

## Manuscript Submission Guidelines: *International Journal of Qualitative Methods (IJQM)*

- 1) [Open Access](#)
- 2) [Article Processing Charge \(APC\)](#)
- 3) [Article types](#)
  - 3.1)
- 4) [Editorial policies](#)
  - 4.1) [Peer Review Policy](#)
  - 4.2) [Authorship](#)
  - 4.3) [Acknowledgments](#)
  - 4.4) [Funding](#)
  - 4.5) [Declaration of conflicting interests](#)
  - 4.6) [Research ethics and patient consent](#)
  - 4.7) [Clinical Trials](#)
  - 4.8) [Reporting guidelines](#)
- 5) [Publishing policies](#)
  - 5.1) [Publication ethics](#)
  - 5.2) [Contributor's publishing agreement](#)
  - 5.3) [Permissions](#)
- 6) [Preparing your manuscript](#)
  - 6.1) [Word processing formats](#)
  - 6.2) [Artwork, figures and other graphics](#)
  - 6.3) [Supplementary material](#)
  - 6.4) [Journal layout](#)
  - 6.5) [Reference style](#)
  - 6.6) [English language editing services](#)
- 7) [Submitting your manuscript](#)
  - 7.1) [How to submit your manuscript](#)
  - 7.2) [Title, keywords and abstracts](#)
  - 7.3) [Corresponding author contact details](#)
- 8) [On acceptance and publication](#)
  - 8.1) [SAGE Production](#)
  - 8.2) [Continuous publication](#)
- 9) [Further information](#)



This Journal recommends that authors follow the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE)

Please read the guidelines below then visit the Journal's submission site, <https://mc.manuscriptcentral.com/ijqm>, to upload your manuscript. Please note that manuscripts not conforming to these guidelines will be returned.

Only manuscripts that meet the aims and scope of *IJQM* will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that

you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

## 1. Open Access

*IJQM* is an open access, peer-reviewed journal. Each article accepted by peer review is made freely available online immediately upon publication, is published under a Creative Commons license and will be hosted online in perpetuity. Publication costs of the journal are covered by the collection of Article Processing Charges (APCs) which are paid by the funder, institution or author of each manuscript upon acceptance. There is no charge for submitting a paper to the journal.

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[\[Return to top\]](#)

## 2. Article Processing Charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time Article Processing Charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons licence.

The Article Processing Charge (APC) is \$1,000 for regular articles and \$1,500 for qualitative study protocols.

[\[Return to top\]](#)

## 3. Article types

### 3.1 Regular Articles: METHODOLOGICAL INSIGHTS, ADVANCES AND INNOVATIONS

These articles must clearly report a methodological insight, advance and/or innovation in qualitative or mixed methods research likely to be of interest, benefit or relevance to the global community of researchers interested in these methods. Papers should be intelligible across disciplines and expertise levels.

Submissions must focus substantially on methodological not substantive results. What the paper adds to existing methodological knowledge must be clearly stated in the manuscript.

Articles should be no longer than is necessary to contextualize and convey methodological insights, advances or innovations. Articles should fall between 3500 and 7500 words excluding references and abstract.

Provide an abstract, which effectively summarizes the content of your article, in particular its methodological insight, innovation or advance.

Provide two statements consisting of three points maximum regarding “What is already known” and “What this paper adds?”

### 3.2 Qualitative Study Protocols

Many journals are now publishing study protocols. To further the development of qualitative methods, *IJQM* now accepts nationally funded study protocols for qualitative or mixed methods studies for inclusion in the journal.

These types of papers can help researchers:

- Share methodological ideas, insights, and practices
- Develop insights from cutting-edge and highly creative studies
- Contribute to the future advancement of qualitative methods
- Raise the profile of both the study and the researcher(s)

*All protocols accepted by IJQM will feature as full indexed papers in the journal.*

**Focus of protocols**

Study protocols should not normally exceed 5000 words (excluding references). Protocols should be submitted in English according to the author guidelines of the journal and should include the following sections:

***Background / Study justification / Summary of pilot work***

Give a persuasive overview to justify your study based on past research and theory, followed by details of any pilot work done to date.

***Explanation and justification of method***

Give a clear, comprehensive, and detailed overview of which method you used, what you did, and why.

***Sampling / Recruitment***

Give a clear, comprehensive, and detailed overview of the people involved in the study, what you did to recruit them, and why.

***Data Handling / Analysis***

Give a clear, comprehensive, and detailed overview of how you handled and analysed your data, including how you will handle disagreements and/or team analysis.

***Ethics***

Provide a summary of the main ethical issues raised by the study and how these are to be addressed.

***Rigor***

Discuss the approach to qualitative rigor to be adopted and the steps to be used to maintain rigor.

***Full copies of interview schedules/ Focus group schedules / Fieldwork plans***

Include full schedules if possible.

**Criteria for review**

Protocols must detail empirical qualitative studies or mixed method studies with a substantial qualitative component (e.g., not quantitative studies / reviews) that have received peer-reviewed state / provincial / federal / national funding; such studies would not be subject to further peer review prior to publication, but will still undergo review for final approval.

