MANUSCRIPT SUBMISSION GUIDELINES

Scope
The Journal of Human Lactation (JHL) is a peer-reviewed journal that welcomes papers on clinical, laboratory, epidemiologic, sociologic, service delivery, historical and other topics pertinent to the broad field of lactation. JHL publishes original research; reviews; and case reports relating to human milk, human lactation, lactation consulting, and related fields involving lactating mothers, breastfeeding infants, and those who work with and support them. In addition, JHL publishes articles on research methods for breastfeeding and lactation studies; commentaries on current issues in lactation, and articles on health services and business aspects of lactation consulting.

Manuscripts should be submitted electronically to http://mc.manuscriptcentral.com/jhl. Authors will be required to set up an online account on the SAGE Track system powered by ScholarOne. Manuscripts will be sent out anonymously for editorial evaluation. All submissions should include information on funding source, conflict of interest, and suggested reviewers, this information should be stated at the end of the main text of the manuscript (see below). All manuscripts must contain verbiage on ethical review and/or informed consent. Obtaining permission for any quoted or reprinted material that requires permission is the responsibility of the author. Submission of a manuscript implies commitment to publish in the journal. Authors submitting manuscripts to the journal should not simultaneously submit them to another journal, nor should manuscripts have been published elsewhere in substantially similar form or with substantially similar content. Authors in doubt about what constitutes prior publication should consult the Editor-in-Chief.

General Requirements
All text should be double-spaced. Font size should be no smaller than 12 pt. Margins should be set at 1 inch. Page and line numbering is not necessary, as these will automatically be added when the manuscript is submitted and converter to a PDF file. All files should be Word documents. If Word documents are not possible for figures, Excel, .jpg or .gif documents are acceptable. Manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. All article categories require a Title Page, unless specified otherwise.

Title Page
The title page must be uploaded as a separate file to ensure blind peer-review. The title page must include: (a) Complete manuscript title; (b) Authors’ full names, academic degrees, and affiliations; (c) Name and address for correspondence, including fax and telephone numbers, and email address; (d) Address for reprints if different from that of corresponding author; (e) Word counts for the abstract, and for text independent of abstract.

ARTICLE CATEGORIES
JHL publishes Original Research; Original Research (Brief Reports); Reviews; Student Research; Case Reports; Insights in Practice; Insights in Policy; Commentaries; Letters to the Editor; and Inside Track.

Original Research
3500-word limit, not including Abstract, tables, figures, or references. Original research welcome on the broad field of lactation Methods may involve but are not limited to: quantitative or qualitative approaches; basic science; modeling; economic evaluations; controlled trials; imaging studies; observational studies, and economic evaluations. The formatted manuscript should include the following sections:

Well Established/Newly Expressed: Two brief summary paragraphs stating what is already known on this topic (Well Established; 40 words max) and what this study adds (NewlyExpressed; 40 words max). Please write clearly in layman’s terms.

Abstract: A structured abstract (250-word limit) with the following headings: Background, Objective(s), Methods, Results, Conclusion(s).

Text: Must include the following sections: (1) Background with clearly stated Objective(s); (2) Methods; (3) Results; (4) Discussion; (5) Conclusion and (6) Funding and Conflict of Interest. The Background should succinctly summarize the literature with regards to the objective(s). Methods must state the study design, and should include setting and dates of study, subject selection criteria, data collection methods, and statistical methods used. The Results should clearly state the final sample size(s), participation and exclusions, and primary analyses that are parallel to the Objectives. The Discussion section should address the importance of the findings reported in the results section and how they compare to other published reports of a similar nature. A limitations section is expected for Original Research and Methodologic Reviews. The Conclusion should briefly summarize conclusions based on the content of the paper. The Funding and Conflict of Interest section should comprise a brief summary of all funding sources and any conflict of interest that exists (for example funds or honoraria paid from any source that stands to gain financially from the outcomes described in the study). This is included in the manuscript to ensure the information is visible to reviewers. When not applicable, the authors should state that no conflict of interest exists.

References should follow the text and be included in the same main document as the text. Tables and Figures will be uploaded as separate files.

Additional notes on Methods:

Statistical Methods: Statistical analysis should include the following items, as appropriate.

