

The Submission Guidelines of Annals of Mixed Methods Research (ver.3.0)

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Aims and Scope

The Japan Society of Mixed Methods Research (JSMMR) regularly publishes the journal *Annals of Mixed Methods Research* (AMMR) to promote academic research activities related to mixed methods research.

Article Types

1. Review Article: An article summarizing literature related to a subject
 2. Editorial: Subject-related commentary, perspectives, recommendations, etc.
 3. Original: An original research paper has new findings and is logically stated and supported
 - (a) Methodological research: Research that investigates, discusses, and provides perspective on new approaches to mixed methods and modifies existing methodologies, such as data analysis, integrating different data types, new qualitative research methods, etc.
 - (b) Empirical research: Research that reports, discusses, and provides suggestions on the results of surveys and studies conducted using mixed research methods.
 4. Brief Report
 1. Case Study: A report on a survey/research targeting a relatively small number of cases
 2. Research Protocol: Outline of the research plan for starting data collection in the future
 3. Reports on Research Activities: Reports that present a rapid summary of the research contents to introduce preliminary information
 5. Others
 - (a) Commentary: Statement of opinions on papers already published in this journal
 - (b) Letters to the Editor-in-Chief: Opinions and ideas to the Editor-in-Chief or Editorial Board members
 - (c) Book reviews
 - (d) Reports on participation in conferences, workshops, study groups, seminars, etc., on mixed research methods
- ※Those in “Others” will not be peer-reviewed and will be published after being checked by the Editorial Board.

Manuscript Preparations

1. All manuscripts must be prepared following the latest version of the American Psychological Association (APA) style.
2. Authors who wish to include figures, tables, or texts that have already been published elsewhere must obtain permission for the publication from the copyright holder and include evidence that the request has been granted when submitting the article.
3. Authors should cite the source of the material in the title of the corresponding figure or table as requested by the copyright holder.
4. If the author is not a native English speaker, the manuscript should be edited by a native English speaker or a person with expertise in English before submission.
5. Manuscripts that do not comply with the instructions will be returned to the authors before being reviewed.

General Formatting

All articles written in English should be correctly formatted according to the guidelines below.

1. Double-spaced
2. Times New Roman
3. 12-point font

4. Throughout the line, line numbering
The manuscript must be organized as stated below:
 - Title Page
 - Abstract (Within 250 words)
 - Keywords
 - Main Text (Authors should be disidentified.)
 - References
 - Figure Legends
 - Tables
 - Figures
 - Additional Information

Title Page

The title page should be separately prepared from the main document and must include the following information:

- Title
- Short running title (less than 10 words)
- Full names of all the authors
- Academic degrees of all the authors
- Institutional affiliations of all the authors, including the city and country location of an author's institution
- Corresponding author's name, address, telephone number, and e-mail address
- Acknowledgment
- Name and grant number for research funds
- IRB Approval name of institution(s) that granted the approval and approval number
- Type of authorship. Visit the AMMR website for more information
- Clarification of conflicts of interest status
- Author qualifications

Abstract and Keywords

A manuscript written in English should include an abstract of 250 words or less, which will integrate the following headings, depending on the article type:

- Original Research: Structured Abstract (Objective, Methods, Results, Conclusion)
- Review Article and Brief Report: Unstructured Abstract (no headings required)
- Others: Abstract is not necessary All abstracts should contain three (3) to five (5) keywords.

Main Text

1. For all article type written in English, the authors must organize the content as stated below.
2. Be sure to insert the page number at the bottom center of the text
3. Write the title of the manuscript at the top of the first page of the main text and start the manuscript with one line space. Do not write any information that can be personally identified such as author name and affiliation.
 - Review Article: Word Limit: 5,000 words, Tables/Figures: no more than 10, References: no more than 100
 - Editorial Article: Word Limit: 5,000 words, Tables/Figures: no more than 10 References: no more than 100
 - Original Research: Headings: Introduction, Materials and Methods, Results, Discussion, Word Limit: 15,000 words, Tables/Figures: no more than 10, References: no more than 50
 - Brief Reports: Word Limit: 3,000 words, Tables/Figures: no more than 6, References: no more than 20

- Others: Word Limit: 800 words, References: no more than 5

References

References must be prepared with accordance of the latest APA style.

