Hispanic Health Care International Author Guidelines

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Hispanic Health Care International (HHCI) invites manuscripts of interest to health care providers, nurse clinicians, educators, and researchers. HHCI is intended to serve as a forum for the dissemination of information on practice, education, and research issues affecting the Hispanic/Latino population. Particularly welcome are manuscripts that are empirical, conceptual, reports of new instruments, and theoretical or methodological studies. Clinical articles include case studies that demonstrate application of evidence-based practice, short articles that provide insightful summaries of the most important research to draw clear conclusions with implications for practice, and brief reports. Manuscripts may be submitted in Spanish.

Manuscripts will be acknowledged on receipt. Hispanic Health Care International is a refereed journal. Following preliminary vetting by the Editor, articles will be reviewed by members of the editorial review board. Each manuscript will be reviewed by at least two reviewers.

The following are guidelines for developing and submitting a manuscript. Manuscripts that do not conform to these guidelines will be returned to the author without review.

Peer Review Policy

Manuscript Submission Requirements

Manuscripts will be considered for publication on the understanding that they have not been published or submitted elsewhere, and are submitted solely to Hispanic Health Care International. Authors should submit the manuscripts professionally prepared in accordance with the Publication Manual of the American Psychological Association, 6th edition, 2010. Instrument(s) may be included in an appendix, to be published at the discretion of the editors. Authors will be asked to review galleys after copy editing and before publication.
Submitting manuscripts

Please submit manuscripts to: https://mc.manuscriptcentral.com/hhci

Blinded Review:

*Hispanic Health Care International* uses a double-blinded review. At least two experts in the field will conduct the review. The names and identities of the reviewers and authors will be concealed.

To allow for a double-blinded review, please submit (upload) your main manuscript and title page as separate files. Make sure any references to your own work are referenced in the third person, as you would any other paper in order to maintain anonymity during the peer review process. Make sure your manuscript is submitted as the ‘main document’, without the title page. Submit the title page under the designation ‘title page.’

**Manuscript Form at (Title, Abstracts, Key Words, Tables, Figures)**

Please supply a title, an abstract, and 4-6 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. You may find guidance on how best to title your article, write your abstract, and select your keywords by visiting the SAGE Journal Author Gateway and the section on How to Help Readers Find Your Article Online.

Abstracts must be submitted in both English and Spanish. They should not exceed 200 words each—200 words in English and 200 words in Spanish.

Place authors’ names, positions, titles, place of employment and full contact information (address, phone, fax, and e-mail) on the title page so that the manuscripts may be reviewed anonymously. There should be no more than 9 authors for each manuscript.

Double-space everything, including references, quotations, tables, and figures.

For additional information, see Manuscript Submission Guidelines at the [SAGE Journal Author Gateway](https://mc.manuscriptcentral.com/hhci) website.

**Types of Manuscripts**

*Hispanic Health Care International* invites practitioners, faculty, researchers, and students to contribute articles.

**Clinical Practice Section**

Clinical practice articles demonstrate clinical excellence and evidence-based practice. Articles should provide insight on current clinical practice and policy, and draw clear conclusions with implications for practice.

Abstracts must not exceed 200 words.

**Case Study/Vignette (length 1,000-2,000 words)**

Case studies address any aspect of clinical care from prevention through acute illness to rehabilitation and palliative care. Submissions should present the step-by-step process of clinical decision making and address available evidence on epidemiology, etiology, pathophysiology, clinical presentation, evaluation and management, and therapy or interventions.

Identifiers: patient or hospital name, dates and locations must not be included.
Clinical Review (length 1,500-3,000 words)

These articles are a comprehensive review of the literature focused on a specific clinical topic (e.g., diagnosis and treatment of peripheral arterial disease). Conclusions should be drawn with implication for practice. These articles should include the following sections:

- Introduction
- Methods
- Results
- Discussion
- Clinical Implications

Brief Clinical Report (length 1,000-2,000 words)

Brief reports are concise and short, focused on promoting excellence on current treatment or strategies that highlight clinically focused advances.

Research Section

Research articles are primary or secondary sources of scholarly work that are evidence-based. Articles should be based on a topic that may identify and address a gap in knowledge, add new knowledge, and/or provide innovative approaches. Abstracts must not exceed 200 words.

