

Qualitative Health Research

An International, Interdisciplinary Journal

QHR MANUSCRIPT GUIDELINES

APRIL, 2010

NOTE TO AUTHORS:

If answers to your questions are not found within the Guidelines, please address your inquiries to QHR-Journal@nurs.utah.edu (please do not send inquiries to other/additional *QHR* email addresses). You may also telephone our office at 801-793-5714. Thank you for your cooperation.

When *APA* and *QHR* guidelines conflict, follow *QHR*.

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Qualitative Health Research

An International, Interdisciplinary Journal

ABOUT QUALITATIVE HEALTH RESEARCH (QHR)

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QUALITATIVE HEALTH RESEARCH, widely referred to as **QHR**, is an international, interdisciplinary, refereed journal for the enhancement of health care. Published monthly, it is designed to further the development and understanding of qualitative research methods in health care settings. The journal is an invaluable resource for researchers, practitioners, academics, administrators, and others in the health and social service professions, and graduate students who seek examples of qualitative methods.

COMPREHENSIVE, TIMELY COVERAGE FROM A VARIETY OF PERSPECTIVES

Issues of *QHR* provide readers with a wealth of information, including articles covering research, theory, and methods in the following areas:

- Description and analysis of the illness experience
- Health and health-seeking behaviors
- The experiences of caregivers
- The sociocultural organization of health care
- Health care policy
- Related topics

Articles in *QHR* examine an array of timely topics such as chronic illness; risky behaviors; patient–health professional interactions; pregnancy and parenting; substance abuse; food, feeding, and nutrition; living with disabilities; milestones and maturation; monitoring health; children’s perspectives on health and illness, and much more. In addition, the journal addresses a variety of perspectives, including cross-cultural health, family medicine, health psychology, health social work, medical anthropology, sociology, nursing, pediatric health, physical education, public health, and rehabilitation.

We also consider critical reviews; articles addressing qualitative methods; and commentaries on conceptual, theoretical, methodological, and ethical issues pertaining to qualitative inquiry.

PUBLISHER

QHR is published by Sage Publications, Inc., 2455 Teller Road, Thousand Oaks, CA 91320, USA; www.sagepub.com; telephone 800-818-7243.

Qualitative Health Research

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VISIT US ON THE WEB:

<http://qhr.sagepub.com/>

PLEASE DO

- send all QHR-related email messages to only one of the email addresses listed above.
- direct all manuscript-related faxes to the attention of Dori Fortune.
- direct all manuscript-related documents to the attention of Dori Fortune.

PLEASE DO NOT

- submit manuscripts via email.
- send email messages to two or more addresses simultaneously; doing so will cause a significant delay in the QHR response.
- send email messages to “janice.morse@ . . . ” or “dori.fortune@ . . . ”; doing so will cause a significant delay in the QHR response.
- send query letters/email messages asking if we would be interested in your manuscript. After ensuring that your manuscript complies fully with these Guidelines, the only way to determine if the manuscript is suitable for *QHR* is to submit it (online) for consideration.

Qualitative Health Research

An International, Interdisciplinary Journal

Reviewers must have a strong background in qualitative health research and/or qualitative methods. They must have a willingness to share their expertise by evaluating manuscripts and providing feedback for authors to assist them in strengthening their articles.

What's in it for you?

You have the prerogative of reading prepublication articles in your methodological or substantive areas, and assisting in molding the literature in your field. Also, we give you copies of the other reviews received, so you can review the general consensus about the decision, and in doing so improve your own research, reviewing, and writing skills.


Do you have to have a doctorate?

No—but if you are a doctoral student we recommend that you do the first few reviews jointly with your supervisor or some other experienced reviewer, so you can learn the “ins and outs.”

Qualitative Health Research (QHR) is an international journal published monthly by Sage Publications. Research articles, developments in qualitative methods, and *Pearls, Pith, and Provocation*—discussion articles on qualitative ethics and other issues—are reviewed. Keynote addresses, editorials, and book reviews are also published.

If you would like to join the review board for *QHR*, please email your curriculum vitae (CV) and complete contact information to QHR-Journal@nurs.utah.edu.

Thank you! We look forward to hearing from you!



Janice M. Morse
Editor

COPYRIGHT PERMISSION

If your article contains any material (text, tables, photographs, images, figures) that has been published previously—even if you were the author—you might need to obtain permission to use the material in your article. For guidelines on reprint permission requirements, visit

<http://www.sagepub.com/repository/binaries/guidelines/PermissionsGuidelines.pdf>

Accepted articles requiring copyright permission will not be submitted to the publisher until written permission from the copyright holder is received by *QHR* from the author (electronic permission, such as email or a scanned document, is acceptable).

If permission is necessary, we strongly recommend that you submit your request at the earliest possible date, because the process is frequently lengthy. Permission must be requested from the holder of the copyright, which is usually the publisher, not the author or journal.

To request copyright permission from Sage Publications for articles published in *QHR*, *do not contact QHR*. Access the article online on the journal's Web site at <http://www.qhr.sagepub.com> and select the "Request Permission" link. Permission may also be requested by contacting the Copyright Clearance Center via their Web site at <http://www.copyright.com>, or via email at info@copyright.com.

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Once you have obtained *written* reprint permission, submit it along with the original manuscript submission or, if you have obtained it after submitting the manuscript, submit it to *QHR*, being sure to refer to your manuscript ID number:

By email: Send it to QHR-TE@nurs.utah.edu

By facsimile: Fax it to 801-355-3850, Attention Dori Fortune

EXCLUSIVE LICENSE TO PUBLISH

Sage Publications requires a completed and signed *Exclusive License to Publish* (ELP) form from the author(s) of every article, keynote address, book review, letter to the editor, or other material published in *QHR*. It is to be submitted to *QHR* when notice is received that the article has been accepted for publication. The ELP, also known as a Contributor Form, is to be completed by the corresponding author on behalf of all authors.

The ScholarOne Manuscripts / SageTrack system will be triggered to automatically send you ELP information (via email), including instructions to access and complete the form, immediately after an "accept" decision is sent to you. The subject line of the email will read: "ACTION NEEDED: Contributor Form." If you do not receive this notification, or if you accidentally delete it, you may request a blank (.pdf) ELP form by contacting *QHR* at QHR-Journal@nurs.utah.edu. Under these circumstances, please take the steps listed below to submit your form:

Print the form, complete it (be sure to answer all questions), and sign it. Write your manuscript ID number in the upper right corner of the first page of the form (e.g., QHR-2010-0XXX). Submit the first 2 pages only to *QHR* by one of the following methods:

By email (preferred): Scan the completed form, save it to your computer, and send it as an attachment to: QHR-Journal@nurs.utah.edu.

By facsimile: If you use this method, please send an email alerting us to the pending arrival of the fax (QHR-Journal@nurs.utah.edu). Fax the completed document to:

801-355-3850

Attention: Dori Fortune

By mail/post: Mail the completed document to:

Dori Fortune
University of Utah College of Nursing
10 S. 2000 E.
Salt Lake City UT 84112-5880 USA

- Note that the *corresponding author* completes and signs the form on behalf of all coauthors of a particular manuscript; it is not necessary to obtain the signature of each author. Remember that all author names must appear on the first page of the form. *Please print legibly!*
- Submit only the first 2 pages of the completed form.
- Do not submit a completed *Exclusive License to Publish* form unless and until you receive word that your manuscript has been accepted for publication.

JOURNAL STYLE

GENERAL INFORMATION

This section of the Guidelines covers matters of *QHR* journal style, which are not subject to author preference; adherence is required.

Note: If you still have questions after carefully reading these instructions, please refer to the sample manuscripts beginning on page 33 before contacting the *QHR* office.

IMPORTANT CONSIDERATIONS

- *Qualitative Health Research* is a peer-reviewed journal. Only complete, finished manuscripts should be submitted for consideration.
- We do not publish stand-alone abstracts, *quantitative* studies, manuscript outlines, pilot studies, manuscripts-in-progress, letters of inquiry, or literature reviews. Research articles *must be pertinent to health*.
- Write both the abstract and the text of your manuscript in *first-person, active voice*.
- For best results, review this entire document prior to preparing and submitting your manuscript.
- Proper manuscript preparation will speed the peer-review process for your manuscript, and will facilitate a smoother production process if it should be selected for publication.
- Improper manuscript preparation could result in burdensome revisions, lengthy delays in the review and production processes, and the possible rejection of your manuscript.

GENERAL STYLE

Authors considering submission to *QHR* should first be familiar with the journal, the types of articles we publish, and our readership. Read several recent articles published in the journal prior to submitting your work, and consider whether your manuscript is a good “fit” for the journal.

In general, *QHR* adheres to the requirements of Sage Publications, Inc., and the guidelines contained in the ***Publication Manual of the American Psychological Association*** [“*APA*”], **6th edition** (ISBN 10:1-4338-0561-8, softcover; ISBN 10:1-4338-0559-6, hardcover; 10:1-4338-0562, spiral bound), with regard to manuscript preparation and formatting. Elsewhere in these Guidelines this book is referred to as the *APA Publication Manual*, or just *APA*. Additional help may be found online at <http://www.apa.org/>, or search the Internet for “*APA* format.”

