara, Department of Psychology, Hokkaido University, Kita-ku, Sapporo, Hokkaido 060-0810, Japan. (E-mail: XXXX@XXXXXXXX)

<sup>1</sup> This research was supported by JSPS KAKENHI Grant-in-Aid for Scientific Research (26285168) to Jun-Ichiro Kawahara.

<sup>2</sup> The authors thank Yuri Kasugaya, Risa Tsujimoto, and Yuma Yasuda for assistance with data collection.

<sup>3</sup> Department of Psychology, Hokkaido University, Kita-ku, Sapporo, Hokkaido 060-0810, Japan.

(Ito, M., & Kawahara, J. (2017). Effect of the Presence of a Mobile Phone during a Spatial Visual Search. *Japanese Psychological Research*, 59, 188-198, partly modified. <https://doi.org/10.1111/jpr.12143>)

## ***Chapter 4: How to Prepare a Manuscript for Submission to The Japanese Psychological Research***

This chapter outlines the general rules to be observed when contributing papers to *The Japanese Psychological Research*. It explains what is required to prepare and submit a paper (manuscript) in accordance with the format of the academic paper to be published.

### **4.1 About *The Japanese Psychological Research***

#### **(1) Aims & Scope**

*The Japanese Psychological Research* (JPR), the flagship journal of the Japanese Psychological Association, is a peer-reviewed journal publishing high-impact research from all areas of scientific psychology. JPR publishes Original Articles, Brief Reports, and Reviews. JPR welcomes high quality articles from researchers in Japan and any part of the world, which employ novel approaches and contribute to advancing psychological research of broad interest and theoretical significance.

### **4.2 Categories and format**

#### **4.2.1 Categories and definitions of papers**

##### **(1) Original Articles**

In principle, an original article should present research results, theoretical discussion, and a clear conclusion based on the description of problems, experiments, surveys, and case studies. It should also include new methods, skills, and data that are useful for conducting research, such as the development of new experimentation equipment and analysis programs, the creation of new psychological measurement scales, as well as database construction. Articles cannot exceed 10,000 words (excluding tables, figures, and references)

##### **(2) Brief Reports**

Contain the following contents: (a) an additional examination of an already published report, (b) the discovery of a new fact, (c) a new important observation, (d) a report of a few cases, (e) results to be published quickly or (f) a report based on exploratory ideas. Articles cannot exceed 5,000 words (excluding tables, figures, and references)

##### **(3) Reviews**

A review should focus on recent major themes in psychology, explain primary research status, main achievements and problems, and discuss the significance of current and future studies. “Invited Review” articles are written by request of the Editorial Board. Articles cannot exceed 20,000 words (excluding tables, figures, and references)

These word count limits apply only to the first submission, and must be noted at the time of submission thereafter

#### **4.2.2 Manuscript format**

The paper should be written in English. The manuscript should be printed on A4 size white paper in portrait orientation. Each page should contain at least a 3 cm margin on all four sides. A popular (easily readable) text font with a font size of at least 10.5 point should be used, and the text should be double-spaced. The total number of lines per page should be approximately 25, although this will vary with text font and size. All pages should be numbered consecutively throughout the manuscript. In addition, English texts should be reviewed by a native English-speaking expert prior to submission.

### **4.3 Paper information**

#### **4.3.1 Title**

The title should reflect the content of the paper and should be around 12–15 words long. Avoid subtitles if possible. Even in the case of a series of studies, avoid using the same title with different study numbers. If necessary, use the same title in a subtitle only and provide a different main title. Subtitles should follow a colon (:) after the main title. The first letter of main words should be capitalized (conjunctions, articles, and prepositions of three or fewer letters should be written in lowercase).

#### **4.3.2 Author's name**

Authors' names should be written in full in Roman script (English or original language), beginning with the given name (first name) and the surname (family name) following.

Only collaborators responsible for the content of the paper should be listed as co-authors (mere assistants and partial collaborators should not be treated as co-authors but may be listed if necessary in a footnote on the title page for the purpose of acknowledgement). In principle, authors should be listed in the order of the greatest share of research.

### 4.3.3 Institutional affiliations

- (1) Indicate the official English names of the institutions with which each author is affiliated. The names of disciplines, for example, should not be mentioned as part of the institutional affiliations. For instance, in the case of a university, only the name of the university should be displayed and, if necessary, the names of the faculty, department, or discipline should be listed in a footnote on the title page.
- (2) If the author's affiliated institution has changed since submission, or if the research was conducted at an institution other than the current affiliated institution, this must be indicated with a footnote on the title page.
- (3) If the author is only temporarily affiliated with an institution, the relevant institution must give consent for publication.

### 4.3.4 Footnotes on the Title Page

The footnotes on the title page are printed in the footer of the title page in the publication. When using footnotes, they should be numbered in sequence with superscripts on the upper right of the relevant part (<sup>1</sup>, <sup>2</sup>, <sup>3</sup>). The following are examples of when and how to use title page footnotes.

- (1) If you want to provide additional information about your research, for example when the research was supported with a Grant-Aid for Scientific Research offered by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), or the Japan Society for the Promotion of Science (JSPS), or if the content of the paper has already been presented at academic conferences, a footnote number should be included on the main title (subject).

Examples:

- 1 This study was supported by Grant-Aid for Scientific Research, Ministry of Education, Culture, Sports, Science and Technology, Technology (xxx) to xxx.
- 2 Experiment 2 was presented at the 82nd Annual Convention of the Japanese Psychological Association (Sendai, Japan).

- (2) If you wish to give acknowledgments, add a footnote number to the first author's name.
- (3) Changes to the author's surname (or given name) or to his/her affiliation should be indicated with a footnote on the related author's name.
- (4) A contact address in English shall be provided in the publication in order to receive communications and inquiries about the paper. If there is more than one author, the

name, affiliated institution, postal address, and e-mail address of the corresponding author shall be indicated in the following order: (The corresponding author's name), (department), (affiliated institution), (town, city), (prefecture), (postal code), (country name), (e-mail address).

Example:

Correspondence concerning this article should be sent to: Taro Shinri, Department of Psychology, Faculty of Letters, xxx University, Hongo, Bunkyo-ku, Tokyo 113-xxxx, Japan. Tokyo 113-xxxx, Japan. (E-mail: xxx@xxx)

## **4.4 Main text**

### **4.4.1 Headings**

Only the following three types of headings (Level 1 – Level 3) are normally used in the main text. Headings should not be given at the beginning of the main text.

#### **(1) Level 1**

Center the heading across the full page in Gothic type, boldface font, without a period (.). Leave a space of one line above and below the title. The first letter of each main word should be capitalized.

#### **(2) Level 2**

Align the heading flush left. Use Gothic type and boldface font, capitalize the first letter of each main word, and do not use a period at the end of the heading. Start the main text on a new line.

#### **(3) Level 3**

Indent the heading two spaces from the left. Use Gothic type and boldface font, and use a period at the end of the heading. The main text should start on the same line after entering two spaces with the first letter of the first word capitalized.

### **4.4.2 Ordering other than paragraphs and headings**

Topics should be divided into paragraphs according to the coherence of their content. Start each paragraph on a new line and indent two spaces from the left.

#### **(1) Rank paragraphs**

When ranking paragraphs with related content, number them consecutively with Arabic numerals, express the content in simple text, and start a new line for each new paragraph. Do not treat the paragraph as a heading by inserting a colon (:) or a space.

1. ...
2. ...
3. ...

(2) Rank within a sentence or a paragraph

When ordering within a sentence or a paragraph, use letters in parentheses, (a)..., (b)..., and (c)..., and continue the sentence without starting a new line. Do not treat the subpoints as headings by inserting a colon or a space. The use of alternative marker styles such as (1), 1), and a) is not allowed.

#### **4.4.3 Footnotes in the main text**

Footnotes in the main text may be used in order to provide supplementary information on elements that are useful for developing arguments, or to raise points which may bring confusion if included in the main text. Note that footnotes should be kept to a minimum.