Include the following sections:

- Purpose
- Methods
- Results
- Discussion
- Conclusion

Qualitative/Quantitative/Mixed Methods (length 2,000-3,000 words)

These are qualitative, quantitative, or mixed methods studies that address the approach used to conduct the study, including data collection and analysis.

Review (length 1,500-3,000 words)

These articles provide an in-depth and comprehensive analysis and evaluation of previous research focused on a specific area.

Measurement (length 1,500-3,000 words)

Articles on testing and measuring a research instrument/tool. These articles provide a description of the measurement tool including the psychometric information (i.e., reliability and validity).

International Section

These articles can be research, clinical, or policy-based. International articles will include those that are in the Spanish language. For suggested types of articles see Clinical Practice and Research.

Publication Ethics

SAGE and Hispanic Health Care International are 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. These guidelines conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals from the International Council of Medical Journal Editors (www.icmje.org).
**Plagiarism**

*Hispanic Health Care International* 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 published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgment, or where the 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; taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; or taking appropriate legal action.

**Case Studies/Reports**

Clinical and procurement case studies should include an unidentifiable patient profile with a history of the disease and clinical problems. A discussion of clinical management should describe the flow of events followed by a summary that includes the outcome. Application of knowledge gained from this problem should be addressed. Patient or family consent is required for the publication of case studies. A written copy of consent must be submitted prior to publication and will be kept on file with the publisher and editor.

**Protection of Patients’ Rights to Privacy**

Patient privacy must be protected in publishing. Identifying details should be avoided unless the information is essential to scientific understanding and the patient or family has given written informed consent. Include a signed statement of informed consent to publish (in print and online) case reports, patient descriptions, photographs, and pedigrees from all persons (parents or legal guardians for minors) who can be identified in such written case reports, descriptions, photographs, or pedigrees. Such persons should be given an opportunity to read the manuscript before its submission. Authors must provide a statement in the manuscript about obtaining informed consent for case reports.

Research papers should include a statement of the problem being studied followed by a review of the literature, methodology, results, discussion, and conclusions. All research involving human subjects must address institutional review board approval or exemption. Informed consent for research participation must be stated in the methods section.

**Research**

*Hispanic Health Care International* endorses the Consolidated Standards of Reporting Trials (CONSORT) which provides researchers with a standardized method for reporting clinical trials. A 25 item checklist for preparing research reports is available at [www.consort-statement.com](http://www.consort-statement.com). Authors preparing manuscripts for HHCI are encouraged to follow these guidelines in reporting research.

**Funding**

*Hispanic Health Care International* requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgments page on the [SAGE Journal Author Gateway](https://author.sagepub.com) 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.

**Authorship Requirements**

All persons listed as authors must have (1) participated sufficiently in the work to take public responsibility for the content; (2) made substantial contributions to the conception and design or analysis and interpretation of data, and contributed to drafting the article or revising it critically for important intellectual content; and (3) given final approval of the version of the manuscript to be published.

Authors must certify (1) that the manuscript consists of original work and does not copy or otherwise infringe on the copyright or other proprietary rights of others; (2) that all necessary permissions for borrowed material have been obtained, copies of which will be submitted; and (3) that authorization has been obtained, and will be
submitted if requested, to disclose any identifiable or potentially identifiable private health information of patients.

Acknowledgments

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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 Acknowledgments 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.

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.

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

Copyright Transfer and Disclosure

Authors submitting manuscripts do so on the understanding that the work has not been published before, is not being considered for publication elsewhere, and has been read and approved by all authors. The submission of the manuscript by the authors means that the authors automatically agree to assign Exclusive License to Publish when the manuscript is accepted for publication.

Authors will be expected to disclose any affiliation with or financial involvement with any organization or entity with a financial interest in the subject matter or materials discussed in the manuscript. Authors will be expected to certify that all financial and material support for the research and work is clearly identified in the manuscript.

Authors will need to electronically sign the Exclusive License to Publish agreement in SAGE Track. Without this signed agreement, we are unable to publish the accepted paper.

Open access and author archiving

Hispanic Health Care International offers optional open access publishing via the SAGE Choice program. For more information please visit the SAGE Choice website. For information on funding body compliance, and depositing your article in repositories, please visit SAGE Publishing Policies on our Journal Author Gateway.

On Acceptance and Publication

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.

Access to your Published Article: SAGE provides authors with online access to their final article.

Online First Publication: Online First allows final revised articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a print journal issue, which significantly reduces the lead time between submission and publication. For more information, please visit our Online First Fact Sheet.

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