Units of Measurement

All measurements need to follow the International System of Units (SI). Measurements (length, height, weight, and volume) need to be reported in metric units (meters, kilograms, and liters) or multiples of a few. Temperature needs to be in Celsius.

Abbreviations

Define abbreviations at the first occurrence in the text and in all tables and figure, then use the abbreviations consistently thereafter.

Name of Drugs, Devices, and Other Products

Do not use the brand names of any products and services unless it is essential. Instead use a descriptive name.

Figures and Tables

Both figures and tables should be prepared by another different files. The figure/table numbers should be placed in the right margin of the document where the figure/table is inserted. The figure/table numbers should be placed, in the order in which they are cited. Authors are responsible to obtain permission to use copyrighted or previously published material that has been edited or otherwise from the copyright holder prior to submission. Authors should cite the source and indicate permission to use such materials in the corresponding figure or table caption, if requested by the copyright holder.

- Figure Legends: Specify legends for all figures.
- Figures: Figures must be cited in order by text using Arabic numerals. Figures must be submitted in the following digital format: JPEG or Tagged Image File Format at the minimum of 300 dpi.
- Tables: Tables must be cited in order by text using Arabic numerals. Each numbered table should be on a separate sheet of paper. If an Excel table has been pasted into Word or PowerPoint to be imaged, the original Excel data should also be submitted.

Table

1. Create a simple and effective table, weighing the necessity.
2. A table should be arranged on one A4 page and numbered sequentially in the order of appearance, such as "Table 1" at the top left-hand corner, followed by the title briefly after a full-width space.
3. The table itself has the power to tell the results. The description of the table in the text should be limited to the main points. If you are going to discuss the entire content, then the table is unnecessary.
4. The table should be ruled only with the necessary horizontal lines, not with vertical lines. Leave ample white space in place of vertical lines.

Figure

A figure should be arranged on one A4 page and numbered in the order of appearance, such as

"Figure 1" at the bottom left-hand corner, followed by the title briefly after a full-width space.

Electronic Format when Posting

1. Manuscripts should be submitted using the electronic submission system specified by the AMMR Society.
2. The text should be written in Microsoft Word, figures in Word or Excel; figures drawn in software other than Excel should be saved in the JPEG or PDF format.
Please note the following about the preparation of figures and tables. Color photographs and figures may be accepted only if they are essential to the manuscript.
 - WORD: If the Excel table is pasted on Word and made into an image, submit the original Excel data
 - JPEG: Submit in low compression with JPEG resolution of 350dpi or higher
 - PDF: Submit with embedded fonts without PDF password (JPEG or TIFF format is preferable if possible)
3. For formulas, use Microsoft formulas.

Headings

Use a hierarchy of headings to present the structure of the manuscript in a clear manner.

- (1) Use Times New Roman.
2. The hierarchy of headings should be from the first level to the seventh level, following the table below.
3. The first level is the title of the manuscript, and no numbers or letters should be added to the heading. The title of the manuscript will be centered when printed.
4. The headings of the main text should consist of six levels, from the second level to the seventh level.

| | |
|-----------------------------|---|
| First Level: | Centered, BOLD |
| Second Level: I. II. III. | Centered, BOLD |
| Third Level: A. B. C. | Left Edge Alignment, BOLD |
| Fourth Level: 1. 2. 3. | Left Edge Alignment, BOLD |
| Fifth Level: a. b. c. | Only the Headline is one character lower than the left end of |
| | the text, BOLD |
| Sixth Level: (1). (2). (3). | One letter lower than the lower heading, BOLD |
| Seventh Level: a). b). c). | One letter lower than the top heading, BOLD |

Supplementary Materials

Audio and video files or graphical and tabular appendices may be published as "Supplementary Materials" to support the research information in the submitted manuscript. Supplementary materials will be published as submitted. Before submitting, ensure all track changes made in the file have been removed. Also, each file must have a descriptive caption. Supplementary material must be cited in the text (e.g., "Supplementary Table 1").