- (1) They are printed in the footer of the corresponding page on the publication.
- (2) The sequential numbers starting from the footnote on the title page should be placed on the upper right following the punctuation mark and be in superscript (<sup>1</sup>, <sup>2</sup>, <sup>3</sup>). They should not be placed on headings.
- (3) Sentences in the footnotes should be grouped together on the page following the list of references for the manuscript.
- (4) If necessary, describe comments on copyright in footnotes in the main text.
- (5) In the case of unpublished abstracts, or in the case of letters, presentations, statements from small private meetings, or unofficial exchange of views, such content should be treated as personal communications and thus these sources should be listed in the main text footnotes (including the year and month), rather than in the list of references.

#### **4.4.4 Punctuation rules**

(1) Period (.) and comma (,)

Use periods for punctuation and commas for pause marks.

(2) Hyphen (-)

Use hyphens to connect a pair of words or phrases, or for compound words.

(3) Dash (—)

An em-dash (—) is used when you insert explanatory remarks. The en-dash (–), half the width of a character, is used to indicate periods of time and pages of citations.



(4) Quotation marks (“ ”)

Use “ ” for quotations.

(5) Round parentheses ( )

Round brackets should be used in principle.

(6) Colon (:

Use colons to indicate examples, explanations, hypotheses, and quotations, as well as for subtitles.

(7) Semicolon (;)

Use semicolons when enumerating test results or when listing references between parentheses.

#### 4.4.5 Foreign languages

Avoid as far as possible including technical terms in a foreign language other than English in the main text. However, foreign languages can be used in the following cases. It is preferable not to include technical terms in a foreign language other than English. However, if necessary, describe the foreign language term in parentheses at the first use.

- (1) Proper nouns, including foreigners' names.
- (2) References, test names, and scale names.
- (3) Latin scientific names of plants and animals.

#### 4.4.6 Acronyms and abbreviations

Avoid as much as possible using acronyms or abbreviations which are not commonly used. The following points should be observed when using acronyms and abbreviations.

- (1) When using acronyms and abbreviations for test names and long technical terms, at the first use, the full term should be included with the acronym following in parentheses.
- (2) Generally, acronyms should be capitalized with no spaces or periods used. However, if an acronym is customarily used with a period, the convention should be followed.

#### 4.4.7 Special characters

(1) Italics

Use italics for the items in the following list. Avoid using italics just for emphasis.

- i) Titles of books and periodicals as well as their volume number cited in the main text
- ii) Statistical symbols (e.g., *M*, *SD*, *t*, *F*, *p*, *df*, *ns*)
- iii) Latin scientific names of plants and animals, as well as technical terms used for the first time

(2) **Boldface**

In principle, boldface can only be used for headings in the main text and in tables for values which highlight the factor structure. Avoid using boldface for emphasis in the main text.

(3) **Underlines and emphasis marks**

Underlines and emphasis marks should not be used in principle.

## **4.5 Numbers, formulas and statistical symbols**

### **4.5.1 Numbers**

(1) **Arabic numerals**

As a matter of principle, use Arabic numerals to write numbers except when the number is less than 10 or is at the beginning of a sentence, in which case numbers should be spelled out in full (e.g., “Twenty-one participants...” instead of “21 participants...” if put at the beginning of a sentence).

(2) **Roman numerals**

In principle, Roman numerals should only be used for commonly used expressions (e.g., “Type II error”).

### **4.5.2 Formulas**

Use consecutive numbering for all formulas in the paper.

(1) Use italics for mathematical symbols, quantifiers and variable symbols, and use those that are defined in JIS (Japan Industrial Standards) (see Z8201 and Z8202) as much as possible.

(2) Use Roman type for units and symbols of operation.

(3) Fractional expressions should be expressed in principle as  $(a+b)/(c+d)$ , and  $a/b$  or  $(a+b)/(c+d)$  when included in the main text.

(4) Use Roman type for such symbols as  $\sin$ ,  $\log$ , and  $\exp$ .

(5) When presenting a sequence of related equations vertically, they should be aligned at the equals sign.

### **4.5.3 Statistic symbols and others**

(1) Italicize characters used to symbolize statistical concepts — see JIS and other sources if you are not sure. In principle, analysis of variance tables should not be included in papers. Consult explanatory notes in the Dictionary of Statistics to check how to express quantities such as  $t$  ( ) or  $F$  ( ). As for test results, describe the values of the

test statistics including  $t$ ,  $F$  and  $\chi^2$ , the degree of freedom, the  $p$  values, the effect size, and direction. In order to show point estimates (e.g., sample means, regression coefficients), also indicate information on estimated accuracy (e.g., standard error). It is desirable to display confidence intervals using coherent significance levels throughout the paper.

When showing the results of various statistical testing conducted on documents at the end of the sentence, divide the sentence with a comma and continue as in the following example:

Example

$F(1,10) = 6.18, p = .032, \text{est } \omega^2 = .07; F(4,40) = 22.71, p < .001, MSe = 0.005.$   
 $t(22) = 2.40, p = .013, d = 0.65, 95\% \text{ CI } [0.35, 0.95].$   
 $\chi^2(4, N = 90) = 10.51, p = .033.$

- (2) Use “%” for all percentages.
- (3) Pay careful attention to uppercase and lowercase letters, font, and superscripts and subscripts for special symbols, such as SHR in Hull’s formula.
- (4) When analyzing data containing missing values, show the frequency and number of missing observations, and account for both the origins of the missing observations and the methods used to deal with them.
- (5) Avoid treating a  $p$ -value (e.g.,  $p = .06$ ) that slightly exceeds a predetermined significance level (e.g.,  $\alpha = .05$  if not otherwise specified) as if the alternative hypothesis were statistically supported, with terms such as “significant trend.”

## 4.6 Unit

As a general rule, use the International System of Units (SI) for measurement units. Other units may be used upon approval by the Editorial Board.

### 4.6.1 International System of Units

There are specific names and symbols assigned to the SI base units as well as derived SI units. Of these base units, derived units, and other units permitted by the International Committee of Weights and Measures that are related to psychology are listed in Appendix 1.

### 4.6.2 Prefixes representing multiples and submultiples

You may use prefixes representing integral multiples of 10 (multiples and

submultiples covering the range between 10<sup>-24</sup> and 10<sup>24</sup>) when basic, derived, or supplementary units are too large or too small to write out (See Appendix 1–3).

#### 4.6.3 Unit names and symbols

- (1) Unit names and symbols should be written in Roman type and generally in lowercase. However, use uppercase for those derived from proper nouns as well as for prefixes for numbers equal to or greater than 10<sup>6</sup>.
- (2) Use of the following units and symbols is permitted: °C (Celsius), min (minutes), h (hours) and d (days), as well as ° (degrees), ' (minutes), " (seconds) and L (liters), which may be used with international units.
- (3) Do not pluralize unit names and symbols or use periods. For example, minutes should be written “min” without a period, not “min.” Only one prefix may be used and it should be combined as one word with the unit name or symbol. An exception is the base unit of “kg,” where a prefix should be combined with “g” rather than “kg.” That is, “1 kkg” should be written as “1 Mg.” Similarly, “1 mμm” should be written as “1 nm” to avoid the double prefix.
- (4) Prefixes should be selected so that the number preceding the unit is between 0.1 and 1,000. For example, “2,000 kg” should be written as “2 Mg” and “0.00394 m” as “3.94 mm.” An exception should be made when comparing multiple values in a table or in a series of sentences. In this case it is better to use consistent prefixes, even if some values may fall outside this range.
- (5) Prefixes for derived units must be attached to the head of the unit. For example, “1 μm/ms” should be written as “1 mm/s.”
- (6) When a derived unit is the product of two or more units, it should be written with a multiplication sign as “N·m”, for example. This may be abbreviated as “Nm” if there is no danger of confusion. However, it may not be written as “mN”, which means millinewton, not newton meter. Special attention should be paid to “m,” which means both “milli” and “meter.”
- (7) When a derived unit is the quotient of two or more units, it should be written with a division line, for example as “m/s” using a slash, or “m·s<sup>-1</sup>” using a negative exponent. However, slashes should not be used more than once. For example, “W/sr/m<sup>2</sup>” should be written as “W·sr<sup>-1</sup>·m<sup>-2</sup>” or “W/(sr·m<sup>2</sup>).”
- (8) Leave a normal-width space between the number value and unit (e.g., “100 m”). When necessary, use commas every three digits for large numbers (e.g., “86,400 m”).
- (9) Although dB (decibel) is not an SI unit, the Editorial Board permits its use.