Many universities and private organizations have Web sites devoted to *APA* style. However, when guidelines found on those sites, or in the *APA Publication Manual*, conflict with *QHR* Guidelines, *you must follow the QHR Guidelines*.

CONFIDENTIALITY AND PROTECTION OF IDENTITY

QHR is committed to protecting the identity and confidentiality of research study participants. With the exception of participatory action research (PAR), *no information* that could potentially allow identification of a participant—or even a specific study site—should be included in a submitted manuscript or, subsequently, included in a published article.

If the use of participant names is absolutely necessary for reader understanding, each study participant referred to in the manuscript should be assigned a pseudonym. Study sites, such as hospitals, clinics, or other organizations, should not be named, but instead should be described; for example: “Study participants were recruited from the coronary care unit of a large metropolitan hospital on the eastern seaboard of the United States.” Authors who include participant names and/or photos/images in which individuals are identifiable must submit written permission from the participants to do so—*no exceptions*. Permission to use photographs should contain the following verbiage: “Permission is granted to use, reproduce, and distribute the likeness/photograph(s) in all media (print and electronic) throughout the world in all languages.”

To protect author anonymity during the review process, author citations in the text should include only the word “Author” and the year: (*Author, 2008*). Author references in the reference list should also include only the word “Author” and the year: *Author. (2008)*. (See the section on references for more details.)

WORD CHOICES

It is always best to use the most precise language possible to convey important data, concepts, and findings. Because *QHR* is an international journal published in U.S. English, there is the added need to avoid commonly used English terms (colloquialisms, slang) that might be misinterpreted by or confusing to readers whose first language is something other than English.

| Word/Phrase | Consideration |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| as | Do not use this word when your meaning is <i>because</i> . |
| amongst | Use <i>among</i> instead. |
| as regards | Use <i>with regard to</i> , or <i>regarding</i> instead. |
| can't, don't, and so forth | Use <i>cannot</i> , <i>do not</i> , and so forth. Do not use contractions unless they are part of a quotation. |
| Caucasian | Use <i>White</i> instead, capitalized. |
| due to | Use <i>because of</i> instead. |
| etc. | Use <i>and so forth</i> instead. |
| feel | It is appropriate to use this word when referring to a physical sense or state of mind; do not use it when your intent is <i>think</i> or <i>believe</i> . |
| female(s) | Please use <i>woman</i> or <i>women</i> instead, whenever possible and appropriate. |
| firstly, secondly, thirdly | Use <i>first</i> , <i>second</i> , and <i>third</i> instead. |
| further | This word is appropriately used when referring to distance, or perhaps with respect to “furthering” something. At the beginning of a new sentence, when writing of something in addition to something already stated, it is more appropriate to use <i>furthermore</i> , <i>moreover</i> , <i>in addition</i> , or <i>additionally</i> . |
| Importantly | Do not use this word unless it is part of a quotation. |
| in order to | Use <i>to</i> instead. |
| Interestingly | Do not use this word unless it is part of a quotation. |
| lastly | Use <i>last</i> or <i>finally</i> instead. |
| male(s) | Please use <i>man</i> or <i>men</i> instead, whenever possible and appropriate. |
| may | Do not use this word in place of <i>might</i> . Use <i>may</i> for permission, <i>might</i> for possibility, and <i>can</i> for ability. |

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| on the one hand / on the other hand | Do not use these terms in your writing. |
| over | Be careful not to use this word when the intended meaning is <i>more than</i> . |
| paper | Use <i>article</i> instead. |
| since | <i>Since</i> is the appropriate word to use when referring to the passage of time; do not use it when your intended meaning is <i>because</i> . |
| towards | Use <i>toward</i> instead. |
| upon | Use <i>on</i> instead |
| U.S./United States | Use <i>U.S.</i> only as an adjective; in all other instances, spell out <i>United States</i> . The same rule applies to <i>U.K./United Kingdom</i> . |
| while/whilst | Use <i>while</i> when referring to concurrent events; do not use it when your intent is <i>whereas</i> , <i>although</i> , or <i>even though</i> . Do not use <i>whilst</i> . |

COMMON PROBLEMS

| | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acronyms | The full spelling of the related words must precede the first usage of an acronym (even if you think everyone knows what the acronym stands for), followed by the acronym in parentheses; e.g., <i>World Health Organization (WHO)</i> . Thereafter you may use the acronym alone: <i>WHO</i> . Avoid the overuse of multiple acronyms. |
| Anthropomorphism | Anthropomorphism occurs when human characteristics are ascribed to things not human. For example: <i>This study used a grounded theory approach . . .</i> Obviously, a study cannot “use” anything. It would be more appropriate to write, <i>In this study we used a grounded theory approach . . .</i> Eliminate anthropomorphism from your manuscript. |
| Back-to-back parentheses | Incorrect: (xxx) (yyy) / Correct: (xxx; yyy) |
| Bad beginnings | Do not begin sentences—and especially paragraphs—with <i>and</i> , <i>yet</i> , or <i>but</i> . Use caution when beginning a sentence with <i>however</i> . |
| Capitalization | Capitalize proper names. Do not capitalize words unnecessarily, such as titles and ranks (e.g., director, professor, doctor, chairperson), or themes, categories, concepts, and so forth. (See also Title Case, below) |
| Ellipses | Ellipses (. . .) are to be used only to represent missing words from quotations. Do not use them to represent pauses in speech. |
| Hyphenation | Refer to the <i>APA Publication Manual</i> , 6th edition, for an excellent explanation of the proper use of hyphens and dashes; <i>do not</i> depend on Word’s “Spell Checker” feature for decisions on hyphenation. With few exceptions (see <i>APA</i>), words beginning with <i>co</i> , <i>non</i> , <i>pre</i> , <i>post</i> , <i>re</i> , <i>semi</i> , and <i>socio</i> do not require hyphenation. |
| Horizontal lines | Do not place horizontal lines in your manuscript. If footnote separator lines appear, remove them. |
| Inconsistent writing style | When reviewing your manuscript prior to submission, watch for inconsistent writing style. This is especially important for manuscripts having two or more authors. |
| Irrelevant data | Page space in the journal is precious. Refrain from including interesting but irrelevant data or commentary. |
| Jargon | <i>QHR</i> readers come from a wide variety of disciplines and backgrounds, and therefore might not be familiar with the terminology related to your particular field or discipline. If you must include jargon, be sure to explain it clearly the first time a discipline-specific word is used. Avoid the overuse of jargon. |

| | |
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| Non-English words | The first time a non-English word is used, italicize it. Thereafter, use only Roman font. All non-English words must be explained or defined in the text. Include English translations of all non-English titles in the reference list (refer to <i>APA</i> for instruction on how to do this). |
| Paragraph length | Paragraphs may be no longer than 1, double-spaced, 8.5 x 11-inch page. Avoid paragraphs of only two or three sentences in length; combine them as necessary to make paragraphs of more appropriate length. |
| Participant characteristics | Under no circumstances should you include individual participant characteristics in your manuscript. Group participant characteristics. In most cases it is best to write group characteristics into the text rather than placing them in a table (use whichever format takes the least amount of page space). |
| Repetition | Avoid it! Make your writing as “tight,” precise, and concise as possible. Avoid including the same facts, conclusions, or information in multiple places in the text (this does not mean you cannot summarize, of course). Avoid overuse of the same phrases, and avoid repeating certain characteristics of your sample; for example: <i>Twelve-year old boys are perceived as . . . This is often a problem for 12-year-old boys. Also, 12-year-old boys are . . .</i> |
| Run-on sentences | Avoid long, wordy, complex sentences (commonly referred to as “run-on” sentences). |
| Spacing | Use <i>no spaces</i> before, and only a <i>single space after</i> periods (.), commas (,), colons (:), semicolons (;), question marks (?), and closing quotation marks (”). All line spacing (except for text within figures) should be set at <i>exactly</i> double, with 0” before and 0” after. |
| Special formatting | <i>Never</i> use <i>any</i> coding or formatting in your manuscript that is not called for in these Guidelines. |
| Spelling | <i>QHR</i> is published in U.S. English. For best results, set the language of your document to U.S. English when you are establishing all other document setup requirements (go to Tools > Language > Set Language > “English (U.S.)”). Following is the correct spelling of a few commonly misspelled words: <i>health care</i> (two words); <i>keywords</i> (one word); <i>semistructured</i> (one word, no hyphen). Also, refer to the section on hyphenation, above. <i>QHR</i> uses <i>Merriam-Webster’s Collegiate Dictionary</i> (2005) as our spelling reference. |
| Title Case | Title case is properly created by capitalizing: <ul style="list-style-type: none"> ▪ the first letter of the first word ▪ the first letter of the first word after a colon (:), period (.), or <i>em</i> dash (—) ▪ <u>all</u> important words, and ▪ <u>all words containing four or more letters</u> |
| Verb tense | Things that happened, were said, or were written in the past should be written about in the past tense. When writing about what is included in your article, use the present tense rather than the future tense (e.g., <i>In this article we present</i> , rather than <i>In this article we will present</i>). |
| Voice | Write in the first-person, active voice (use of third-person passive voice is not acceptable). When there are two or more authors, avoid the use of “I” statements. |
| Word confusion and substitution | Research studies and articles are two separate things. Do not confuse the meaning of these words in your writing. |

BASIC DOCUMENT PREPARATION

See also a variety of sample manuscripts beginning on page 33.

