

## **Submission Guidelines/Instructions for Authors**

To submit a manuscript to Health Promotion Practice, you may do so through our online manuscript submission, review and monitoring system, Editorial Manager, at <http://www.editorialmanager.com/hpp>.

Please read the following instructions for authors completely before submitting you manuscript to HPP.

Manuscripts are invited on a variety of topics related to the application of health promotion/health education programs in various settings. Manuscripts addressing the following topics are encouraged:

- \* Innovative linkages between academics/researchers and practitioners
- \* Community and/or clinical applications of new or state-of-the-art intervention strategies
- \* Policy advocacy and social environmental interventions to promote health
- \* Evaluations of community and/or clinical interventions focusing on the utility for practitioners
- \* Sustainability/durability of interventions and policy initiatives, and
- \* Other applied practice topics.

When considering the development and submission of manuscripts to Health Promotion Practice, the journal's mission statement should be considered:

The journal publishes authoritative articles devoted to the practical application of health promotion and education. It publishes information of strategic importance to a broad base of professionals engaged in the practice of developing, implementing, and evaluating health promotion and disease prevention programs. The journal's editorial board has made a commitment to focus on the applications of health promotion and public health education interventions, programs and best practice strategies in various settings, including but not limited to: community, health care, worksite, educational and international settings.

Additionally, the journal focuses on the development and application of public policy conducive to the promotion of health and prevention of disease. The journal includes issues related to the professional preparation and development of health educators. The journal recognizes the critical need to (1) promote linkages between researchers in the academic and private sectors with health promotion and education practitioners; and (2) address the health issues of ethnic and racial minority populations. These partnerships and collaborations are reflected in the editorial philosophy and the broad scope of published articles and contributed sections. The journal adheres to the ethical principles of the profession as reflected in SOPHE's code of ethics.

Authors are asked not to use the following terms:

- \* Subjects when referring to participants;
- \* Target populations when referring to Priority populations

## **Manuscript Types and Format Guidelines**

Please follow the guidelines below based on the type of manuscript you are submitting.

- \* Manuscripts should be submitted in English
- \* Manuscripts must be typed double-spaced, font size 12-point, Times New Roman
- \* 20 pages MAXIMUM, including references, tables & figures (Note: this does not include cover page or abstract)
- \* 1”margins on all sides
- \* Please include a cover letter
- \* Identifying information MUST be placed ONLY on the title page and title page MUST be a separate document from the manuscript
- \* Manuscript should not contain any identifying information regarding the author of the paper, acknowledgements, project funding or author’s notes
- \* Acknowledgements and author’s notes should be entered in the “comments” field in Editorial Manager during the submission process

### Items Required for Submission

- \* Abstract
- \* Keywords
- \* Classifications
- \* Complete name, email address, and one line bios for all authors on the manuscript

Dr. John Q. Public, Ph.D., is Director of Health Education at Public Health University in Anytown, State. (Longer bios will be edited to fit this example.)

- \* Title page
- \* Manuscript with tables, charts and figures
- \* Transfer of copyright

Our publishers require us to submit a signed Transfer of Copyright agreement for each author on the manuscript. Please print, sign, and fax it back to Danielle DeSilvis at (202) 408-9815. (Note: Please write the name of your manuscript on the form.)

- \* The entire manuscript including references and citations must be written according to the Publication Manual of the American Psychological Association, 5th edition.

Citations in the text should use the author-date method inserted at the appropriate point and are listed alphabetically in the reference section in APA style. For example, in text citations:

It is widely recognized that tobacco prevention and control programs should use policy advocacy interventions (Jones & Brown, 1998; Samson, Robb, and Dunn, 1996).

\* All manuscripts not submitted in the correct referencing/citation style will be returned to the author. \*

### Tables, Charts, Figures and Graphs

Tables, charts, figures and graphs must be in black and white and printed at 1200 dpi or better. Power Point, Excel and Word are encouraged. Tables, etc. should be placed at the end of the paper- placement notations can be made throughout the text (e.g., “Insert Figure 1 here”). Please submit images exactly as you wish to see them when published.

### Photos and Grayscale Images

Photos and grayscale images should be scanned in the size they will appear in the journal, or larger. Photos are best sent as originals or scanned in at the correct size and resolution (300 dpi).