#### 4.6.4 Examples of incorrect use of SI unit symbols

The appendix lists incorrect use of SI unit symbols and shows how each example should be corrected (see Appendix).

### 4.7 In-text citations and references

#### 4.7.1 Citation of references

##### (1) Author's name and year of publication

When citing a reference in the main text, include the year of publication after the author's name (surname or family name).

##### i) In-text citation as part of a sentence

“Naito (2018) presented evidence...”

##### ii) Parenthetical references

“...be experienced (Hashiya, 2019).”

##### iii) If there are multiple publications by the same author in the same year, differentiate each publication with a lowercase letter (a, b...) after the year of publication.

“Hasegawa (2017a) found... , and Hasegawa (2017b) examined...”

“... within the tasks (Hasegawa, 2017a, 2017b).”

“Harada et al. (2021a, 2021b) showed...” “... (Harada et al., 2021a, 2021b).”

##### iv) If there are publications by different authors with the same surnames, which may lead to confusion, differentiate authors by adding the initials.

“In this paper, T. Yamada (2016)...”, “in psychological studies (Y. Yamada, 2016).”

##### (2) Citing your own work

When citing your own published work, use your name in the style detailed above (e.g., Mukaida (2017) ...) rather than referring to yourself as “Author...”.

##### (3) Works by co-authors (two authors)

If a work is jointly written by two authors, write both names in each citation. Use “and” for citations as part of a sentence and “&” for parenthetical references.

“Morioka and Moriya (2020) showed...”, “... (Morioka & Moriya, 2020).”

##### (4) Co-authored works (three authors or more)

##### i) If the manuscript is co-authored by three or more authors, all names except the first author's name should be abbreviated as “et al.”

“Harada et al. (2021) showed...” “... (Harada et al., 2021).”

##### ii) If the use of “et al.” for a work with multiple authors results in multiple works with

the same abbreviation, the authors' names should be written until the works can be distinguished from each other.

"Harada, Nakamura, Asano et al. (2021) showed..."

"... (Harada, Nakamura, Kamise et al., 2021)."

- iii) If, as a result of abbreviations, only the last author differs, write the last author instead of "et al."

"Harada, Nakamura, Fukaya, Kamise, and Asano (2021) showed..."

"... (Harada, Nakamura, Fukaya, Kamise, & Ishii, 2021)."

#### (5) Citation of translated works

When citing a translated work, refer to the original author, the original publication year, and the year the translation was published.

"Otto (2000/2019) ...", "(...). Otto, 2000/2019)."

#### (6) Order of citations

When citing several authors in a section of the main text, list authors alphabetically by their surnames and separate with semicolons in the same parentheses at the end of the sentence. For authors with multiple publications, list by year and separate with commas.

"... (Fukaya, 2018; Fukaya & Ikeda 2015; Ikeda et al. 2015, 2016)."

### 4.7.2 Quotations

- (1) Direct quotations taken from a reference work must be accurately transcribed from the original (or translated) source.

- (2) If the quotation is composed of 40 words or less, it should be followed by the text and enclosed in quotation marks (" ") without a line break.

- (3) If the quoted text is more than 40 words, leave one line before and after the quoted text.

- (4) Use single quotation marks (‘ ’) for quotations within quotations.

- (5) Cite the author's name, year of publication, and page number at the end of a quotation.

"... (Itakura, 2018, pp. 150-152)."

- (6) When translated works are quoted because the original is not accessible, cite quotations according to the guidelines above on the citation of translated works and include page numbers.

"... (Ebbinghaus, 1885/1978, p. 93)."

- (7) Keep in mind that some quotations may require the permission of the copyright holder.
- (8) Use ellipses (...) to indicate any omission of words in direct quotations.

### **4.7.3 Citations for figures and tables**

- (1) Refer to figures and tables in the main text by number, such as Figure 1, Table 1.
- (2) When you cite figures and tables taken from other works, indicate the source in the parentheses (the author's name, year of publication, page number on which the original figure or table appeared, and the number of the figure or table as it was written in the original) to make it clear that you have made citation.

“Figure 1. Research Model of Experiment 1 (Ito, 2017, p. 120, Figure 3).”

- (3) Keep in mind that the citation of some figures and tables may require the permission of the copyright holder.

### **4.7.4 References to the names of individuals and institutions**

- (1) When referring to the name of an individual in the main text, do not forget to show the initial of his/her given name and middle name, and use only the surname for subsequent citations. However, follow the guideline above (4.7.1) on how to present citations and references.
- (2) Honorifics and titles should not be used, except for in acknowledgements.
- (3) If necessary, indicate the institutional affiliation in parentheses after the name of any individuals referred to in the main text for the first time.
- (4) The official name of research institutions should be written out in full at the first reference in the main text. References thereafter may be abbreviated.

## **4.8 Tables**

### **4.8.1 Table manuscripts**

- (1) Table sheet

Tables should be placed after the list of references (or footnotes in the main text) and separately from figures. Each table should be presented individually on separate pages and ordered consecutively, starting from Table 1.

### **4.8.2 General instructions for creating tables**

- (1) Tables should be constructed to convey research results to the reader in the most effective way. Avoid having tables and figures with overlapping content and include all of the necessary information. The samples shown in this handbook are only

examples. Various types of examples can be found in the following references.

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association. pp.210-224.

- (2) In principle, the heading and items on the left side of the table (stub column) should be left aligned, while the values should be center aligned. Capitalize the first letter of main words in the table.
- (3) Consider significant digits when writing number values. In addition, ensure that the placement of decimal points and the number of decimal places for each value are consistent.
- (4) Indicate the unit used for each value set under the corresponding heading for tables arranged by columns (values listed vertically), or to the right of the heading for tables arranged by rows (values listed horizontally).
- (5) When all of the numbers in a table are theoretically less than 1 (as in correlation coefficients), the numbers should be displayed without the 0 (i.e. “.52” instead of “0.52”).
- (6) You may use boldface for values to emphasize factor structure if necessary.
- (7) Use as few lines as possible and leave adequate space in tables. Minimize the use of vertical ruled lines and do not use forward slashes.
- (8) Refer to the tables in the main text, and indicate where you would like each table to be inserted in the main text.

#### **4.8.3 Numbers and titles for tables**

- (1) Tables should be numbered with consecutive Arabic numerals, such as Table 1, Table 2, according to the order of appearance in the main text. Titles should start on a new line, be italicized, and should not be followed by a period. A title should appear above the table and be left aligned.
- (2) Titles should be as concise as possible and match the terms used in the main text.

#### **4.8.4 Table notes**

Table notes should be inserted below the table following the order listed below, not under the table title, and should be written concisely after the note marker. Each explanatory note should end with a period.

- (1) Supplementary explanation on the table as a whole should not be accompanied with



a note marker in the table. In this case, the explanatory sentence should be placed below the table in the “Note.”

- (2) For notes on specific parts of the table, attach note markers (superscripts such as <sup>a</sup>, <sup>b</sup>, and <sup>c</sup>) to the parts concerned. If there are several notes, these should be included on the same line rather than starting a new line for each note.
- (3) Symbols such as “\*,” “\*\*,” and “†” are used to indicate statistical significance levels of 5 %, 1 % and 10% respectively, and should be inserted as superscripts next to relevant values in the table. Provide explanatory notes below the table. If there are several notes, these should be included on the same line.