- Pre-study calculation of sample size where appropriate
- Statements adequately describing or referencing all statistical procedures used
- Confidence intervals given for the main results

**Original Research: Brief Reports**

1500-word limit excluding Abstract, tables, figures, and references; limit to 1 table and 1 figure. Brief reports on new, interesting findings will meet the same criteria as Original Research but will be reported in shorter format reflecting a less complex study design or original findings not requiring an extended manuscript. A title page and structured abstract (250 words) are required. Manuscripts should be formatted using the same headings as original research articles (see above).

**Student Research**

Original Research and Original Research: Brief Reports by students currently enrolled in a degree seeking program. *JHL* seeks to foster an interest in the field, and in early career development, by dedicating space to student-led research. Student Research manuscripts will undergo the same blinded, external peer-review process as other manuscripts. It is expected that the student is first-author on the manuscript, and has had a significant contribution to at least two of the following areas: study design and concept, implementation, data collection, statistical analysis and interpretation, drafting of the manuscript. NOTE: On the title page, please include 1-2 sentences describing the student's current situation in the course/program where the student is currently matriculated.

**Reviews**

4000-word limit. *JHL* welcomes reviews on lactation-related topics. The review should reflect a clearly formulated question or objective to identify, select, and appraise relevant research, and to collect and summarize data or information from the studies that are included in the review. Statistical methods may or may not be used to analyze and summarize the results of the included studies. Manuscript format is similar to Original Research above. An unstructured abstract limited to 250 words, summarizing review content, is required. Contact the *JHL* editorial office with questions pertaining to appropriate review topics.

**Case Reports**

1500-word limit, excluding tables, figures, and references. Include an unstructured abstract (250 words); a brief introduction, including a review of the literature relating to the problem; the case presentation, including history of the problem and other pertinent information, clinical approach, and outcome; and discussion/recommendations regarding future investigations and/or assistance of future clients. Client confidentiality must be protected in the presentation. Tables should be kept to a minimum.

**Letters to the Editor**

*JHL* readers are encouraged to exchange information or provide input related to a recently published journal article or contributions to a controversy or debate by submitting a letter to the editor. A letter should not exceed 500 words, no abstract is required. Letters commenting on recently published articles should reference the particular article. References should be kept to a minimum.

**Insights in Practice**

1500-word limit, excluding tables, figures, and references. Innovative teaching aids and procedures, charting, and referral forms specific to a lactation workforce are appropriate for this column. We also invite general discussions about running a lactation consultant practice, hospital-based management and service issues, and contemporary insights related to clinical experience. The manuscript should include an unstructured abstract (limit 250 words), an introduction stating the issue/problem, a presentation of the recommendations, and a summary of the information presented. Include subheadings as necessary.

**Insights in Policy**

2000-word limit, excluding tables, figures, and references. This column is designed to feature new steps in policy making, for example, innovative policies on lactation-related, hospital clinical practice, or steps forward in national or international policy-making, such as development of national guidelines for implementation of the Baby-Friendly Hospital Initiative. We also invite general discussion and contemporary insights on policy-making and ways in which policies can be changed or implemented. The manuscript should include an unstructured abstract (limit 250 words), an introduction stating the issue/problem, a presentation of the recommendations, and a summary of the information presented. Include subheadings as necessary.

**Commentaries**

1500-word limit, excluding tables, figures, and references. Perspectives related to timely issues in the field of human lactation are appropriate for this column. Commentaries do not have abstracts. It should be reflected in the title that the manuscript is a commentary.

**Inside Track**

This is the only section of *JHL* written for breastfeeding mothers rather than professionals. Request detailed guidelines from jhleditorialoffice@gmail.com. No abstract. 1200 word-limit—must be written as a 2-page parent handout in low-literacy style (around 10 yrs old) but still based on evidence and research. Any topic that is practically applicable to a breastfeeding family is welcome. Examples include but are not limited to: milk supply, expressing and pumping for a premature, todder nursing, returning to work, etc. Include information about the role of the IBCLC in relation to the topic. At least 1 author must be IBCLC, and the lead author must be an ILCA member. *Inside Track* seeks to promote the IBCLC and their role. Statements or claims that are not common knowledge, however, need to be referenced.
Quick Check: Manuscript Requirements