Note: Do not use any coding or formatting that is not described within these Guidelines!

DOCUMENT SETUP AND FORMATTING

| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document file type | Submit <i>only</i> documents created in Microsoft Word , and only with the regular file extension of .doc (do not submit documents with <i>.docx</i> , <i>.docm</i> , <i>.rtf</i> , <i>.pdf</i> or other extensions). |
| Paper size | Letter, 8.5 x 11 inches, with portrait orientation |
| Margins | 1 inch (1") on all sides |
| Line numbers | None |
| Line spacing | Exactly "double," with 0" before and 0" after |

ORDER OF MANUSCRIPT ELEMENTS

Compile the elements of your manuscript in the following order:

Document 1:

Title page (required)

Document 2:

Abstract and keywords (required)

Main manuscript text (required)

Notes (if any)

References (required)

Appendices (if any)

Tables (if any)

Document 3:

Figure 1 (if any)

Document 4:

Figure 2 (if any; and so forth, with each subsequent figure in a separate document)

FORMATTING OF MANUSCRIPT ELEMENTS

Note: For ease in locating needed information, the various elements are listed below in alphabetical order, and not in the order of anticipated use.

| | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ellipses / ellipsis points | <p>Almost every manuscript contains ellipses. They are used to indicate missing words in quotations, and are to be created in a very specific manner. The proper way to create ellipsis points is as follows:</p> <p>Three (3) dots, preceded, divided, and followed by spaces (i.e., space dot space dot space dot space), like . . . this.</p> <p>If it is necessary to indicate missing words between sentences (instead of in mid-sentence):</p> <p>Place a period (full stop) at the end of the first sentence, then format the ellipsis points as noted, and begin the next sentence (with a capital letter) immediately after the last space (i.e., period space dot space dot space dot space). . . . Like this.</p> |
| Font size: text | Use 12-point font for <i>everything</i> except text in tables, figures, and (if applicable) conversation analysis. |
| Font size: tables and figures | Use only 8-point font in tables and figures. |

| | |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Font style: headings, title page, tables, and figures | Use Gill Sans font style for all of these. This includes figure/table numbers, titles, text within the figures/tables, and citations or explanatory notes below the figures/tables (if any). <i>Note:</i> If you do not have Gill Sans font on your computer, please use Arial instead. |
| Font style: main manuscript | Use Times New Roman font for the main body text. Also, use Times New Roman font for the <i>text</i> (not the headings) of author's notes, acknowledgments, declarations of conflicting interests, funding statements, footnotes, and bios. <i>Italics</i> should be used only <ul style="list-style-type: none"> ■ as appropriate in the reference list (see <i>APA</i>); ■ as appropriate in level-2, -3, and -4 headings; and ■ to introduce non-English words, or <i>unusual</i> new concepts (2 to 3 words), and then only when the new word or concept is first introduced in the manuscript; subsequent use of the same word(s) should be in regular Roman font. |
| Headings | All headings, without exception, are to be set in Gill Sans, 12-point font. (Use Arial if you do not have Gill Sans on your computer.) |
| Headings (cont'd) | <i>QHR</i> uses 4 distinct levels of headings (H = Heading), including: |
| <u>H Level</u> | <u>Formatting</u> (Note: All headings should be double-spaced, just like the regular text) |
| H1 | Flush Left, Bold Text, in Title Case |
| H2 | <i>Flush Left, Italicized Text, in Title Case</i> |
| H3 | <i>Flush left, italicized text, in sentence case, ending with a period.</i> At this level, the paragraph text begins immediately after the heading, instead of on the next line. The heading is part of the paragraph. Use this heading only if you have a total of four (4) heading levels. |
| H4 | <i>Indented (.5"), italicized text, in sentence case, and ending with a period.</i> At this level, the paragraph text begins immediately after the heading, instead of on the next line. The heading is part of the paragraph. |
| | Use <i>at least two</i> heading levels: <ul style="list-style-type: none"> For manuscripts with 2 heading levels, use H1 and H2 For manuscripts with 3 heading levels, use H1, H2, and H4 [<i>not</i> H3] For manuscripts with 4 heading levels, use H1, H2, H3, and H4 |
| Justification of margins | All text should be <i>left justified</i> . |
| Length of manuscript | <i>There is no predetermined word or page limit.</i> Provided they are "tight" and concise, <i>without unnecessary repetition</i> and/or irrelevant data, manuscripts should be as long as they need to be. The editor might require a reduction in length if the manuscript contains material that does not add anything useful to the topic being discussed. Limits might be imposed on the number/size/length of tables, figures, reference lists, and appendices. |
| Line spacing | <u>Everything, in all elements of the manuscript</u> , from the title page through the references and tables (if any), must be <u>exactly double spaced</u> . The only exception: Text within a figure should be single spaced. To set double spacing, go to Format > Paragraph > Line spacing > Double. (Note that the "Before" and "After" settings should both be "0 pt".) |
| Lists | Vertical lists (i.e., listed down the length of the page) should be either simple dot bullets or bullets numbered 1., 2., 3., and so forth. Leave a blank, double-spaced line after all lists. |
| Paragraphs | Paragraphs are to flow, one after the other, without additional line breaks (with few exceptions; see below), and with no extra space between paragraphs. Leave a blank (double-spaced) line between the abstract and the keywords. |

Leave a blank line *after* (not before) each block quote, numbered list, or bulleted list

Leave a blank line between block quotes if you have placed two or more in succession.

Indent the first line of every new paragraph by ½ (.5) inch, *except*:

- the first line of the abstract or the keywords.
- the first (opening) paragraph of the manuscript text.
- paragraphs immediately after level-1 and level-2 headings.
- paragraphs beginning with level-3 headings.

Use Word's Format > Paragraph function to set paragraph first-line indentations, *but apply this paragraph by paragraph, and not to the entire document.*

Use Word's Format > Paragraph function to set block quote/excerpt and bulleted/numbered list indentations; note that block quotes/excerpts and lists are to be *completely* indented (not just the first line) by .5 inches from the left margin only; *do not indent the right side.*

Quotation marks

In general, use double quotation marks (e.g., "Xxxx.") to set off quotations appearing within regular paragraphs, and to set off words being used with "special" meaning (or unusual spelling to convey special meanings within the text; e.g., "busy-ness").

In regular paragraphs, use single quotation marks to set off a quote within a quote (e.g., "Xxx, 'Yyy,' xxxx.>").

Note that when *closing* quotation marks coincide with a comma or period (full stop), the quotation marks go outside (after) the comma or period: "Quotation. . . last word."

Quotations

Quotations of fewer than 40 words should be surrounded by double quotation marks (") and included within the regular sentences of a paragraph. Internal quotations within quotations of fewer than 40 words should be set apart with single quotation marks (').

Quotations of 40 or more words should be set as separate paragraphs, with the entire quotation indented .5 inches from the left margin (this is also referred to as a "block quote" or "excerpt"). Do not use quotation marks for block quotes unless there is a separate, internal quotation within the larger quotation; in that case, use double quotation marks (") for the internal quotation only.

Format the indentation for block quotes with Word's Format > Paragraph feature.

Make sure all quotations are properly punctuated.

See the special section, below, for instructions on formatting *conversation analysis*.

Seriation

Seriation refers to "numbered" lists appearing in sentences of regular text (in other words, across the page rather than in a vertical list). The proper seriation style for manuscripts submitted to *QHR* is (a), (b), (c), and so forth (lower case letters, enclosed in parentheses).

Spelling

See "Common Problems," above. Exceptions to the use of U.S. English include (a) direct quotes from *written, published material*, and (b) titles in the reference list (which should be spelled exactly as published).

CONVERSATION ANALYSIS

Note: This specific instruction does not pertain to "regular" quotations, excerpts, or block quotes. If you have not conducted conversation analysis in your study do not use this formatting for your quotations.

For your excerpts of conversation analysis, you will need to create tables with very specific formatting. Use a level-2 heading, but bolded, with the word “Extract” and the extract number. You may also use a colon with a subheading, if you wish. Use the following steps to format your sections of conversation analysis.

Create a table with the left border of the table aligning with the left margin of the page. Set only two columns. Highlight the entire table and set the font for `Courier` style, 9-point font (this is critical).

In column 1, number the lines, beginning with “1.” When you have numbered as many lines as you think you will need, drag the column separator as far to the left as it will go without forcing double-digit numbers onto two lines (i.e., make the first column as narrow as possible). Then, drag the far right border of the table to the left, narrowing the table so that the entire width of the table is exactly $3\frac{1}{8}$ inches wide.