#### Example 4.1 Table example

Table 3

*Means and Standard Deviations of Younger and Older Adults in Privacy Consciousness Scale Scores*

	Younger adults		Older adults		<i>t</i> -test statistics and effect size		
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>	<i>t</i>	<i>df</i>	Cohen's <i>d</i>
Consciousness and Behaviors Regarding Privacy of the Self	3.30	0.69	3.43	0.79	1.49	287.81	0.17
Consciousness Regarding Privacy of Others	2.95	0.82	2.43	0.88	5.42***	309	0.62
Behaviors Regarding Privacy of Others	3.19	0.84	3.81	0.74	6.86***	309	0.78

\*\*\**p* < .001.

(Tabata, N., Sato, H., & Ninomiya, K. (2021). Comparison of Privacy Consciousness Between Younger and Older Adults. *Japanese Psychological Research*, 63(2), 108, Table 3. <https://doi.org/10.1111/jpr.12284>)

## 4.9 Figures

### 4.9.1 Preparing figures

Figures can convey a large amount of information in a format that can be understood intuitively, but they require a significant amount of space and should be selected carefully and used effectively. Figures and tables should not have overlapping content.

#### (1) Figure sheet

As with tables, each figure should be presented individually on separate sheets and ordered consecutively, starting from Figure 1. Figures should be placed after the list of references (or footnotes in the main text), and separately from tables.

#### (2) Types of figures

Graphs, images, and charts may be used for figures. Appropriate graphical forms, including line graphs, bar graphs, or scatter diagrams should be chosen according to their suitability to the data presented. Generally, line graphs are used to illustrate changes in dependent variables (y axis) against consecutive changes in independent variables (x axis). Bar graphs are generally used when the independent variables are nominal scales (category groups). Scatter diagrams are used to show relationships between variables.

### 4.9.2 General instructions for creating figures

#### (1) Creating figures

Choose lines of appropriate width and pay attention to the contrast to ensure that they will be visible in the event that the figure is reduced. In principle, do not use color when preparing figures. If you use software to create figures, please ensure that your figures are in accordance with the specific instructions for figures for *The Japanese Psychological Research* as default software settings are often different from what the journal requires, including borders, the presence of background colors, and unnecessary lines.

#### (2) Lines and points

- i) When part of the vertical axis is omitted, it is desirable to indicate this with a wavy line or a slash.
- ii) The width of coordinate axes, curves, and lines should be consistent throughout the manuscript. The width of coordinate axes should be about the same as the width of the thickest curves and lines in the figure.
- iii) The same scale graduations should be used for figures which are intended for comparison with others in the same manuscript.
- iv) Make sure that large fonts are used for polygonal markers as these can be difficult to

distinguish at reduced size.

- v) When error bars are used to indicate the dispersion level of data, describe clearly whether they represent standard deviation, standard error, confidence interval, etc.

(3) Characters in figures

- i) Set the size and width of characters in figures taking the scale into consideration. The first letter of each word should be capitalized, and the SI guidelines (Appendix 1) should be followed to determine whether or not particular units should be capitalized.
- ii) Labels and descriptions of axes should be located outside of the axis and must be centered. Labels and descriptions for vertical axes should be read from bottom to top.

- (4) Refer to the figures in the main text, and indicate where you would like each figure to be inserted in the main text.

- (5) When displaying the results of path analysis or structural equation modeling (SEM) in path diagrams, describe them in a standard manner using the following references as guidelines.

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association. p. 239, Figure 7.7, p. 240, Figures 7.8, 7.9.

- (6) Photographs are treated as figures. Number photographs and figures consecutively.

#### **4.9.3 Numbering and titles of figures (caption)**

- (1) Number each figure consecutively using italicized Arabic numbers (e.g., Figure 1, Figure 2, ...) according to the order in the main text. Do not start the title (caption) on a new line, and place a period at the end.
- (2) Above each figure, indicate and left-align its figure number and title.
- (3) Figure titles (captions) should be brief and explain the figure's contents. In addition, match the terms used in the title with those appearing in the main text.

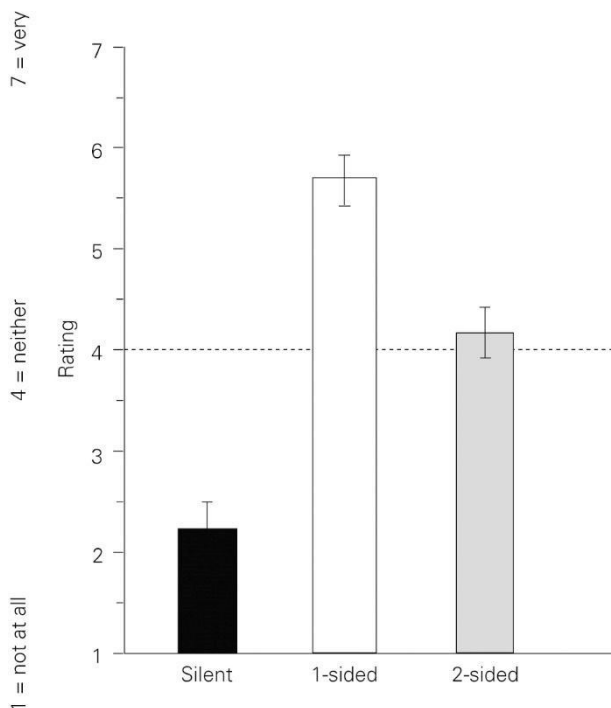
(Notes on figures)

1. Carefully select essential elements.
2. Be careful not to duplicate the content of other tables and figures.
3. Necessary and sufficient information should be provided. If the degree of scatter to the representative values, the number of samples, etc. are important, they need to be clearly illustrated.
4. In principle, the format of figures with similar content should be unified.
5. The title of the figure should be concise and sufficiently expressive of its content. At the same time, it should be easy enough to understand that the content is different from other figures.
6. The meanings of numbers and other symbols in the figures should be explained in the figures so that the reader can understand them without having to read the main text.
7. The background color should be white. Line graph symbols and bar graph fills should be clearly identifiable. Do not use meaningless decorations (3D, shadows, etc.).

#### Example 4.2 Figure example

Figure 1

*Mean responses to mood scale*

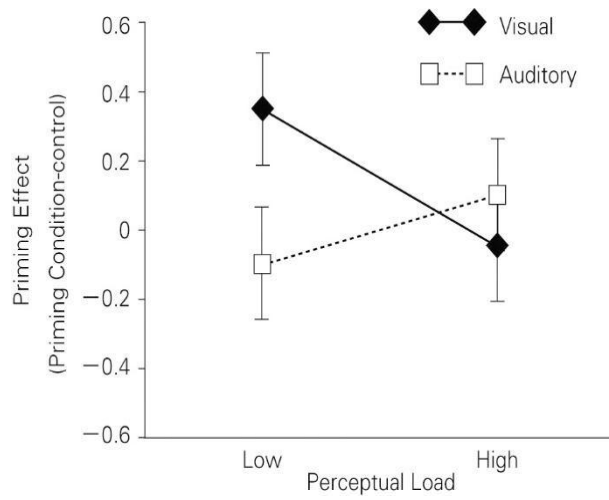


*Note.* Error bars represent standard errors.

### Example 4.3 Figure example

Figure 2

*Visual and auditory priming effects across low and high perceptual load conditions*



*Note.* Error bars indicate standard errors.

## 4.10 List of references

References should be listed together at the end of the main text. The title should be labeled “References,” using a Level 1 heading. Prepare your references in a way in which the reader should be able to easily locate and consult them. It is recommended that you include DOIs (Digital Object Identifiers). Please remember that you should start the list of references with a page break.

