JHL MANUSCRIPT SUBMISSION GUIDELINES

Article Categories

- Reviews
- Original Research
- Original Research (Brief Reports)
- Student Research
- Case Reports
- Insights in Practice
- Insights in Policy
- Commentaries
- Special Reports
- Inside Track
- Letters to the Editor

IMPORTANT: Authors must follow both the “General Requirements for Manuscripts Submitted” and the “Requirements for Article Categories” sections below. Manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review.

GENERAL REQUIREMENTS FOR MANUSCRIPTS SUBMITTED

Preparation of Manuscript

Manuscripts should be prepared according to the guidelines set forth in the American Medical Association Manual of Style, 10th Edition. 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. When uploading documents, please do not include any identifying information in the file names to ensure a blinded peer review process.

Acceptable English usage and syntax are expected. Do not use slang, medical jargon, or obscure abbreviations or phrasing. Metric measurement is preferred; equivalent measurements may be included in parentheses. Always provide the complete form of an acronym/abbreviation the first time it is presented in the abstract and text. Write breast milk as two words, breastfeeding as one. Use generic names for drugs or devices; put trade names in parentheses.

Title Page

ALL submissions in ALL article categories require a Title Page. This is the only file which should include the authors’ names. 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; (f) keywords which will be used for PubMed reference; and (g) Acknowledgments, if the authors
wish to include them. Authors may acknowledge persons who have contributed to the research or manuscript development. Participation of research subjects may be acknowledged, but subjects must not be specifically named. Limit acknowledgments to 50 words.

**Ethical Approval / Protection of Human Subjects and Animals in Research**

When reporting research activities involving human or animal subjects, please include a statement in the Methods section of the article 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(s) granted approval. For example: “This study was approved by the Boston University Medical Center Institutional Review Board.” If the research was exempt from ethical approval, please include a statement indicating that and an explanation. For example: “This study was exempt from ethical approval because it was a secondary analysis of a publicly available dataset.” 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. Please try to avoid making photos recognizable (for example, do not show a face).

**Tables, Figures and Images**

Each table/figure/image must be uploaded as a separate file, not as part of the main text document. If there are multiple tables/figures/images, please upload each one as a separate file. Word files are preferable, but if not possible, Excel, .jpg, or .gif are also acceptable. Number tables/figures/images consecutively as referred to in the text. If there is only one table, figure, or image, refer to it as “Table,” “Figure,” or “Image”; do not number it. Provide each table/figure/image with a brief title. Place explanatory matter or data incorporated from another source in footnotes. Indicate footnotes with lowercase letters (a, b, c, etc.); do not use symbols. 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.

**Tables:** Please double-space tables and provide column headings. Tables should be self-explanatory and should supplement, rather than duplicate, the material in the text.

**Figures and Images:** Submit all figures, images, and charts in the best reproductive quality. Include brief and specific titles for all figures and images, and scale markers and legends as needed. Figures and Images can be printed in color for a fee (online color reproduction is free). Contact JHL editorial staff for fee schedule.
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.

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 superscripted arabic numerals. Follow the American Medical Association, 10th Edition 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**

If a reference has not been published in print, but is available online, please include the electronic reference, rather than citing it as “in press.”

**Book**

**Chapter in book**

**Thesis or dissertation**

**Web site**

**REQUIREMENTS FOR ARTICLE CATEGORIES**

**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. A limitations section is expected. An unstructured abstract limited to 250 words,
summarizing review content, is required. Contact the JHL editorial office with questions pertaining to appropriate review topics.

**Original Research**

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 (Newly Expressed; 40 words max). Please label each section separately and write clearly in layman's terms.

**Abstract:** A structured abstract (250-word limit) with the following headings: (1)Background, (2)Objective(s), (3)Methods, (4)Results, (5)Conclusion(s).

**Text:** 3500-word limit. 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.

1. **Background:** should succinctly summarize the literature with regards to the objective(s).
2. **Methods:** must state the study design, and should include setting and dates of study, subject selection criteria, data collection methods, and statistical methods used. Statistical analysis should include the following items, as appropriate: pre-study calculation of sample size; statements adequately describing or referencing all statistical procedures used; confidence intervals given for the main results. IMPORTANT: please include a statement regarding which institution(s) granted ethical approval (see Ethical Approval section above).
3. **Results:** should clearly state the final sample size(s), participation and exclusions, and primary analyses that are parallel to the Objectives.
4. **Discussion:** 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.
5. **Conclusion:** should briefly summarize conclusions based on the content of the paper.
6. **Funding and Conflict of Interest:** 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.

**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, Well Established/Newly Expressed section, and structured abstract (250 words) are required. Manuscripts should be formatted using the same headings as Original Research articles (see above). IMPORTANT: please include a statement regarding which institution(s) granted ethical approval (see Ethical Approval section above).

Student Research
Original Research and Original Research: Brief Reports by students currently enrolled in a degree-seeking program. Please follow requirements above. 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 i.e., the course/program where the student is currently matriculated.

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, and if photos are used, a statement regarding obtaining written consent must be included (see Photos section above). Tables 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 workup 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 discussions 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 and Special Reports
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 and Special Reports do not have abstracts. It should be reflected in the title that the manuscript is a Commentary or Special Report.

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 premie, toddler 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 need to be referenced.

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. In addition to including a title page (see Title Page section above), please include the following information on the Letter’s main document: authors’ names, academic degrees and affiliation (if you wish to print this), address and e-mail for correspondence.

Quick Check: Manuscript Requirements

<table>
<thead>
<tr>
<th>Article Type</th>
<th>Word Count</th>
<th>Abstract</th>
<th>Well Established / Newly Expressed</th>
<th>Funding Source</th>
<th>Ethical Approval Statement (include name of Institution)</th>
<th>Title Page</th>
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<tbody>
<tr>
<td>Reviews</td>
<td>4000 words</td>
<td>250, unstructured</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
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<td>3500 words</td>
<td>250, structured</td>
<td>Yes</td>
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<td>250, structured</td>
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<td>250, structured</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Case Reports</td>
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<td>250, unstructured</td>
<td>No</td>
<td>Yes</td>
<td>No, but consent if photos</td>
<td>Yes</td>
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<tr>
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<td>1500 words</td>
<td>250, unstructured</td>
<td>No</td>
<td>Usually N/A</td>
<td>No (assuming no study)</td>
<td>Yes</td>
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<tr>
<td>Insights in Policy</td>
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<td>250, unstructured</td>
<td>No</td>
<td>Usually N/A</td>
<td>No (assuming no study)</td>
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<td>Commentaries/Special Reports</td>
<td>1500 words</td>
<td>None</td>
<td>No</td>
<td>Usually N/A</td>
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<td>Letters to the Editor</td>
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<td>None</td>
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<td>Usually N/A</td>
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Questions / Editorial Assistance
If you have any questions about the manuscript submission process, please contact our editorial staff at jhleditorialoffice@gmail.com.