Begin typing the excerpt on line 1 of column 2. If you need to use speaker names, place them in this same space, followed by a colon, before the quotation begins. Use abbreviations for speaker identification as much as possible, to conserve space (see the sample, below). Type across the line, ending as close to the right edge as possible, then drop down to the next line and continue typing. Do not allow the typing to “wrap” within the same row. After typing the entire excerpt, you might need to go back and manually change the first letter of some rows (if your computer automatically capitalized it) to lower case letters (see below).

Manipulate the text within the rows of column 2 to achieve your desired alignment. Place the symbols for your chosen transcription conventions in the type as you go.

To delete rows, highlight the selected row(s), and go `Table > Delete rows`. To add rows, place your cursor in the last line of the table, and hit the `tab` key until you have as many rows as you need. “Hide” the lines of the table. Format the entire table for double line spacing (do not use hard returns).

Sample excerpt of conversation analysis:

Excerpt 1: Emilie

```
1 Interviewer (I): What happened after
2 that?
3 Emilie (E): Well, after that I
4 walked to the corner without my
5 friend, because he took too long
6 getting ready to go.
7 I: How did you feel walking there
8 by yourself?
9 E: I was a little bit nervous,
10 'cause I'm not used to going places
11 by myself.
```

WHAT YOU SHOULD **NOT** DO

- Conversation analysis
 - Do not include a list of the transcription conventions in the manuscript. Instead, use a footnote indicating that the reader can obtain a copy of the conventions used by contacting the corresponding author.
- Ellipses
 - Do not use the “Insert > Symbol” function in Word to enter ellipses.
 - Do not use ellipses to indicate pauses in speech.
 - Do not place ellipses within parentheses (. . .) or brackets [. . .]; the only exception to this is in conversation analysis, as appropriate for the conventions used.
- Emphasis
 - Do not use *italics*, **bolding**, underlining, or ALL CAPITAL LETTERS for emphasis.
 - Do not use *italics* for quotations (long or short).
 - Do not use **bolding** except for level-1 headings, as appropriate (see below).
- General formatting
 - Do not add any special formatting to the document, such as increased line space before and/or after headings.
- Headings
 - Do not follow *APA* guidelines for headings; format your headings *only* as described in these Guidelines.
 - Do not use any headings (such as Introduction or Background) at the beginning of the manuscript.
- Line spacing
 - Do not create double spacing with hard returns (by striking the “enter” key twice).
 - Do not leave blank lines between paragraphs (with the exceptions of after block quotes/excerpts, bulleted or numbered lists, or sections of conversation analysis; see below).
- Margins and indentations
 - Do not use full justification for any portion of your manuscript. The text at the right-hand margin *should be uneven (irregular)*.
 - Do not make indentations using tabs, or by using two, .25” indentations to achieve a .5-inch indentation.
 - Do not change margins to create indentations.
 - Do not change the margins for block quotes (margins should remain at 1” on all sides).
- Quotations
 - Do not use any quotation marks for block quotes *unless* there is a separate, shorter quote contained within the larger quote; in such a case, use double quotation marks (e.g., Xxxxxx, “Yyyy,” xxxxx.) only for the “inner” quote.
- Seriation
 - Do not use numbers of any type for in-text seriation.

“REVIEW” YOUR MANUSCRIPT

One common reason for “revise” decisions is that authors are sometimes so immersed in their data and findings that they lose track of

- whether the information presented contributes new knowledge
- whether the appropriate method and design have been used
- whether ethical standards have been met
- whether the information is presented in a complete, concise, and logical manner, with attention to writing style, and
- what the reader needs/wants to know (remember that *QHR* readers have expertise in diverse areas, and therefore many will not be familiar with concepts and terminology common to your research area)

Before submission, we recommend an informal peer review of your article, using the criteria shown on page 51.

PRIOR TO SUBMISSION

- Make sure your entire manuscript is prepared in accordance with these Guidelines in every respect (**required**).

- Have your manuscript *professionally* edited by an expert in the English language. This is especially important if English is not your first language. Remember to inform your editor of the need to use U.S.-English spelling, and provide him or her with a copy of these Guidelines.
- Proofread your manuscript aloud; doing so will help you identify awkward phrasing, run-on sentences, incomplete sentences, improper punctuation, missing text, and much more. We recommend that the corresponding author and all coauthors proofread the entire manuscript (including abstract and references) from a paper copy rather than a computer screen.

KEYWORDS

Your keywords are words related to the article topics that readers or researchers could search on to find your published article. They are also used to assist *QHR* in selecting appropriate reviewers for your manuscript during the review process.

Keywords should follow on the same page as the abstract. Leave a blank, double-spaced line between the abstract and the keywords (see the sample manuscripts beginning on page 33).

Include keywords *selected only from the QHR Keyword List*, below. List them exactly as they are shown in the keyword list, in lowercase letters (except for proper names), horizontally across the page, *in the order in which they appear on the keyword list*. Try to select at least five keywords. Use the most specific keywords possible from the list provided.

Individual keywords should be separated by semicolons; note that some keywords are actually two or more words, and might include commas. Do not capitalize the first keyword, and do not add a period (full stop) at the end of the keywords.

You may request that new keywords be added to the list, but the words should be *general* in nature, and not specific to a narrow topic. New keywords will be added at the editor's discretion.

QHR KEYWORD LIST

Note: We recommend reading the entire list to identify the most relevant keywords.

Remember that the keywords might not be listed exactly the way you think of them (the specific words and the order of words might be different).

| | |
|------------------------------------|---------------------------------------------------|
| Aboriginal people, Australia | Alzheimer's disease |
| Aboriginal people, North America | America, Central |
| abortion | America, North |
| abuse, child | America, South |
| abuse, domestic | anesthesia |
| abuse, emotional | animal-human interactions |
| abuse, physical | anorexia / bulimia |
| abuse, sexual | anthropology |
| addiction / substance use | art |
| adherence / compliance | arthritis |
| adolescents / youth | Asia |
| adolescents / youth, at-risk | Asia, Central |
| adolescents, pregnancy / parenting | Asia, Eastern |
| Africa | Asia, South / Southeast |
| Africa, North | Asian people / cultures |
| Africa, South | asthma |
| Africa, sub-Saharan | attachment / bonding |
| Africa, West | attention-deficit / hyperactivity disorder (ADHD) |
| African Americans | autism |
| aging | autoethnography |
| alcohol / alcoholism | behavior change |
| altruism | bereavement / grief |

biographical analysis
 bipolar disorder
 bisexuals
 blood
 body image
 boundaries
 brain injury
 breastfeeding
 burn injury, burns
 burnout
 cancer
 cancer, breast
 cancer, genetics
 cancer, psychosocial aspects
 cancer, screening and prevention
 caregivers / caregiving
 Caribbean people / cultures
 case studies
 cerebral palsy
 childbirth
 children
 children, disability
 children, growth and development
 children, illness and disease
 China, Chinese culture
 clinical supervision
 CNAs
 coding
 cognition
 Colaizzi
 comfort / comforting
 communication
 communication, medical
 community and public health
 community capacity and development
 community-based programs
 comparative analysis
 complexity
 concept analysis
 concept development
 concept mapping
 confidentiality / privacy
 constant comparison
 constructivism
 consumerism / marketing
 content analysis
 contraception
 conversation analysis
 coping and adaptation
 crisis management
 critical incident technique
 critical methods
 culture / cultural competence
 cystic fibrosis
 data collection and management
 death and dying
 decision making
 delirium
 Delphi technique
 dementia
 depression
 descriptive methods
 developing countries
 diabetes
 diaries / journals
 dignity
 dimensional analysis
 disability / disabled persons
 disability, developmental
 disability, learning
 discharge planning
 disclosure
 disfigurement
 Down syndrome
 dramaturgical analysis
 eating disorders
 education, patient
 education, professional
 embodiment / bodily experiences
 emergency care
 emotions / emotion work
 empathy
 end-of-life issues
 enduring
 environment
 epidemiology
 epilepsy
 epistemology
 ethics / moral perspectives
 ethnicity
 ethnography
 ethnomethodology
 ethnoscience
 ethnosemantics
 ethology
 Europe, Eastern
 Europe / Europeans
 Europe, Western
 euthanasia
 event analysis
 evidence-based practice
 exercise / physical activity
 exercise / physical activity, older people
 experiential methods
 exploratory methods
 falls / falling
 families
 families, caregiving
 families, high-risk
 fathers, fathering
 fatigue / exhaustion
 feminism
 fertility / infertility
 fibromyalgia
 focus groups
 Gadamer
 gays and lesbians
 gender
 genetics
 geriatrics