### Example 4.4 References

References
Asano, M., Imai M., Kita, S., Kitajo, K., Okada, H., & Thierry, G. (2015). Sound symbolism scaffolds language development in preverbal infants. <i>Cortex</i> , 63, 196-205. <a href="https://doi.org/10.1016/j.cortex.2014.08.025">https://doi.org/10.1016/j.cortex.2014.08.025</a>
Ayyash-Abdo, H., Nohra, J., Okawa, S., & Sasagawa, S. (2016). Depressive Symptoms among Adolescents in Lebanon: A Confirmatory Factor Analytic Study of the Center for Epidemiological Studies Depression for Children. <i>Acta Psychopathologica</i> , 2, 46. <a href="https://doi.org/10.4172/2469-6676.100072">https://doi.org/10.4172/2469-6676.100072</a>
Bartram, D., & Lindley, P. A. (2000). <i>Psychological Testing: BPS Level A Open Learning Programme</i> . Wiley.
de Saussure, F. (1966). <i>Course in general linguistics</i> (R. Harris, Trans.). New York: McGraw Hill. (Original work published 1916.)
Holtgraves, T. (2020). "Let's Stay Safe; Please Keep Your Distance": How to Politely Ask Other People to Maintain Social Distance. Retrieved May 24, 2021 from <a href="https://www.spsp.org/news-center/blog/holtgraves-social-distance-communication">https://www.spsp.org/news-center/blog/holtgraves-social-distance-communication</a>
Iwasa, K., Tanaka, T., & Yamada, Y. (2018). Factor structure, reliability, and validity of the Japanese version of the Disgust Scale-Revised (DS-R-J). <i>Japanese Journal of Psychology</i> , 89(1), 82-92. <a href="https://doi.org/10.4992/jjpsy.89.16230">https://doi.org/10.4992/jjpsy.89.16230</a> (In Japanese with English abstract.)
Oe, T. (2019). <i>Manipulated booth temperature and outside air temperature both predict explicit social warmth after food deprivation</i> [Poster presentation]. The 20th annual meeting of the Society for Personality and Social Psychology, Portland, OR.
Shimono, Y., Hasegawa, A., Tsuchihara, K., Tanaka, K., Matsuda, Y., & Kunisato, Y. (in press). Longitudinal association between autistic traits and affinity for hikikomori in Japanese university students. <i>Current Psychology</i> .
Suzuki, A., Hoshino, T., Shigemasu, K., & Kawamura, M. (2007). Aging effects on facial expression recognition: Testing for their negative-emotion selectivity. In E. I. Clausen (Ed.), <i>Psychology of anger</i> (pp. 177- 201). Nova Science.
Wang, K., Goldenberg, A., Dorison, C. A., Miller, J. K., Uusberg, A., Lerner, J. S., Gross, J. J., Agesin, B. B., Bernardo, M., Campos, O., Eudave, L., Grzech, K., Ozery, D. H., Jackson, E. A., Garcia, E. O. L., Drexler, S. M., Jurković, A. P., Rana, K., Wilson, J. P., ... Moshontz, H. (2021). A multi-country test of brief reappraisal interventions on emotions during the COVID-19 pandemic. <i>Nature Human Behaviour</i> , 5, 10891110. <a href="https://doi.org/10.1038/s41562-021-01173-x">https://doi.org/10.1038/s41562-021-01173-x</a>

#### 4.10.1 General guidelines for references

- (1) For references that take more than one line, all lines beginning with the second line should be indented by a width of four characters.
- (2) The information should be listed in alphabetical order, following the authors' surnames. No reference number should be added.
- (3) Year of publication
  - i) Always indicate the year of publication of the reference using the Western calendar.
  - ii) Put the year of publication in parentheses followed by a period as in “( ).”
  - iii) For journals that are published every other year or every three years, indicate two years and link them with an en-dash, as in (2011–2013).
  - iv) For journals that are published once in an academic year from April to March of the following year, like *The Japanese Journal of Psychology*, show the year the journal was published.
- (4) Titles of references should be presented in their complete form, with the first letter of words in the title and the subtitle capitalized. Proper nouns should also be capitalized. The subtitle should follow a colon.
- (5) In principle, indirect citations should not be made. In addition, citations from papers that are still under a submission process or review and that have not yet been officially approved for publication should not be made.

#### 4.10.2 Format for the list of references

- (1) Author's name

- i) General rules

Indicate the author's name with the surname first, followed by a comma, the initials of the given name and the middle name in this order. Initials should be followed by a period. If two authors have the same surname and initials, their names should be listed in full. The spelling of names should match the one adopted by the original authors.

Takahashi, N. (2013)., Takahashi, Noboru (2013)., Takahashi, Nobuyuki (2013).

- ii) Co-works (works by seven authors or fewer)

Indicate the names of all authors. A comma and an ampersand (&), as opposed to “and,” should be placed before the last author's name.

Inoue, K., Oe, T., & Kawakami, N. (2016).

iii) Co-works (works by eight authors or more)

If there are not fewer than eight authors, include the first six authors and the last author, replacing the authors in between with an ellipsis (...).

Kojima, Y., Komura, K., Sawamiya, Y., Sugiura, J., Soma, T., Takeda, Y., ...  
Tanaka, T. (2018).

(2) Books

For books, the author's name, year of publication, title, edition (except for first edition sources), location, and publisher should be indicated. Titles should be italicized. The edition should be abbreviated as ed.

i) A standard entry

Author, A. (Year). *Title of Book*.

Sprick, R. S. (2021). *Discipline in the Secondary Classroom: A Positive Approach to Behavior Management* (4th ed.). Wiley.

ii) Edited volume: Editors should be indicated as Ed. When there are multiple editors, use Eds.

Editor, A., Editor, B., & Editor, C. (Eds.). (Year). *Title of Book*. Publisher.

Shwalb, D. W., Nakazawa, J., & Shwalb, B. J. (Eds.). (2005). *Applied developmental psychology: Theory, practice, and research from Japan* (Advances in applied developmental psychology series). Charlotte, NC: Information Age Publishing.

iii) Specific chapter from an edited volume

Author, A., & Author, B. (Year). Title of Chapter. In A. Editor & B. Editor (Eds.), *Title of Book* (pp. XX-XX.). Publisher.

Author, A. (Year). Title of Chapter. In A. Editor (Ed.), *Title of Book* (2nd ed., Vol. 3, pp. XX-XX.). Publisher.

Itakura, S., Moriguchi, Y., & Morita, T. (2013). Visual masking and task switching in the attentional blink. In S. Watanabe & S. A. Kuczaj (Eds.), *Emotions of Animals and Humans: Comparative Perspectives* (pp. 207-222). Springer Japan.

iv) Books with multiple volumes

Author, A. (Year). *Title of Book* (Vols. XX-XX). Publisher.

Christie, D. J. (Series Ed.). (2008-2020). *Peace Psychology Book Series* (Vols. 1-



35). New York: Basic Books.

v) A volume from books with multiple volumes

Author, A. (Year). *Title of Book*. (B. Editor, Series Ed.) Title of Series. Volume No. Publisher.

Liben, L. S., & Mueller, U. (Eds.). (2015). *Handbook of child psychology and developmental science. Vol. 2.: Cognitive processes*. (R. M. Lerner, Series Ed.). Wiley.

vi) Translated works

Author, A (Year). *Title of book* (B. Translator, Trans.). Publisher. (Original work published Year.)

Oguma, E. (2002). *A genealogy of Japanese self-images* (D. Askew, Trans.). Melbourne: Trans Pacific Press. (Original work published 1996).

(3) Periodicals (periodicals including academic journals, yearbooks, bulletins, etc.)

When citing periodicals, indicate the author's name, year of publication, article title, journal title, volume number, and page. Journal titles and volume numbers should be italicized, and page numbers of the quoted reference should be indicated with an en-dash between the first and last page quoted. In principle, journal titles should be written in full without abbreviation. The first letter of the main words in journal titles should be capitalized. When confusion may arise, for example if two or more journals possess the same or similar names, include either the publisher (or the location) after the journal name.

i) Journals

Author, A., Author, B., & Author, C. (Year). Title of article. *Journal Title*, Vol. (No.), xx-xx. <https://doi.org/xxx>

Ishikawa, S., Chen, J., Fujisawa, D., & Tanaka, T. (2019). The development, progress, and current status of cognitive behaviour therapy in Japan. *Australian Psychologist*, 55(6), 598-605. <https://doi.org/10.1111/ap.12450>

ii) Annals/yearbooks and bulletins

If there are several sections or series under the bulletin or report of the same name, indicate the name of the section/series following the title. In addition, if the names of these annals or reports do not include the name of the university concerned, this should be included in parentheses.

Author, A. (Year). Title of article. *Journal Title*, Vol. (No.), xx-xx.