Summary table of contents' formats based on the submitted manuscript types

| Article Type | Abstract | | Main Text | | Tables/ Figure | References |
|----------------|--------------|------------|-----------|------------|-------------------|------------|
| | Style | Word Count | Headings | Word count | | |
| Review Article | Unstructured | 250 max. | - | 5,000 max. | ≤ 10 | ≤ 100 |

| | | | | | | |
|-------------------------------|--|----------|--|-------------|------|-------|
| Editorial Article | Unstructured | 250 max. | - | 5,000 max. | ≤ 10 | ≤ 100 |
| Original Article | Structured: Objective, Methods, Results, Conclusions | 250 max. | Introduction Methods, Results, Discussion, Conclusions | 15,000 max. | ≤ 10 | ≤ 50 |
| Brief Report | Unstructured | 250 max. | - | 3,000 max. | ≤ 6 | ≤ 20 |
| Letter to the Editor-in-Chief | Not Necessary | | - | 800 max. | - | ≤ 5 |

Online Manuscript Submission

- Authors should follow the AMMR submission system to submit their manuscripts electronically using Editorial Manager (EM), to facilitate efficient processing. Simply login to EM and follow the instructions to submit.
- You may consider registering to ORCID iD required beforehand the submitting authors or you can use the existing ORCID iD to link it with the submission system. We recommend all co-authors register their ORCID iD prior to the acceptance for the publication.
- At the time submission, authors should have the following materials ready: (1) Title Page, (2) Main Document, (3) Figures, (4) Tables, (5) Additional information, (6) Cover letter, (7) In the case of research on humans, a copy of the approval documents issued by the IRB, and (8) Confirmation of the active status of JSMMR or MMIRA membership by appropriately paying annual membership fee on the member site “My Page” etc. Each file should be no bigger than 100MB.
- The submitted manuscript will automatically be checked for plagiarism and will be sent back to the corresponding author to rewrite if the text overlap is detected at 30% or higher. An email notification will be sent to all authors on the manuscript upon submission.

Peer Review Process

General Peer Review Policy

Manuscripts submitted to AMMR are subject to a single-blind peer review process. The Editor-in-Chief will initially evaluate all, and s/he decides whether the manuscript is applicable to further review based on the assessment of the importance and originality of the research, relevance, and interest to the journal's audience, and the writing quality of the manuscript.

Manuscripts that meet the review criteria are assigned to the editorial board member in charge for review, and the editorial board member asks two experts in the field to review the manuscript for peer review. The editorial board member in charge reviews the comments of the two peer reviewers, and a three-way discussion is held. Based on the results, the Editorial Board makes decisions regarding the publication of the manuscript, including approval, revision, or rejection. Once made, a peer review decision based on the Editorial Board's judgment cannot be reversed.

Role of the Editor

Peer reviewers should not contact the author directly about any information appearing in the original copy before, during, or after peer review. In addition, peer reviewers must maintain strict confidentiality of the content and data in the manuscript and should not, under any circumstances, publicly discuss or reveal any content in the manuscript to a third party.

Editors and Journal Staff as Authors

The peer-review process for the manuscript submitted by editors or AMMR officials will proceed through the same procedure as for a single blind peer review for a general author.

Revised Manuscripts

Manuscripts called for revisions will be revised according to the comments of the respective reviewers and the editor. Authors should further accept a detailed point-by-point response letter. Authors should then submit the revised manuscript within three weeks from the date of the review result notification. All co-authors must approve the amendment before the revised manuscript is submitted.

Editorial Policy and Publication Ethics

Authorship/Contributorship

All authors listed in the manuscript must meet the following four contribution criteria as defined by ICMJE in the Recommendations for the Conduct, Reporting, Editing, and Publication of Scientific Research in Medical Journals

1. Substantial contribution to the conceptualization or design of the research
2. Drafting a dissertation or critical revision for the important intellectual content
3. Final approval of the published paper
4. Agreeing to be responsible for all aspects of the work in ensuring that questions relating to the accuracy or completeness of any portion of the work are properly investigated and resolved. The corresponding author must ensure that the manuscript has been read and approved by all co-authors prior to submission.