Giorgi
 grounded theory
 group interaction
 healing
 health and well-being
 health behavior
 health care
 health care administration
 health care disparities
 health care professionals
 health care screening
 health care, access to
 health care, alternative and complementary
 health care, acute / critical
 health care, culture of
 health care, economics of
 health care, international
 health care, interprofessional
 health care, long-term
 health care, managed
 health care primary
 health care, remote / rural
 health care, teamwork
 health care, transcultural
 health care, users' experiences
 health care, work environment
 health informatics
 health information seeking
 health insurance
 health outcomes
 health policy / policy analysis
 health promotion
 health seeking
 health, determinants of
 hearing / deafness
 heart health
 Heidegger
 hepatitis C
 hereditary diseases
 hermeneutics
 heuristic techniques
 HIV/AIDS
 HIV/AIDS prevention
 holistic care
 homelessness
 hope
 human resources
 humanistic perspectives
 humor
 Huntington's disease
 Husserl
 hypertension
 illness and disease
 illness and disease, chronic
 illness and disease, experiences
 illness and disease, infectious
 illness and disease, life-threatening / terminal
 illness and disease, prevention
 illness and disease, progressive
 illness and disease, social construction
 immigrants / migrants
 immunization
 induction
 infants
 infants, high-risk
 instrument development
 intensive care unit (ICU)
 Internet
 interpretative phenomenological analysis (IPA)
 interpretive methods
 intervention programs
 interviews
 interviews, electronic
 interviews, semistructured
 interviews, unstructured
 knowledge construction
 knowledge transfer
 knowledge utilization
 language / linguistics
 Latino / Hispanic people
 lay concepts and practices
 legal issues
 leukemia
 library methods
 life history
 literature
 lived body
 longitudinal studies
 marginalized populations
 masculinity
 medical record
 medicalization
 medication
 medicine
 medicine, traditional / folk
 memory
 men's health
 menopause
 mental health and illness
 mental health and illness, children / adolescents
 mental health nursing
 mentoring
 Merleau-Ponty
 meta-analysis
 meta-ethnography
 metasynthesis
 Mexican Americans
 Mexico, Mexicans
 Middle East, Middle Eastern people
 midlife
 midwifery
 minorities
 model building
 mothers, mothering
 motivation
 multiculturalism
 multiple sclerosis (MS)
 musculoskeletal disorders
 narrative inquiry
 naturalistic inquiry

nephrology
network analysis
neurology
neuropsychology
nursing
nursing, community
nursing, cross-cultural
nursing, maternity
nursing, palliative care
nursing, pediatric
nutrition / malnutrition
obesity / overweight
observation
observation, participant
occupational health
older people
oral health / dentistry
organ donation
organizations
Pacific / Pacific Islanders
pain
pain, chronic
palliative care
parenting
Parkinson's disease
participation, social
participatory action research (PAR)
pediatrics
performance
perinatal health
pharmacology
phenomenography
phenomenology
philosophy
photography / photovoice
physical therapy
politics
postpartum care
posttraumatic stress disorder (PTSD)
poverty
power / empowerment
practice guidelines
pregnancy
pregnancy, unwanted
pregnancy, high-risk
prisons, prisoners
problem solving
program evaluation
psychiatry
psychology
psychosocial issues
qualitative analysis
quality improvement
quality of care
quality of life
race
racism
recovery
reflexivity
refugees

rehabilitation
relationships
relationships, health care
relationships, parent-child
relationships, patient-provider
relationships, primary partner
relationships, research
reliability
religion / spirituality
reproduction
research design
research evaluation
research participation
research, access to participants
research, action
research, clinical
research, collaborative
research, cross-cultural
research, cross-language
research, dissemination and utilization
research, interdisciplinary
research, mixed methods
research, online
research, qualitative
research, quantitative
research, rural
resilience
resource allocation
respiratory disorders
review
Ricoeur
risk
risk, behaviors
risk, perceptions
ritual
safety, patient
SARS
schizophrenia
self
self-care
self-efficacy
self-harm
self-help
sensitive topics
sex workers
sexual harassment
sexuality / sexual health
situational analysis
sleep / sleep disorders
smoking cessation
social constructionism
social development
social equality / inequality
social identity
social issues
social services
social support
social work
sociology
sorrow

spinal cord injury
statistics
stigma
stories / storytelling
stress / distress
stroke
suffering
suicide
surgery
surgical enhancement
surveys / questionnaires
survivorship
symptom management
systematic reviews
teaching / learning strategies
technology
technology, assistive
technology, institutional
technology, medical
technology, use in research
theory development
tobacco and health
translation
transplantation
transsexuals

trauma
triangulation
trust
tuberculosis (TB)
uncertainty
urban issues
validity
van Manen
violence
violence, against women
violence, domestic
vision
visual methods
vulnerable populations
war, victims of
weight management
women's health
women's health, midlife
women's issues
workplace
wound care
young adults

March 26, 2010

MANUSCRIPT PREPARATION

ELEMENTS OF A MANUSCRIPT

Note: Some instructions differ for *accepted* manuscripts; please refer to page 27.

The following elements are **required** for each manuscript, and should be compiled in the following order:

| | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title page | Submit the title page as a <i>separate document</i> . |
| Abstract | The abstract is placed on page 1 of the main document. |
| Keywords | Place the keywords below the abstract, on the same page. Leave a (double-spaced) blank line between the abstract and the keywords. |
| Main manuscript | The main text of the manuscript begins on page 2 of the main document. |
| References | References begin on a new page, after the end of the manuscript text, or after the notes, if any (<i>do not</i> submit references in a separate document). |

The following elements are **optional**, and may be included in your submission:

| | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Notes | Place notes (also known as endnotes or footnotes) after the main text, before the first page of references. |
| Tables | Place tables, <i>one per page</i> , at the end of the main manuscript document, after the references (do not submit tables as separate documents). |
| Figures | Submit each figure in a <i>separate document</i> , in order, by number. |
| Appendices | Appendices are published <i>only at the editor's discretion</i> . Place any appendices after the reference list, and before the bios or any tables. |

PREPARATION OF MANUSCRIPT ELEMENTS

A maximum of four (4) *types* of documents should be submitted: (a) title page; (b) main manuscript; (c) figures (if any); and (d) permissions (if needed). Despite what the online submission system (ScholarOne Manuscripts / SageTrack) might allow, *do not submit such elements as abstracts, references, and tables in separate documents*. Be sure to refer to the sample manuscripts, beginning on page 33.

TITLE PAGE

The title “page” may be longer than one page. To maintain author anonymity during peer review, it is submitted as a *separate document*. Title page information *should not be included* in the main manuscript document. *Do not format a running header*. The title page should include the following, *in this order*:

| | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Article title | <p>A title should convey, as clearly and <i>succinctly</i> as possible, the main idea, focus, or content of a manuscript. It should be clear in meaning even when standing alone.</p> <p>Make your title 10 to 12 words (or fewer) in length; avoid long, “wordy” titles.</p> <p>Avoid titles with colons or quotations unless they are <i>necessary</i> to convey an important concept or idea in the article.</p> <p>Type your title in <i>Title Case</i>; this means you should:</p> <ul style="list-style-type: none">* capitalize the (first letter of) the first word* capitalize all important words* capitalize <i>all words that have four (4) or more letters</i>* capitalize the first word after a colon (:), period (.), or em dash (—) |
| Author names | <p>List the name (not just initials) of each author, <i>without</i> credentials, in order, horizontally across the page.</p> <p>If there are two authors, list them as follows: Janice M. Morse and Author Two</p> <p>If there are three or more authors, list them as follows: Janice M. Morse, Author N. Two, Writer Three, and Fourth Author (and so forth)</p> <p>After each name (or <i>after</i> the comma following a name, if applicable), use a superscript number to link that particular author with his or her <i>primary</i> affiliation (see the section on author affiliations, below).</p> |
| Author affiliations | <p>Using the same superscript numbers as used with the authors’ names (see above), list <i>only the primary affiliation</i> of each author (see the sample manuscripts).</p> <p>Spell out all city, state, and country names (exception: use USA instead of United States). Spell out any organization or institution names (for example, <i>University of Utah</i> instead of <i>U of UT</i>, or <i>World Health Organization</i> instead of <i>WHO</i>).</p> |
| Corresponding author information | <p>Use <i>only</i> the following format for the corresponding author information, and <i>do not</i> include any information that is not listed below. List information only for the individual who should be contacted by readers after (if) the article is published. Note that this should be a <i>mailing</i> address. Example:</p> <p>Janice M. Morse, University of Utah College of Nursing, 10 S. 2000 E., Salt Lake City UT 84112-5880, USA Email: QHR-Editor@nurs.utah.edu</p> |
| Author’s / Authors’ Note | <p><i>This is optional</i>. This is the place to mention, perhaps, that portions of the article were presented at a professional meeting, or other information of that sort.</p> |
| Acknowledgments | <p><i>This is optional</i>. The section is limited to two (2) or three (3) <i>brief</i> sentences. Overlong acknowledgments will be reduced at the copyeditor’s discretion. Do not include long descriptions of persons being acknowledged, and do not include roles, titles, or credentials.</p> |

| | |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Avoid phrases such as <i>We wish to thank</i> , <i>We would like to thank</i> , and <i>We want to thank</i> , and just use a simple, <i>We thank</i> , or <i>We acknowledge</i> . |
| Declaration of conflicting interests | <p>You must use one of the following statements, in the <i>exact</i> words shown below.</p> <p><i>If you have no conflicts of interest (or potential conflicts of interest):</i> The author(s) declared no conflicts of interest with respect to the authorship and/or publication of this article.</p> <p><i>If you have conflicts of interest:</i> The author(s) declared a potential conflict of interest as follows: [Then, <i>in sentence form</i>, list all specific author relationships with organizations and/or products that were declared].</p> |
| Funding | <p>You must use one of the following statements, in the <i>exact</i> words shown below.</p> <p><i>If you did not have financial support:</i> The author(s) received no financial support for the research and/or authorship of this article.</p> <p><i>If you did have financial support:</i> The author(s) disclosed receipt of the following financial support for the research and/or authorship of this article: [Then list, <i>in sentence form</i>, all entities/organizations that funded the research and/or authorship].</p> |
| Bios | <p>Bios are <i>simple and concise</i>, 1-sentence statements about each author. Long bios will be reduced by the copyeditor. In this space you may include department or division names, and secondary affiliations (if any). Use only the format shown below for your bios. Note that <i>primary credentials</i> (the <i>most important</i> only; <i>QHR</i> does not publish long credential strings) and <i>current</i> positions (or affiliations or professional pursuits) are <i>required</i>.</p> <p>Janice M. Morse, PhD, FAAN, is a professor and presidential endowed chair at the University of Utah College of Nursing in Salt Lake City, Utah, USA.</p> |

ABSTRACT AND KEYWORDS

The abstract should be placed on page 1 of the main manuscript document. It should be a single paragraph, no more than 150 words in length, and briefly describe your article. Place your keywords below the abstract, on the same page (see “Keywords,” above).