<https://doi.org/xxx>

Saito, A., & Nozaki, M. (2018). Childrearing and Social Support in Fathers of 3-5 Years Old Children. *The Bulletin of Musashino University, Faculty of Education*, 4, 9-17. (In Japanese)

(4) Citation of online documents

i) If a source has been published both online and in paper, the citation should refer to the paper reference.

ii) If it has been officially confirmed that the work will be published and it is currently available as an early-view online document, adopt the year of release as the year of publication, clearly state that the document is available thanks to the early-view, and specify the DOI. After publication, replace this information with that of the published version.

Author, A. (Year). Title of article. *Journal Title*. (Advance online publication. <https://doi.org/xxx>)

Toyama, N. (2019). Developmental changes in infants' object interactions across the transitional period from crawling to walking. *European Journal of Developmental Psychology*. Advance online publication. <https://doi.org/10.1080/17405629.2020.1814730>

iii) For preprinted references, specify the name of the upload site and the DOI.

Author's surname, first name. (Year of publication). *Title of paper*, and name of the upload site name. <https://doi.org/xxx>

Yoshimura, N., Morimoto, K., Murai, M., Kihara, Y., Marmolejo-Ramos, F., ... Yamada, Y. (2020). *Age of smile: a cross-cultural replication report of Ganel and Goodale (2018)*. PsyArXiv. <https://doi.org/10.31234/osf.io/dtx6j>

iv) For documents only available online which possess a DOI, list the DOI.

Author, A. (Year). Title of article. *Journal Title*, Vol.(No.), Article No. <https://doi.org/xxx>

Miura, A., & Kobayashi, T. (2016). Survey Satisficing Inflates Stereotypical Responses in Online Experiment: The Case of Immigration Study. *Frontiers in Psychology*, 7, 1563. <https://doi.org/10.3389/fpsyg.2016.01563>

v) For documents only available online which do not have a DOI assigned, describe the information using the following format.

Author, A. (Year). (Year). Title of article. Web site. Retrieved Date of access, from URL

American Psychological Association. (2014). APA databases: PsycINFO. American Psychological Association. Retrieved October 29, 2014 from <http://www.apa.org/pubs/databases/psycinfo/index.aspx>

However, as the cited documents may be deleted from the website, The authors should prepare their response such that it is possible to quickly address requests by the Editorial Board.

(5) Other

i) Dissertation

The publication year of a dissertation should correspond to the calendar year, not academic year, of course completion and degree conferment. In addition, refer to the publication year of the abstract if applicable.

Author, A. (Year). (Year). *Title of article* (Unpublished master's thesis, doctoral dissertation). University, Location.

Kitazaki, M. (1997). *Mobile observer's visual perception: Application of the generic-view principle to three-dimensional motion perception* (Unpublished doctoral dissertation). University of Tokyo, Tokyo.

ii) Presentations in academic conferences

Author, A. (Year). Title of article. *Conference Name* (City, Country), xx-xx.

Nishiyama, H., & Notomi, K. (2020). Implementing UDL to Improve Lessons in Primary and Secondary School in Japan. *Poster presented at the 34th Pacific Rim International Conference on Disabilities and Diversities* International (Honolulu, HA).

iii) Papers in press

For presses which are scheduled to be printed but have not been published yet, use “(in press)” in lieu of the year of publication.

Author, A., & Author, B. (in press). Title of article. *Journal title*.

Boiger, M., Kirchner, A., Schouten, A., Uchida, Y., & Mesquita, B. (in press). Different Bumps in the Road: The Emotional Dynamics of Couple Disagreements in Belgium and Japan *Emotion, Emotion*.

iv) Quotations of articles from newspapers or journals

Author, A. (Year). Title of article. Newspaper/Journal name, Date, pp.xx-xx.

Frاندale, N. (2002). Living on his nerves. Sunday Telegraph Magazine, March 17, pp. 12-19.

#### 4.10.3 Information on Japanese references

(1) The instructions for references in foreign languages should be followed for any Japanese references. The orthography of the author's Romanized name should match that used by the original author.

(2) If English translations of titles can be found in original Japanese sources, the translation should be used in citations. If no translations are available, contact the original authors for the translation if possible. If this is not an option, provide appropriate English translations of titles and add the following note: "(In Japanese, translated by the author of this article.)"

(3) All citations from Japanese sources should be clearly indicated with "(In Japanese)." When an abstract in English is available, indicate it with "(In Japanese with English abstract)."

Sato, A. (2014). The future is in your right hand: An embodied temporal concept. *Japanese Journal of Psychology*, 85(4), 345-343.

<https://doi.org/10.4992/jjpsy.85.13055> (In Japanese with English abstract.)

(4) For books, write the publisher in English as they have adopted.

(5) For the names of journals, use the English translations provided by the publishers. When translations are not available, use Romanized Japanese titles (following the Hepburn system) and provide English translations in parentheses.

#### 4.10.4 Order of references

(1) References should be arranged in the alphabetical order of the first author's surname, even in the case of co-authored works, without distinguishing Japanese and foreign documents.

(2) If there are multiple citations by the same author including a single-authored citation and a co-authored citation in which s/he is the first author, list the single-authored citation first. When there are multiple co-authored citations with the same first author, list them in alphabetical order according to the second authors' name, not the order of publication. This principle also applies when the first and second authors are the

same and the third or subsequent author is different.

Toyama, K. (2019).

Toyama, K., Nagai, S., & Nakamichi, K. (2015).

Toyama, K., & Oe, T. (2011).

- (3) When there are multiple citations by the same author, or multiple citations by the same co-authors with the same name ordering, list them in chronological order. When there are multiple citations by the same authors/co-authors that were published in the same year, or citations with the same abbreviation quoted in the main text, differentiate each publication with sequential lowercase letter (a, b...) after the year of publication.

Nishiyama, H. (2019a).

Nishiyama, H. (2019b).

## **4.11 Abstract and keywords**

### **4.11.1 Abstracts**

Articles for *The Japanese Psychological Research* should be accompanied by a 100–175 word abstract in English. An abstract should contain the problems (purposes), methods, results, discussion, and conclusions.

### **4.11.2 Keywords**

Three to five keywords in English should be listed under the abstract for classification and search purposes. Keywords should meet the criteria listed below to facilitate searches.

- (1) Keywords should be nouns or noun phrases. Countable nouns should be listed in their plural form.

Example

theory-theories, mouse-mice, child-children

- (2) As a rule, abbreviations should not be used as keywords.

- (3) Keywords do not have to be words found in either the abstract or the main text of the article.

Example

hyperactivity-hyperkinesis, quantification-measurement

- (4) Proper nouns (such as names of people, places, and specific tests) can be used as

keywords. In general, use lowercase unless use of uppercase is required as in proper nouns.

Example

Freud (Sigmund), Wechsler Adult Intelligence Scale

#### **4.12 Supporting Information**

The supporting information function of the Wiley Online Library can be used as supplementary material for papers. For details, please refer to the website ([https://psych.or.jp/publication/Supporting\\_Information/](https://psych.or.jp/publication/Supporting_Information/)) of the Japanese Psychological Association.