Contributors who do not meet all four of the above criteria will not be listed as authors. No “gift authorship” or honorary authors are allowed in the list. Contributors who are not authors can be acknowledged.

Exclusive Submission

Manuscripts that have been previously published or are being considered for publication in another journal in any language will not be accepted. The submission must be approved by the co-authors.

Secondary Publication

Secondary publication of the material published in other journals may be considered if the following conditions are met and the purpose of the publication is to disseminate important information to a broad audience.

1. The manuscript was published in AMMR within the past three years.
2. In the case of secondary publication of materials published in other journals, the author himself has obtained approval from the editorial committees of both journals. (Editors involved in secondary publication must have access to the primary version).
3. Articles for secondary publication should be intended for different groups of readers. If deemed sufficient, a shorter version should be considered.
4. Secondary publication faithfully reflects the author, data, and interpretation of the primary publication.
5. The secondary publication informs readers, peers, and documentation agencies that the article has been published elsewhere in whole or in part, and the secondary publication cites the primary publication reference.

6. The title of the secondary publication should indicate that it is a secondary publication of the primary publication. Authors should contact the AMMR Editorial Office in advance to discuss the possibility of secondary publication before submitting their manuscripts.

Redundant or Duplicate Publication

- Articles that are being considered for publication in another journal, including advanced publications such as "in print" or "preprint e-pub" may be considered redundant or duplicate publications.
- Authors must notify the editor of all submissions and previous reports that may be considered redundant or duplicate publications. The article in question must be included in the submission.
- Authors may submit manuscripts that have been previously submitted to the preprint server and, if so, must clearly state in writing in a cover letter to the editor that the manuscript is a preprint. If the manuscript is accepted and published in AMMR, authors should update the preprint listing with the full AMMR citation line and a link to the final published version.
- Authors may submit previously submitted manuscripts to the website of the author's institution, including the institutional repository. In addition, once a manuscript has been accepted by and published on AMMR, authors may publish the accepted version of the paper on their institution's Web site, including the institutional repository, by following the instructions below.
 - (1) The title page of the archived article should include the statement, "This is a peer-reviewed version of a manuscript that has been accepted for publication in AMMR."
 - (2) A link to the article published in AMMR should be provided.
- Abstracts and posters presented at conferences are not considered as previously published work. If a publication is determined to be redundant or duplicative, or if this occurs without notice, the following editorial actions will be taken: immediate rejection of the submitted manuscript, withdrawal of the published work, published violation notice, and revocation of publication privileges.

Conflicts of Interest and Sources of Funding

- AMMR's Conflict of Interest (COI) policy covers all authors, conceptions, and planning stages of a manuscript through to the completion of the study. This includes 1) Any financial interest or arrangement with an organization, company, etc., whose products were used in the study or are mentioned in the manuscript, 2) Any financial interest or arrangement with a competing organization, company, etc., 3) Any financial relationship, direct or otherwise; indirect or other circumstances that may raise issues about the reported content, including relevant commercial, governmental, private, or other sources of funding for individual authors or relevant departments.
- COIs that may be relevant to the research presented in the article should be disclosed under the heading "Conflicts of Interest" on the title page, using the following example for each author. (e.g., "A (author name) received honoraria from Z (entity name)." "B is an advisor at Y." "C is an employee of Company X." (etc.) In the absence of COI, the author should state that there is no conflict of interest.
- At the time of submission, authors must also answer the COI question in the submission system.
- All sources of funding from governmental, non-profit, or other organizations related to the research should be declared as a "Research Funds" section on the title page.
- Please note that the disclosure statements will be shown on the title when the manuscript is published.

Research Ethics

1. Clinical research involving human subjects must comply with the provisions of the Declaration of Helsinki, and authors must indicate that the IRB has approved them of their institution and must include the approval number and the name of the institution that gave the approval in the manuscript. If approval from the IRB is not required, this must be explicitly stated in the manuscript. Investigators who do not have access to ethical review should follow the principles outlined in the Declaration of Helsinki.
2. Papers reporting data from animal experiments must indicate approval of the study design by the animal research committee of the relevant institution.
3. Authors of articles reporting new DNA sequences should provide the data to GenBank and include the data's accession number.
4. If information about research involving human subjects, including photographs, is to be published, it must be clearly stated that written consent has been obtained from all patients (or their parents or legal guardians).