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<tr>
<th>Article Type</th>
<th>Limitations/Abstract</th>
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<tr>
<td>Original Research</td>
<td>3500 words 250, structured</td>
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<tr>
<td>Original Research, Brief Report</td>
<td>1500 words 250, structured</td>
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<tr>
<td>Reviews</td>
<td>4000 words 250, unstructured</td>
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<td>1500 words None</td>
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<td>Inside Track</td>
<td>1200 words None</td>
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REQUIREMENTS FOR MANUSCRIPTS SUBMITTED

Preparation of Manuscript
Acceptable English usage and syntax are expected. For guidance on manuscript writing style, refer to the American Medical Association Manual of Style, 10th ed. Do not use slang, medical jargon, or obscure abbreviations or phrasing. Metric measurement is preferred; equivalent English measurement may be included in parentheses. Always provide the complete form of an acronym/abbreviation the first time it is presented in the text. Write breast milk as two words, breastfeeding as one. Use generic names for drugs or devices; put trade names in parentheses.

Acknowledgments
Authors may acknowledge persons who have contributed to the research or manuscript development. Participation of research subjects may be acknowledged, but not specifically named. Limit acknowledgments to 50 words. Acknowledgements should be included by itself on a separate page after the Title Page and before the Abstract.

Funding Source
At the end of the main text, authors must include disclosure of funding received for the work from organizations such as National Institutes of Health (NIH), private foundations, industry, etc.

Ethical Approval / Protection of Human Subjects and Animals in Research
When reporting research activities involving human or animal subjects, please include a statement indicating that all procedures followed were in accord with the ethical standards of the responsible institutional council, committee, or review board. Please specify which institution granted approval. If the research was exempt from ethical approval, please include a statement indicating that. Research articles without a clear statement of such approval will be returned without review. For research involving animals, authors should indicate whether the procedures followed were in accordance with the standards set forth in the Guide for the Care and Use of Laboratory Animals (published by the National Academy of Science, National Academy Press, Washington, DC).

Photos
When including participant photographs, please include a statement indicating that written consent for using the photographs was received.

References
Reference all quotations, previous study findings, and facts the reader may question. Personal communications and all other materials not yet accepted for publication may be mentioned only in the body of the manuscript. Number references consecutively as they appear in the text, using superscripts. Follow the American Medical Association style for references. Use journal abbreviations as listed in Index Medicus; if the periodical does not appear in Index Medicus, use a complete title. Citation examples follow:

Journal

Book

Chapter in book

Thesis or dissertation

Tables
Each table must be uploaded as a separate file, not as part of the main text/document. If there are multiple tables, please upload a separate file for
each table. Word files are preferable, but if it is not possible, Excel, .jpg, or .gif are also acceptable. Type each table double spaced on a separate page. Number tables consecutively as referred to in the text. Provide each table with a brief title and each column with a heading. Place explanatory matter in footnotes. Indicate footnotes with lowercase letters (a, b, c, etc.) instead of with symbols. Data incorporated from another source must be referenced or in a footnote. Tables should be self-explanatory and should supplement, rather than duplicate, the material in the text. Presentation of the results from logistic regression, Poisson regression, or Cox regression should be the exponentiated parameter estimates (i.e., the odds ratio, incidence rate ratio, or hazard ratio) and corresponding 95% confidence interval rather than the parameter estimate. The inclusion of p-values is unnecessary when 95% confidence intervals are presented. As appropriate: identify and specify units, do not use excess precision in expressing results.

Figures, Images, and Charts
Each figure, image, and chart must be submitted as a separate file, not as part of the main document. If there are multiple figures, please upload a separate file for each figure. Word files are preferable, but if it is not possible, Excel, .jpg, or .gif are also acceptable. Number all figures, images, and charts consecutively as referred to in the text. Submit all figures, images, and charts in the best reproductive quality. Indicate footnotes with lowercase letters (a, b, c, etc.) instead of with symbols. Include titles for all figures, images, and charts, and scale markers and legends as needed. They should be brief and specific.

Questions / Editorial Assistance
If you have any questions about the manuscript submission process, please contact our editorial staff at jhleditorialoffice@gmail.com.