Protocols which raise substantial ethical concerns may be subject to full peer review as per normal IJQM procedures.

**Student proposals / non-funded / locally-funded studies will not be considered.**

[\[Return to top\]](#)

## 4. Editorial policies

### 4.1 Peer review policy

Following a preliminary review to eliminate submissions unsuitable for *IJQM*, suitable papers are sent out for review. The journal's policy is to have manuscripts reviewed by a minimum of two expert reviewers. *IJQM* utilizes a double-blind peer review process in which the reviewer and author's names and information are withheld from the other]. Reviewers may at their own discretion opt to reveal their names to the author in their review but our standard policy practice is for their identities to remain concealed. All manuscripts are reviewed as quickly as possible, while maintaining rigor.

[\[Return to top\]](#)

### 4.2 Authorship

All parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis.

[\[Return to top\]](#)

### 4.3 Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

#### 4.3.1 Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance”).

It is not necessary to disclose use of language polishing services.

Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

[\[Return to top\]](#)

### 4.4 Funding

*IJQM* requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the [Funding Acknowledgements](#) page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

[\[Return to top\]](#)

### 4.5 Declaration of conflicting interests

It is the policy of *IJQM* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

For guidance on conflict of interest statements, please see the [ICMJE recommendations](#).

[\[Return to top\]](#)

#### **4.6 Research ethics and patient consent**

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#).

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the [ICMJE Recommendations for the Protection of Research Participants](#)

[\[Return to top\]](#)

#### **4.7 Clinical trials**

*JQM* conforms to the [ICMJE requirement](#) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

[\[Return to top\]](#)

#### **4.8 Reporting guidelines**

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [Consolidated Standards of Reporting Trials \(CONSORT\)](#) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#)

[\[Return to top\]](#)

## **5. Publishing policies**

### **5.1 Publication ethics**

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [SAGE Author Gateway](#).

### **5.1.1 Plagiarism**

IJQM and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

[\[Return to top\]](#)

### **5.2 Contributor's publishing agreement**

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. IJQM publishes manuscripts under [Creative Commons licenses](#). The standard IJQM license is [Creative Commons by Attribution Non-Commercial \(CC BY-NC\)](#), which allows others to re-use the work without permission as long as the work is properly referenced and the use is non-commercial. For more information, you are advised to visit [SAGE's OA licenses page](#). Alternative license arrangements are available, for example, to meet particular funder mandates, made at the author's request.

[\[Return to top\]](#)

### **5.3 Permissions**

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[\[Return to top\]](#)

## **6. Preparing your manuscript**

### **6.1 Word processing formats**

Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 12 point Helvetica font is preferred. Word and (La)Tex templates are available on the [Manuscript Submission Guidelines](#) page of our Author Gateway.

[\[Return to top\]](#)

### **6.2 Artwork, figures and other graphics**

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#)

Figures supplied in color will appear in color online.

[\[Return to top\]](#)

### **6.3 Supplementary material**

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our [Manuscript Submission Guidelines](#) page.

[\[Return to top\]](#)

### **6.4 Journal layout**

*IJQM* conforms to the SAGE house style. [Click here](#) to review guidelines on SAGE House Style.

[\[Return to top\]](#)

### **6.5 Reference style**

*IJQM* adheres to the APA reference style. Please review the latest [guidelines on APA](#) to ensure your manuscript conforms to this reference style.

[\[Return to top\]](#)

### **6.6 English language editing services**

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information.

[\[Return to top\]](#)

## **7. Submitting your manuscript**

### **7.1 How to submit your manuscript**

*IJQM* is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <https://mc.manuscriptcentral.com/ijqm> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne [Online Help](#).

[\[Return to top\]](#)

### **7.2 Title, keywords and abstracts**

Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](#).

[\[Return to top\]](#)

### **7.3 Corresponding author contact details**

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

[\[Return to top\]](#)

## **8. On acceptance and publication**

If your paper is accepted for publication after peer review, you will first be asked to complete the contributor's publishing agreement. Once your manuscript files have been checked for SAGE Production, the corresponding author will be asked to pay the Article Processing Charge (APC) via a payment link. Once the APC has been processed, your article will be prepared for publication and can appear online within an average of 20 working days. Please note that no production work will occur on your paper until the APC has been received.

[\[Return to top\]](#)

### **8.1 SAGE Production**

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

[\[Return to top\]](#)

### **8.2 Continuous publication**

One of the many benefits of publishing your research in an open access journal is the speed to publication. With no issues to fill and no page count constraints, regular articles are published online in a fully citable form with a DOI number as soon as it has completed the production process. At this time it will be completely free to view and download. Check the 'Latest Articles' tab on the journal website for the latest published content. Articles are batched every year, and are then available in the Archive.

[\[Return to top\]](#)

## **9. Further Information**

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial Office as follows: [ijqm@ualberta.ca](mailto:ijqm@ualberta.ca)

[\[Return to top\]](#)