Misconduct and Breach of Publication Ethics

1. All members of AMMR's Editorial Board will promote and adhere to the COPE International Standards for Responsible Research Publications for Authors, Reviewers, and Editors when addressing allegations of misconducts. For more information, please refer to the Society's Ethics Policy.
2. All manuscripts submitted to AMMR must be the original work of the author(s). Previously published material (including those published in other languages) must not be reproduced. Authors should ensure that the same manuscript has not been simultaneously submitted to or considered by another journal.
3. All authors take full responsibility for the originality and content of their submitted manuscripts. All records and data in the manuscript must not be fabricated, manipulated, or altered.
4. Authors must demonstrate that a single study or data set has not been intentionally divided into several parts and must not engage in a gradual increase in the number of submissions or publications in AMMR or other journals.
5. All information and content derived from other resources, including data, text, ideas, and theories, must be cited according to the "References" instructions in the manuscript preparation.
6. Confirmed cases of misconduct will be subject to investigation by the Editorial Board according to the guidelines recommended by COPE. If, after investigation, the allegation is found to be valid, the authors will be contacted to address the issue. The Editor-in-Chief may decide to publish a "statement of concern" if the allegation is raised after the paper has already been published. Any confirmed illegal activity or violations of publication ethics, regardless of level or severity, will result in retraction, publication of a formal notice of misconduct, formal notification to the author's institution, and a formal embargo on future contributions to AMMR.

Proofing and Revision after Acceptance

- After a manuscript has been accepted for publication, the article will appear on the journal's web page as pre-print. A round of author proofreading will be done to correct minor errors such as spelling mistakes; no other corrections or revisions will be allowed after acceptance of the manuscript unless requested by the Editorial Board of AMMR.
- After publication, the secretariat will determine the need for further changes or revisions.

Copyright

All articles and their contents published in AMMR are copyrighted by JSMMR. However, AMMR applies the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0) license to all content published by the journal. Manuscripts published in the journal may be downloaded, reused, copied, reprinted, distributed, or modified by anyone, when provided the original authors and sources are cited and new material is shared under the same terms. For commercial or for-profit purposes, written permission is required by the AMMR Editorial Board, which will review and approve or disapprove the content upon notification from the user.

Charges

The submission and publication fees article publishing charge, APC are listed in the table below. The Author who deposits the posting fee, etc. should be the first author's name. Authors need to pay the submission fee should before the submission because confirmation of the payment is required in the process. Unless the payment is confirmed, the manuscript will not be received for review. Authors are billed the publication fee upon acceptance of the manuscript for publication. Once your manuscript is accepted for publication in AMMR, you will receive a confirmation e-mail that contains the instructions for making a payment. The APC is non-refundable.

| | Submission Fee | Publication Fee |
|---|----------------|-----------------|
| Student Membership* (Single author who is a JSMMR or MMIRA student member) | ¥5,000 | ¥21,000 |
| Regular Membership)* (First author is a regular JSMMR or MMIRA member) | ¥11,000 | ¥32,000 |
| Non-Membership (First author is not a member) | ¥11,000 | ¥106,000 |

*Members of the Mixed Methods International Research Association (MMIRA) are equivalent to JSMMR members. Proof of membership must be submitted at the time of payment of APC.

1. Please pay the publication fee at the time of publication and submit the proof, so please complete the payment with the first author's name via Payvent before starting the publication work.
2. The publication fee will be paid in the name of the first author in accordance with the notification at the time of receipt of the manuscript via Payvent.

For Inquiries:

For further inquiries about the journal please contact: AMMR Editorial Office: ammr.edit.office@gmail.com

First Edition, October 29, 2021

This guideline shall take effect on October 29, 2021.

Version 1.1, January 17, 2022

This guideline shall take effect on January 17, 2022.

Version 1.2, February 21, 2022

This guideline shall take effect on February 21, 2022.

Version 2, July 1, 2022

This guideline shall take effect on July 1, 2022.

Version 3, May 15, 2025

This guideline shall take effect on May 15, 2025.