Double space the entire abstract page (including the keywords). Briefly state the purpose of your research, the main findings, and your primary conclusions. Make sure the abstract is written in the first-person, active voice.

MAIN MANUSCRIPT

Note that the sample manuscripts beginning on page 33 are abbreviated for illustration purposes, and might not contain all optional elements that could be included in an actual manuscript. The sample articles contain all four heading levels.

The main text of the manuscript begins on page 2 of the document, immediately after the abstract page. *Write your article in the first-person, active voice.*

The main text of the manuscript should be broken into appropriate sections by the use of section headings. Sections should flow in a logical sequence, and include, at a minimum, *Methods*, *Results*, and *Discussion* (these are all level-1 headings); other level-1 headings and subheadings may be used at the author’s discretion. The author may choose to use different names for the three main sections, but the basic content should be that which would appropriately fall under the headings of *Methods*, *Results*, and *Discussion*.

There are very specific requirements for the preparation of in-text citations; refer to the *APA Publication Manual*, 6th edition, for details. Every in-text citation should have a corresponding reference in the reference list—*no exceptions*.

During the review process, author citations should include only the word *Author* and the year: (*Author, 2008*). If and when the manuscript is accepted for publication, the missing information can be restored.

Double space the entire manuscript document, *except for text contained in figures*. Use only U.S.-English spelling (except in the references, as appropriate, and for direct quotations from published written sources). Use U.S.-English translations of non-English quotations or excerpts. Use a minimum of two (2) heading levels.

Attend to copyright regulations and permission requirements (*required*). Submit, at the time of manuscript submission, written permission for the use of any names, photographs, or copyrighted tables, figures, and/or text; written permission must come from the person(s) depicted in the photographs, or in the case of copyrighted work, from the copyright holder (which is not necessarily the author or the journal in which it is published; see page 6).

REFERENCES

Note: Proper formatting of the reference list is the responsibility of the *author*, NOT journal personnel.

The reference list (also known as a bibliography) should include complete references for the sources used in the preparation of your manuscript. *Every reference* must be cited in the text.

You must cite and reference pertinent articles published in QHR in the 12 months immediately preceding submission of your manuscript. If you cannot identify articles related to the topic(s) of your manuscript, please broaden your search to include method, research design, and so forth.

The reference list should begin on a separate page (not in a separate document) following the last page of manuscript text (or after the notes, if any). Each type of reference (journal article, book, chapter in edited book, newspaper, online reference, and so forth) must be formatted in accordance with the precise guidelines contained in *APA, 6th edition*.

Elements such as listing order, spelling, punctuation, spacing, capitalization, and the use of italics or Roman (regular) font are as important as the content of the reference. Note that if an author has two or more initials, there should be spaces between the initials; incorrect = X.Y.Z.; correct = X. Y. Z.

References should be listed in hanging paragraph format (with indentations at ½ inch), in alphabetical order by the last name of the first author; additional considerations might apply (see *APA*). The hanging paragraphs should be created by using Word's Format > Paragraph feature.

During the review process, author references in the reference list should include only the word "Author" and the year: *Author. (2008)*. To prevent author identification during the review process, do not include the article title, journal name, or any other part of the reference. Do not place these references in alphabetical order in the reference list; place them at the very beginning or very end of the list. If and when the manuscript is accepted for publication, the missing information can be restored and properly placed.

Avoid the use of unnecessary references and lengthy reference lists. Extensive bibliographies will not be published; articles should include only the "essential" or key references. If the author wishes to offer a secondary reference list (for example, references used in meta-analysis), it should be so stated in a footnote, and made available to readers by contacting the author directly. Do not include such a list in the manuscript document, but it may be submitted separately for purposes of review.

Use *only* the 6th edition of the *Publication Manual of the American Psychological Association (APA)* as your source of instruction for references (this is critically important). Translate non-English titles into English (see *APA* for instruction on how to do this). Reference and cite all other studies mentioned in the article. Test all Internet URLs (Web addresses) immediately before submission to ensure that they are accurate, and that the sites are still accessible; do this prior to submission of all revisions and accepted manuscripts, as well.

APPENDICES

Appendices are not encouraged, and are published only at the editor's discretion. If included, appendices should be placed in the main manuscript document following the reference list, and before the bios or any tables. *Appendices must be referred to in the text.*

WHAT YOU SHOULD **NOT** DO

- Title page
- Do not type your title in ALL CAPITAL letters (this is especially important when entering the article title in the ScholarOne Manuscripts / SageTrack system).
 - Do not place a period (full stop) at the end of your title.
 - Do not include unnecessary words, such as *A Qualitative Study, A Doctoral Student's Investigation of, An Ethnographic Study*, and so forth.
 - Do not list secondary or additional affiliations (departments, divisions, hospital units, and so forth).
 - Do not use abbreviations (except USA).
 - Do not include department or division names, or secondary unit names.
- Abstract
- Do not include the manuscript title on the abstract page.
 - Do not indent the first line of the abstract.
 - Do not include citations.
 - Do not show the word count.
 - Do not repeat the main text of the manuscript in the abstract.
- Main document
- Do not include the manuscript title.
 - Do not include any author-identifying information.
 - Do not include participant identifiers (name, pseudonym, age, and so forth) except to identify a particular category of respondent (e.g., males age 18 to 24; community professional; psychologist; and so forth), and even then, include identifiers only when *necessary* for reader understanding.
 - Do not include names of specific study sites (hospitals, organizations, small towns or villages).
 - Do not use *any* headings (such as "Introduction" or "Background") at the beginning of the manuscript.
- References
- Do not format the hanging paragraphs with hard returns ("enter") and tabs.
 - Do not submit the reference list as a separate document (except for lists such as meta-analysis references, as noted above).
-

FINAL CHECKLIST FOR SUBMISSION

GOAL: To submit the perfect manuscript. This checklist is intended to facilitate the swift internal review of your manuscript prior to submission.

GENERAL MANUSCRIPT PREPARATION

Refer to the instructions contained in the *QHR Manuscript Guidelines*. Review the section addressing *QHR* style, beginning on page 7.

AVOID COMMON PROBLEMS:

- Refer to your article as an *article*, not as a paper or a study.
- Avoid anthropomorphism. Neither your study nor your article conducted the research: you did. Neither your study nor your article considered, chose, utilized, explored, selected, or took any other type of action: you did.

CHECKLIST:

- Consistently use the first-person, active voice in your writing.
- Be accurate and consistent with verb tense: things that happened, were written, or were said in the past should be written about in the past tense.

- Submit the title page as a separate document.
- Obtain (and submit) any needed permissions for use of copyrighted work and/or for the use of photographs/images.
- Obtain an informal peer review of your manuscript prior to submission (see the review criteria on page 51).
- Have your manuscript professionally edited prior to submission. If English is not your first language, make certain your editor is an expert in the English language.

QUOTATIONS

Read the instructions regarding quotations on page 13 of the *QHR Manuscript Guidelines*.

AVOID COMMON PROBLEMS:

- Participant identifiers and/or codes included with quotations pose a potential threat to participant confidentiality; do not use them. Even pseudonyms should be used with caution, especially if it is possible for the reader to “track” multiple comments presented from a particular participant.
- Ellipses/ellipsis points (. . .) are to be used only to represent deleted words or phrases, and not pauses in speech.

CHECKLIST:

- Set quotations of fewer than 40 words within regular sentences. Set quotations of 40 or more words as block quotes. (Use Word’s “Tools > Word Count” feature.)
- Indent block quotes by ½ inch from the left margin only. (Use Word’s “Format > Paragraph” feature to create the indentation.)
- Type your quotations in 12-point Times New Roman font, double spaced. Do not use italics.
- Cite and reference all quotations taken from sources other than research participants.
- If you add words of explanation or comment within quotations, place those words in [brackets] rather than (parentheses).
- Properly punctuate all participant quotations.