## *Appendix*

### **Appendix 1. Unit Symbols**

#### **1 Base and supplementary units**

Table 1

##### *Base units*

Amount	Name of the unit	Symbol
Length	meter	m
Mass	kilogram	kg
Time	second	s
Electric current	ampere	A
Thermodynamic temperature	kelvin	K
Amount of substance	mole	mol
Intensity of light	candela	cd

##### *Supplementary units*

Amount	Name of the unit	Symbol
Plane angle	radian	rad
Solid angle	steradian	sr

## 2 Derived units

Table 2

Derived units with unique names (partial)

Amount	SI unit		
	Name	Symbol	Definition
Frequency	Hz	Hz	s <sup>-1</sup>
Power	Newton	N	kg • m/s <sup>2</sup>
Pressure, stress	pascal	Pa	N/m <sup>2</sup>
Energy, work, calorific value	joule	J	N • m
Power, work rate, dynamic force, electricity	watt	W	J/s
Voltage, potential	bolt	V	W/A
Electrostatic capacity	farad	F	C/V
Electric Resistance	Ohm	omega	V/A
Conductance	Siemens	S	A/V
Inductance	Henry	H	Wb/A
Luminous flux	lumen (unit of luminous flux)	lm	cd-sr
Illuminance	lux	lx	lm/m <sup>2</sup>



### 3 SI units and Non-SI units mentioned in the SI related to psychology

Table 3

Space and time

Amount	Name of the unit	symbol	Remarks
Plane angle	radian	rad	1° (degrees), 1' (minutes), and 1" (seconds) can be used together.
Solid angle	steradian	sr	
Length	meter	m	
Area	square meter	m <sup>2</sup>	
Volume, Capacity	cubic meter	m <sup>3</sup>	1L (liter) can also be used.
Time	second	s	1min (minute), 1h (hour), and 1d (day) can be used together.
Angular velocity	radian per second	rad/s	
Speed, velocity	meter per second	m/s	
Acceleration	meter per second per second	m/s <sup>2</sup>	

Table 4

Periodic and related phenomena

Amount	Name of the unit	Symbol	Remarks
Frequency, f-number of vibrations	Hz	Hz	1Hz = 1s <sup>-1</sup>
Speed or number of rotations	time per second	s <sup>-1</sup>	min <sup>-1</sup> can be used together

Table 5

## Mechanics

Amount	Name of the unit	Symbol	Remarks
Mass	kilogram	kg	1t (ton) can be used in combination
Power	Newton	N	$1\text{N} = 1\text{ kg} \cdot \text{m/s}^2$
Pressure	pascal	Pa	$1\text{Pa} = 1\text{N/m}^2$ 1bar (bar) can be used in combination
Work, energy	joule	J	1eV (electron volt) can be used in combination
Power, work rate, dynamic force	watt	W	$W = 1\text{J/s}$

Table 6

## Heat

Amount	Name of the unit	Symbol	Remarks
Thermodynamic temperature	kelvin	K	Do not put °.
Celsius temperature	Celsius degree	°C	This is also an SI unit.
Temperature interval, temperature difference	kelvin	K	The temperature interval or difference of the Celsius temperature may also be expressed in °C.
Heat/calorific value	joule	J	Calorie cannot be used.

Table 7

## Electricity and magnetism

Amount	Name of the unit	Symbol	Remarks
Electric current	ampere	A	
Electric charge, electric quantity	coulomb	C	$1\text{C} = 1\text{ A} \cdot \text{s}$
Electric potential, potential difference, voltage, electromotive force	volt	V	$1\text{V} = 1\text{W/A}$
Electrostatic capacity, capacitance	farad	F	$1\text{F} = 1\text{C/V}$
Self-inductance, mutual inductance	Henry	H	$1\text{H} = 1\text{V} \cdot \text{s/A}$
Magnetic flux density, magnetic induction	Tesla	T	$1\text{T} = 1\text{ V} \cdot \text{s/m}^2$
(Electrical) Resistance (DC)	ohm	ohm	$1\Omega = 1\text{V/A}$
(Electrical) Conductance (DC)	Siemens	S	$1\text{s} = 1\text{a/v} = 1\text{ohm}^{-1}$

Table 8

Light and related electromagnetic radiation

Amount	Name of the unit	Symbol	Remarks
Wavelength	meter	m	Å may be used in combination
Radiant energy	joule	J	
Radiant flux	watt	W	
Radiation intensity	watt per steradian	W/sr	
Radiance	watt per steradian per square meter	W/(sr • m <sup>2</sup> )	
Radiative effusivity	watt per square meter	W/m <sup>2</sup>	
Irradiance	watt per square meter	W/m <sup>2</sup>	
Luminous intensity	candela	cd	
Luminous flux	lumen (unit of luminous flux)	lm	1lm = 1cd-sr
Radiation intensity	lumen-second	lm-s	
Luminance	Candela per square meter	cd/m <sup>2</sup>	
Luminous flux divergence	Lumens per square meter	lm/m <sup>2</sup>	
Illuminance	lux	lx	1lx = 1lm/m <sup>2</sup>

Table 9

## Sound

Amount	Name of the unit	Symbol	Remarks
Cycle	second	s	
Frequency, number of vibrations	Hz	Hz	
Wavelength	meter	m	
Density	kilogram per cubic meter	kg/m <sup>3</sup>	
Static (instantaneous) sound pressure	pascal	Pa	1 bar (bar) can be used in combination
Speed of sound, acoustic velocity	meters per second	m/s	
Sound energy flux, sound power	watt	W	
Sound intensity	watt per square meter	W/m <sup>2</sup>	
Acoustic impedance	pascal per second cubic meter	Pa-s/m <sup>3</sup>	

Table 10

## Physical chemistry and molecular physics

Amount	Name of the unit	Symbol	Remarks
Amount of substance	mole	mol	
Molar concentration	mole per cubic meter	mol/m <sup>3</sup>	

#### 4 Prefixes for units

Table 11

Base units

Name	Symbol	Size
giga	G	$10^9$
mega	M	$10^6$
kilo	K	$10^3$
hecto	h	$10^2$
deca	da	10
deci	d	$10^{-1}$
centi	c	$10^{-2}$
milli	m	$10^{-3}$
micro	$\mu$	$10^{-6}$
nano	n	$10^{-9}$

## 5 Examples of inappropriate use of units and how to express them correctly

Table 12

Correct ways to express units

Examples of units not suitable for SI	Examples of units suitable for SI
$\mu$ (micron)	$\mu\text{m}$ (micrometer)
$\text{m}\mu$ (millimicron)	$\text{nm}$ (nanometer)
sec (second)	s
c/s, cps	Hz (Hertz)
nt (nit)	$\text{cd}/\text{m}^2$
1mL (millilambert)	$3.183\text{cd}/\text{m}^2$
1sb (stilb)	$10\text{kcd}/\text{m}^2$
$^{\circ}\text{K}$ (Kelvin)	K
1cal (calorie)	$4.186\,05\text{J}$ (joule)
1erg (erg)	$0.1\mu\text{J}$ (microjoule)
1dyn (dyne)	$10\,\mu\text{N}$ (micronewtons)
1Gs (gauss)	$0.1\text{mT}$ (millitesla)
rpm (revolutions per minute)	$\text{min}^{-1}$

## **Appendix 2. Checklist for submission of papers to *The Japanese Psychological Research***

The following checklist covers items that are often overlooked in the writing of manuscripts. Authors should submit their manuscript to this journal after referring to the following checklist. The pages indicate where you can find the items listed in the Guide for Writing and Submission.

### **1. Paper information**

- (1) Have you chosen the appropriate category of paper? Is the length of your paper within the number of pages for the published version stipulated for each category of paper?
- (2) Is the title (any subtitles should follow a colon) appropriate for the article, and is it of sufficient length (approximately 12–15 words)?
- (3) If the work has been co-authored, have you included the names of all of the authors as well as their affiliations?
- (4) Is the length of the abstract appropriate (100–175 words)? Have appropriate keywords also been chosen (3–5 words)?

### **2. How to write your manuscript**

- (1) Have you written the main text in English, and have you chosen the correct paper format (A4), character setting, and number of lines per page (common format, size of 10.5 points or more, approximately 25 lines), as well as set up appropriate margins on all four sides (3 cm or more)?
- (2) Does the PDF file of the manuscript correctly contain the title, abstract and keywords, main text, list of references, footnotes (in the main text), figures (each figure should start on a new page and contain the title (caption)) and tables (each table should start on a new line and contain its title and notes) in this order? (Remove the author's name, affiliations, and footnotes from the entirely manuscript including the title page and footnotes for anonymity.)
- (3) Are pages numbered consecutively?
- (4) Has the English manuscript been reviewed by a native English-speaking expert?

### **3. Paragraph and headings**

- (1) Have you correctly used each type of headings (three types) and used the appropriate numbering for non-heading type paragraphs (e.g., 1., (a))?
- (2) Are the paragraphs properly punctuated?