### Special Guidelines

#### Applications/Interventions Manuscripts (Peer-Review Article)

Each applications/intervention manuscript must include:

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author
3. Abstract of 150 words or less
4. Keywords
5. Maximum length of twenty type written, double-spaced pages (including references, tables & figures). Times New Roman 12-point font, 1” margins all the way around.
6. The following sections should be included:  
(Note: It is strongly suggested that you include these titles in your manuscript)

- \* Introduction
- \* Background/Literature Review
- \* Methods/Strategies/Intervention Applications

- \* Discussion
- \* Conclusions - must include recommendations and implications for applications.
- \* References- (Note: All references must be written according to the Publication Manual of the American Psychological Association, 5th edition [i.e. (author, year) inserted in the text.]

Other types of manuscripts such as extensive literature reviews, policy case studies, or commentaries will be accepted (see below).

### Literature Review Articles

Literature review articles must be comprehensive in nature, that is, go beyond a cursory review of a topic. Literature review articles must include the following:

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author
3. Abstract of 150 words or less
4. Keywords
5. Maximum length of twenty type written, double-spaced pages (including references, tables & figures). Times New Roman 12-point font, 1” margins all the way around.
6. The following sections must be included:
  - \* Introduction including rationale/timeliness of topic being reviewed
  - \* Extensive literature review
  - \* Discussion
  - \* Conclusions—implications for applied practice
  - \* References (Note: All references must be written according to the Publication Manual of the American Psychological Association, 5th edition [i.e., (author, year) inserted into the text.]

### Policy Analysis/Policy Case Studies

Policy Analyses and policy case studies must include the following:

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author

3. Abstract of 150 words or less
4. Keywords
5. Maximum length of twenty typewritten, double-spaced pages (including references, tables & figures). Times New Roman 12-point font, 1” margins all the way around.
6. The following sections must be included:
  - \* Introduction
  - \* Background/Literature Review
  - \* Policy Analysis or Case Study
  - \* Discussion
  - \* Conclusions—implications for applied practice or policy
  - \* References (Note: All references must be written according to the Publication Manual of the American Psychological Association, 5th edition [i.e. (author, year) inserted in the text.]

#### Commentaries

Commentaries on current, timely topics of interest to health promotion and education practice, policy and professional development are encouraged. Commentaries must include the following:

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author.
3. Keywords
4. Approximate length of eight to ten typewritten, double-spaced pages.
5. References (Note: All references must be written according to the Publication Manual of the American Psychological Association, 5th edition [i.e. (author, year) inserted in the text.]

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## OnlineFirst / Publish Ahead of Print

Effective May 2006, Health Promotion Practice is pleased to announce the implementation of OnlineFirst, a SAGE Journals Online feature where completed articles are published online prior to their inclusion in a print issue (also referred to as “publishing ahead of print”). This feature offers you the advantage of making your research accessible to our readers and the public in a more timely manner. For your information, “FAQs about OnlineFirst” can be found on the Health Promotion Practice Editorial Manager® website at <http://hpp.edmgr.com>.

During the production process each manuscript is assigned a Digital Object Identifier (DOI), a unique identification number similar to the ISBN assigned to book publications. (You can find this number on the bottom left-hand corner of the first page of your proofs.) While available through OnlineFirst, your manuscript should be cited using the DOI as follows:

Smith, JR, Brown, AB. Article title. Health Promotion Practice. Prepublished January 17, 2006, DOI: 10.1177/0123456789123456

After the article is assigned to a specific issue, new citations can be made using volume and page number information, while still using the DOI:

Smith, JR, Brown, AB. Article title. Health Promotion Practice. 2006, 33: 211–217 DOI: 10.1177/0123456789123456

As the corresponding author on your manuscript, you will automatically receive a separate email notification with detailed information about the article once it has been assigned to an issue. In the interim, if you would like to receive email notification for each HPP OnlineFirst posting, ongoing HPP tables of contents, and alerts by author name, you can register for HPP Email Alerts at <http://hpp.sagepub.com/cgi/alerts>.

Thank you, again, for your submission to Health Promotion Practice. We hope that you will share in our excitement about Onlinefirst, and look forward to your feedback. If you have any questions, please do not hesitate to contact me directly at (202) 408-9804 or [ddesilvis@sophe.org](mailto:ddesilvis@sophe.org).

Questions may be directed to the Managing Editor at

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