REFERENCES & CITATIONS

See page 23 in the *QHR Manuscript Guidelines*. Follow the sixth edition of the *APA Publication Manual*. We require that you cite and reference pertinent articles published in *QHR* within the past 12 months.

AVOID COMMON PROBLEMS:

- *APA* has stipulated a particular format for each specific reference type; be sure to use the correct format. Note that not all types of periodicals are referenced in the same manner as journal articles.
- References and citations should be prepared with exactness and attention to detail. The order of listing, spelling, punctuation, spacing, capitalization, and use of italic or Roman font are all important.

CHECKLIST:

- Spell out all journal names, and provide complete page numbers (e.g., 172-185 rather than 172-85).
- “Blind” your personal (author) references and citations as noted in the *Guidelines*.
- Double check the spelling of all reference author names, and ensure that both spelling and years of publication are consistent between the reference list and the in-text citations.
- Provide English translations for all non-English titles (retain the original titles).

- Format your references in hanging-paragraph style and double line spacing. Indent the “hanging” text by ½ inch, using Word’s “Format > Paragraph” feature.

TABLES

GOAL: To organize and present relevant data that would be too cumbersome or complex to write into the text. Our standard is space. If your material can be more efficiently presented as text, do not make a table. A table does not duplicate material already appearing in the text.

Read the instructions for table preparation on page 28 of the *QHR Manuscript Guidelines*. Place each table on a separate page at the end of your manuscript document.

AVOID COMMON PROBLEMS:

- The typesetting process removes all bullets from tables (whether numerals, letters, or dingbats); do not use them.
- The use of underlining, uppercase (capital) letters, and italics can make a table look busy and cluttered, and can obscure important data. Use these features sparingly or not at all. Use bold font sparingly.

CHECKLIST:

- To maintain anonymity, present participant characteristics in aggregate (group) form, and refrain from listing individual participant characteristics.
- Make sure your table has a minimum of two (2) columns, a minimum of two (2) rows, and a clear and concise heading for every column. Double space the table.
- Create your table in “portrait” orientation on the page, within the regular 1-inch margins of the document.
- Give your table a clear, descriptive, and concise title.
- Place individual data items or grouped data in separate rows of the table, rather than placing multiple items in a single row.

FIGURES

GOAL: To create useful and coherent figures that clarify complex concepts or accurately illustrate models and/or processes.

See the instructions for preparing figures on page 29 of the *QHR Manuscript Guidelines*. Make your figure simple, clear, and easy to read and understand.

AVOID COMMON PROBLEMS:

- Put your efforts into presenting clear, meaningful data rather than “fancy” or artistic creations. Achieving simplicity, accuracy, and clarity should be your goals.
- Do not use shading, color, or bolded font.
- Too many lines and arrows, and especially lines and arrows that cross each other or cross text boxes, can lead to confusion and make a “muddle” of a figure, obscuring rather than revealing intended meaning.

CHECKLIST:

- Prepare and submit each figure in a separate document.
- Create your figure to be read from left to right and from top to bottom.
- Arrange text boxes in an orderly fashion, making them no larger than necessary to contain your text.
- Make your lines and arrows the proper length, so their beginnings and endings join the cells and clearly indicate direction.
- Use single line spacing for the text, and place the text in a horizontal orientation so it is not necessary to turn the document to read the figure.

- Give your figure a clear and concise title or legend. Include any notes after the title or legend rather than placing them below the figure.
- If using a participant's artwork, be sure the lines are sufficiently distinct and dark enough to reproduce well if printed in the journal.

INSTRUCTIONS FOR ACCEPTED MANUSCRIPTS

If your manuscript has been accepted ("accepted, pending minor revision"), the instructions for placement of certain manuscript elements differ from those for manuscripts under review. See the sample manuscript beginning on page 39.

When preparing your final manuscript, compile and submit the various manuscript elements in the following order:

1. TITLE PAGE **Required**
 Insert your title page at the very beginning of your manuscript, before the abstract page; *do not submit it as a separate document*. Move other elements from the title page to other places, as instructed below, leaving only the following on the title page (in this order):
 - Article title
 - Author names
 - Author affiliations (Note: List *primary* affiliation *only*, e.g., university)
 - Corresponding author information
2. MAIN MANUSCRIPT TEXT **Required**
 Start the main manuscript text at the top of the page after the abstract and keywords page.
3. AUTHOR'S/AUTHORS' NOTE **Optional**
 At the end of the manuscript text, simply hit "enter" (or "return"), and begin the author's/authors' note (if any), with the heading and text on separate lines.
4. ACKNOWLEDGMENTS **Optional**
 At the end of the author's note (or the end of the manuscript text, if there is no author's note), hit "enter" and begin the acknowledgments (if any), with heading and text on separate lines.
5. DECLARATION OF CONFLICTING INTERESTS **Required**
 At the end of the acknowledgments (or author's note, if there are no acknowledgments, or the end of the manuscript, if there are neither acknowledgments nor author's notes), hit "enter" and type the conflicting interests heading and appropriate statement (on separate lines). *Note*: You are required to use the *specific language* designated in the "Preparation of Manuscript Elements" section, beginning on page 21.
6. FUNDING **Required**
 At the end of the conflicting interests statement, hit "enter" and place the funding heading and appropriate statement on separate lines. *Note*: You are required to use the *specific language* designated in the "Preparation of Manuscript Elements" section, beginning on page 21.
7. NOTES **Optional**
 At the end of the funding statement, hit "enter" and place the note heading and numbered notes on separate lines.
8. REFERENCES **Required**
 Begin the references on a new page (but not in a separate document).

9. APPENDICES *Optional* [published at the discretion of the editor]
Begin each appendix on a separate page, with an appropriate appendix number, followed by the title of the appendix (required).
10. BIOS **Required**
At the end of the references (or appendices, if any), hit “enter” and place the biographical statements, one per line.
11. TABLES *Optional*
Place each table on a separate page after the bios. Be sure to place your tables in the main manuscript document, and *not* in separate documents.
12. FIGURES *Optional*
Figures are to be submitted *in separate documents* (one figure per document), and formatted as describe in the “Figures’ section, page 29. Include the figure number in the document (file) name (i.e., Figure 1.doc).

TABLES

Note: QHR personnel neither create nor make significant revisions to tables; this is the responsibility of the author.

Tables organize *relevant, essential data* that would be too awkward or too lengthy to include in the text, and should be used *only* to provide data not already included in the text. For example, grouped participant demographics take less space presented in a descriptive paragraph than they do as a table.

Tables are to be accompanied by both their number (Table 1, Table 2, and so forth) and their title (*required*).

Table placement is mentioned in the text, but the tables themselves are placed at the very end of the main manuscript document. The author should designate placement of each table within the manuscript by entering (flush left, on a separate line between paragraphs), INSERT TABLE I ABOUT HERE. *Table callouts should be placed following the paragraph in which they are first mentioned.*

Create the table the way it should appear when published, then double space all text, including column headers and notes.

Use Gill Sans font style for table numbers, titles, content, and any explanatory notes. Use 12-point font for the table number and name, and use 8- or 9-point font (not both) for table content and explanatory notes.

“Hide” all vertical lines and all horizontal lines except the following: top line of table, bottom line of table, and line below the main column headers. Multiple tables within the same manuscript should be similar in appearance and design. (See the sample table, below.)

Considerations:

- Make sure that what you are trying to create actually *is* a table; all tables must have column headings, at least two (2) columns, and at least two (2) rows. Most simple lists do not qualify as tables.
- You must *actually create a table*, even though most lines will be hidden.
- Put each table on a separate page (*not* in a separate document).
- Use only *portrait* orientation for your tables.
- Include only necessary data.
- Ensure that all abbreviations are explained in the notes.
- Ensure that the table is clear and comprehensible even without the surrounding article text (it should be able to “stand alone”).
- Make your table titles *concise* and *descriptive*.

- Keep your table as small as possible; use only the space necessary to contain your data. To fit within a single column of the journal, the table should be no wider than 3½ inches; to fit across both columns it should be no wider than 6 inches. Narrow the table columns to eliminate unused “white” space.
- Place explanations, clarifications, citations and source notes, symbol and abbreviation identification, and other “nondata” information in notes below the table.

WHAT YOU SHOULD NOT DO

- Do not use shading or color, or overuse bolding and/or italics (which can detract from a table, making it look “busy” without enhancing it in any way); do not use bolded lines.
- Do not list participants individually; instead, present group characteristics.
- Do not set tables in landscape orientation.
- Do not use bullets or numbered lists in tables.
- Do not make simple lists into tables; instead, place the lists in the manuscript text.

Sample table:

Table I. Name of the Table, Bolded, in Title Case

| Column | Column | Column |
|-------------------|-------------------|---------|
| Heading | Heading | Heading |
| Data ^a | Data | Data |
| Secondary | Data | Data |
| line of data | | |
| Data | Data | Data |
| Data | Data ^b | Data |
| Data | Data | Data |

^aPlace notes here

^bSecond note

FIGURES

Note: QHR personnel neither create nor make significant revisions to figures; this is the responsibility of the author.