#### 4. Abbreviations

- (1) Are there any inappropriate abbreviations or unnecessary explanations?
- (2) Are the abbreviations fully and clearly explained?

#### 5. Measurement units

- (1) Do the measurement units and their abbreviations follow the International System of Units (SI)?

#### 6. References

- (1) Have the references been listed correctly? Additionally, do the spelling and the year of publication described in the list of references correspond to the quotations in the main text?

#### 7. Footnotes

- (1) Do the footnotes on the title page correctly describe the information on the corresponding author in English, research grant, presentation in academic conferences, acknowledgement, change of the author's surname (or given name), and affiliated institution?
- (2) Has the use of footnotes in the main text been minimized? Are the footnotes numbered consecutively, continuing from the footnotes on the title page?

#### 8. Figures and tables

- (1) Are all figures and tables numbered, titled, and annotated when necessary?
- (2) Are all figures and tables quoted in the main text? Are they numbered in the same order as referred to in the main text? Have you indicated in the main text where figures and tables should be inserted?
- (3) Is the use of ruled lines in the tables kept to the minimum?
- (4) Is the size of figures adequate? Is each part of the figures distinguishable even if printed on a reduced scale?

#### 9. Copyright and citation

- (1) Have you requested permission in writing as necessary in order to cite already published papers, figures, and tables?
- (2) Are all citations accompanied with sources and original pages?
- (3) Are you certain that this paper has never been published before? Are you sure that publication of this work would not constitute double submission or plagiarism?

10. Method of submission

- (1) Have you responded to all of the questions in the Ethics Checklist?

### Appendix 3. Ethics Checklist (as of October 2022)

Ethics Checklist for Papers Submitted to *The Japanese Journal of Psychology* and *The Japanese Psychological Research*

This checklist is designed to assist the Editorial Board in ascertaining the extent to which submitted papers meet the ethical requirements of the journal. Please answer each question at the time of submission. While the mere fact that an item is not fulfilled does not mean that the paper will be automatically rejected, the Editorial Board may ask for further details.

Based on the purpose of the Code of Ethics and Code of Conduct for Members of the Japanese Psychological Association and in accordance with the Code of Ethics of the Japanese Psychological Association, ethical considerations should be given not only to the items on the list, but also in general when conducting research and writing papers.

1. Did you obtain approval from the ethics committee of your institution or related institution to conduct the research?

[Yes]      [No]

If no, please explain why you did not receive approval.

If no, please explain in as much detail as possible why you think it is ethical to conduct the experiment or survey. (For example, “you have confirmed in advance with a third party unrelated to the research that there is no ethical problem in conducting the experiment or survey,” etc.)

2. Did you obtain informed consent from the research participants prior to the experiment or survey? (Informed consent should include an explanation of the nature of the experiment or investigation and a statement that the participants are free to withdraw from the experiment or investigation. It is preferable to obtain a signature of consent.)

[Yes]      [No]

If no, please explain the reason.

3. If it was unavoidable that you could not obtain informed consent, did you take any alternative measures? (e.g., obtaining consent from the parents or other responsible

person)

[Yes] [No] [Not applicable (informed consent obtained)]

If no, please explain the reason.

4. Were there any burdens or risks to the participants or animals in the experiment or study?

[Yes] [No]

If there were any burdens or risks, please describe them in detail and state what actions or measures were taken.

[Description of the burden or risk]

[Actions or measures taken]

5. Were there any deceptions in the experiment or survey?

[Yes] [No]

If yes, please indicate whether or not you have taken any action, such as a post-hoc explanation.

6. In animal experiments, did you use the minimum number of animals necessary for the experiments? (Did you use too many animals for no reason?)

[Yes] [No] [Not applicable (no animal experiments conducted)]

If no, please explain the reason.

7. Is there any guarantee of privacy? (e.g., data collection and processing, guarantee of anonymity when presenting the data in a paper)

[Yes] [No]

If no, please explain the reason.

8. Is the paper an original paper by the author(s)? (An original paper is one that has not been submitted or published elsewhere. If there are closely related papers, such as those involving reanalysis of data, please send them as reference documents as well.)

[Yes] [No]

If no, please explain the reason.

9. If there are two or more authors, have you obtained permission for submission from

all of them?

[Yes] [No] [Not applicable (for single-authored paper)]

If no, please explain the reason.

\*Does the order of authors' names appropriately reflect their contributions?

[Yes] [No] [Not applicable (for single-authored paper)]

If no, please explain the reason.

10. If you use materials or programs created by others, or cite figures, tables or texts, do you indicate the source?

[Yes] [No]

If no, please explain the reason.

Have you obtained permission from the original author(s)?

[Yes] [No]

If no, please explain the reason.

11. Have you checked for inappropriate or discriminatory terms or expressions?

[Yes] [No]

If no, please explain the reason.

12. Are there any conflicts of interest in this paper?

Please be sure to check the JPA Rules on Conflicts of Interest <  
[https://psych.or.jp/wp-content/uploads/2021/06/EN\\_JPA\\_Rules\\_on-Conflicts\\_of\\_Interest.pdf](https://psych.or.jp/wp-content/uploads/2021/06/EN_JPA_Rules_on-Conflicts_of_Interest.pdf)> for the definition of a conflict of interest. Please remember that if you do not disclose the proper information, your paper may be withdrawn even after publication.

(\*If there are no conflicts of interest, please state that there are no conflicts of interest; if there is a conflict of interest, please describe it at the end of the paper, making sure not to include any private information about the author.)

[Yes] [No]

If there is a conflict of interest, please provide a detailed description.

## *Postscript*

In recent years, the globalization of research activities in all areas of empirical science has progressed at a rapid pace. There are various “movements in the research world,” both bright and dark, such as the problem of data reproducibility, the movement toward open science triggered by the emergence of data misconduct, the establishment of research ethics in the background, and various issues related to conflicts of interest. The way we think about and respond to them is changing at a rapid pace.

It is in this context that we decided to revise the Guide for Writing and Submission for *The Japanese Journal of Psychology* and *The Japanese Psychological Research*, six years after the revision in 2015. The most important reason for this revision was the publication of the 7th edition of the Publication Manual of the American Psychological Association (APA). The content of the manual has undergone significant changes, and it now includes descriptions that have never been published before. The Japanese Psychological Association, which adopts policies based on this manual, considered it necessary to proceed with the revision of the Guide. In fact, the Japanese Psychological Association has made the revision, being “confronted” with a number of issues regarding how to think about the various movements and problems mentioned above and how to carry out research practices as a group of researchers.

The Japanese Psychological Association is a voluntary group of researchers from various fields of psychology, and we believe that we should change specific systems and rules on these issues following sufficient discussion and conviction among our members. At the same time, however, we must not be too hasty when we think of how to make decisions as an academic society with a sense of urgency even if the “global trend” is moving so fast. Nevertheless, we must not be afraid of “constant change,” which is appropriate for the Society as a place to welcome new researchers and grow together. We have made this revision while having difficulty keeping a balance between these two elements.

Some people may think it is too conservative, and others may think it is too abrupt a change. However, considering that these rules are also “ever-changing,” we believe that “taking shape” at a certain point in time is itself a step toward the next big change. We strongly hope that you will make effective use of this Guide for Writing and Submission as a step toward the next change, and that it will stimulate discussion among members.

Beginning with this revision, the Japanese Psychological Association will no longer publish this handbook in printed form, but will distribute it only in electronic form. However, since some people in the educational field have asked for a printed version, we

will also publish a PDF version for printing. Please make use of it.

I would like to express my sincere gratitude to the Editorial Board of *The Japanese Journal of Psychology* and *The Japanese Psychological Research*, including (titles omitted) Tomoyasu Nakamura and Keiko Ishii as the chief editor for each journal the chief editor for each journal, Michiko Asano and Shinichi Ishikawa as an associate editor for each journal, and Shota Ido and Marina Onda as the members of the editorial office of the Japanese Psychological Association, for their great efforts in revising the Guide for Writing and Submission. We would like to express our gratitude to all of them. Thank you very much.

May 21, 2022

Etsuko Harada, Executive Editor