Like tables, figures should be used *sparingly*, and only when it is *necessary* to clarify complex relationships or concepts.

Use Gill Sans font for the figure number, title, text, and notes (if any). Single space all text contained *within* a figure (but not the figure number, figure title/caption, and notes, which should be double spaced).

Figure placement should be mentioned in the manuscript text, but *each figure is to be submitted in a separate document*, with the figure number and figure title on the first page, followed by the figure itself on the second page. Figure titles/legends should be *concise* and *descriptive*.

The author should designate placement of each figure within the manuscript by entering (on a separate line between paragraphs) INSERT FIGURE I ABOUT HERE. Figure callouts should be placed following the paragraph in which they are *first* mentioned.

Note: Regular Word.doc documents are strongly preferred over .jpg or other document types, and are easier to revise, if necessary.

See *APA* for requirements regarding the use or adaptation of copyrighted (previously published) material.

CONSIDERATIONS:

- In the published journal, photographs and other images are referred to as “figures.”
- Use only Gill Sans font for figure numbers, titles, text, and notes (if any).
- Put each figure in a separate document.
- Use only 8- or 9-point font for figure text and notes.
- Make sure your figure is created to be read from *left to right*, from *top to bottom*.
- Use sufficient space between figure elements to ensure clarity, but eliminate unnecessary space.
- Make sure that hand-drawn figures (such as participant artwork) are dark enough to reproduce clearly when published.
- Use bolding and italics *sparingly*, and underlining only if absolutely necessary.
- Place your figure number and title/legend on the first page of the figure document (use Gill Sans 12-point font, double spaced).
- Place the figure itself on the second page of the figure document.
- Make sure your figures have “crisp,” clean lines and text. “Fuzzy” figures are not acceptable.
- *Keep figures simple*, with as few lines, boxes, and arrows as possible; use plain arrows and solid, nonbolded lines. The style of the various elements of your figure must be consistent. Be careful about spacing and alignment of elements, including beginnings and endings of lines and arrows.
- Be aware that *QHR* does not publish in color; hand-drawn artwork and all photographs will be published in black and white only.

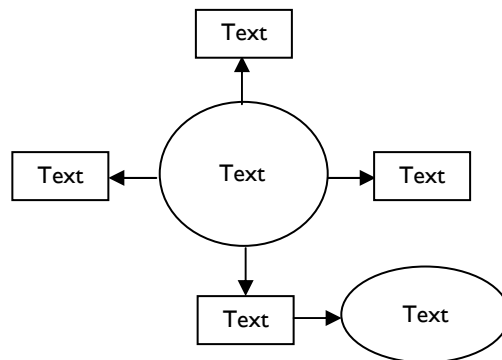
WHAT YOU SHOULD NOT DO

- Do not double space text within figures.
- Do not use shading or color.
- Do not place your figure inside a “box” or “frame.”
- Do not include your figures in the main manuscript document.

Sample figure, page 1 of figure document:

Figure 1. Name of figure here, in sentence case

Sample figure, page 2 of figure document:



BOOK REVIEWS

MANUSCRIPT PREPARATION

See the sample book review beginning on page 45. In all essential ways, document setup for book reviews is the same as for regular article manuscripts, except that

1. fewer manuscript elements are needed; and
2. the manuscript elements are compiled in a different order.

Compile your book review as follows, in this order:

- **Book Information**
 - Use Gill Sans font for this section
 - Line 1: Name of book author(s) or editor(s)
 - Line 2: Name of book, in italics, in title case
 - Line 3: City and state or city and country of publication, and the name of the publisher
 - Line 4: Year of publication. Number of pages. List price. ISBN number
- **Reviewer Information (the person who wrote the review)**
 - Use Gill Sans font for this section.
 - Reviewed by: (in bolded font), followed by the reviewer's name, then the *primary* affiliation organization (e.g., university) and country, in italics
- **Review Text**
 - Use Times New Roman font for this section.
 - Do not indent the first line of the opening paragraph.
 - Indent the first line of all subsequent paragraphs by .5 inches from the left margin.
- **References (if any)**
 - Put the References heading in Gill Sans bolded font.
 - Format the reference list exactly as you would for an article, in Times New Roman font and *APA* style (6th edition).

LETTER TO THE EDITOR

MANUSCRIPT PREPARATION

In all essential ways, document setup for a letter to the editor is the same as for regular article manuscripts, except that fewer elements are needed.

- Letters to the editor must have a title.
- The following elements are *not* needed in a letter to the editor:
 - Abstract
 - Keywords
 - Headings
 - Declaration of Conflicting Interests
 - Funding statement
- Format references, if any, in the normal manner.
- All other formatting rules that apply to article manuscripts apply to letters to the editor.

NOTE: Guest editorials are published *by invitation only*.
Do not submit unsolicited editorials.

MANUSCRIPT PREPARATION

In all essential ways, document setup for editorials is the same as for regular article manuscripts, except that fewer manuscript elements are needed.

Compile your guest editorial as follows, in this order:

- Line 1, in Gill Sans font: editorial title (required)
- Line 2, in Gill Sans font: name of the guest editor, with a superscript “1” linking to the corresponding author information
- Line 3, in Gill Sans font: superscript number “1”, followed by the guest editor’s *primary* affiliation (do not include department or division information here), city, state (or province; spelled out), country
- All in Gill Sans font, corresponding author information:
 - Line 4: “Corresponding Author”, bolded, and followed by a colon
 - Line 5: Name of guest editor, *primary* affiliation, department or division (if any), street address, city, state (or province; use abbreviations for this), postal code, country [this is your *mailing address*]
 - Line 6: Email: with email address
- An abstract and keywords are not necessary
- Text of editorial
 - Use Times New Roman font for this section
 - Do not indent the first line of the opening paragraph
 - Indent the first line of all subsequent paragraphs by .5 inches
 - You may use headings if you wish, but they are not required
- References (if any)
 - Put the References heading in Gill Sans bolded font
 - Format the reference list exactly as you would for an article, in Times New Roman font and *APA* style
- A bio (biographical statement) is not required

Note: To conserve space in the Guidelines, the sample manuscripts are shown in 10-point font; single horizontal lines in sample manuscripts represent page breaks; double horizontal lines represent the start of a separate document. DO NOT place horizontal lines in your manuscript.

Article Title, Set in Title Case

Janice M. Morse,¹ Author N. Two,² and Writer Three¹

¹University of Utah, Salt Lake City, Utah, USA

²ABC University, Any Town, Any State, Australia

Corresponding Author:

Janice M. Morse, University of Utah College of Nursing, 10 S. 2000 E., Salt Lake City, UT 84112, USA

Email: QHR-Editor@nurs.utah.edu

Authors' Note

Portions of this article were presented at the *10th Annual Health Care Conference*, August 1, 2009, in Salt Lake City, Utah.

Acknowledgments

We thank our research assistants, name, name, and name for their invaluable contributions to the study.

Declaration of Conflicting Interests

The authors declared no conflicts of interest with respect to the authorship and/or publication of this article.

Funding

The authors received no financial support for the research and/or authorship of this article.

Bios

Janice M. Morse, PhD, RN, FAAN, is a professor and presidential endowed chair at the University of Utah College of Nursing in Salt Lake City, Utah, USA.

Author N. Two, MD, is a professor in the Department of Health Research at ABC University in Any Town, Any State, Australia.

Writer Three, PhD, is an associate professor at the University of Utah College of Nursing in Salt Lake City, Utah, USA.

Appendix text goes here. If your appendix is a table, it must be formatted according to the table guidelines contained in this document. XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXX XX XXXXXXXXXXXXXXXX
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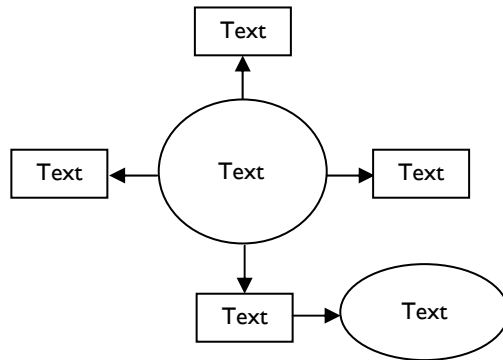
Table I. Name of the Table, in Title Case

| Column | Column | Column |
|---------------------------|-------------------|---------|
| Heading | Heading | Heading |
| Data ^a | Data | Data |
| Secondary line of data | Data | Data |
| Data | Data | Data |
| Data | Data ^b | Data |
| Data | Data | Data |

^aPlace notes here

^bSecond note

Figure I. Name of figure here, in sentence case



This is a sample block quote (also known as an excerpt). The entire quote should be indented by .5 inches (the first line is not indented further). Indent the quote by using Word’s Format > Paragraph function. Do not use tabs to prepare block quotes.² Do not indent from the right margin!

Do not use quotation marks with excerpts, “Unless there is a quotation within a quotation.” Then be sure to use double quotation marks. The text of the block quote should be in the same font style and size as the regular manuscript, and should not be italicized. Leave a blank line after each block quote/excerpt. Leave a blank line between excerpts if you present two or more in a row, as shown here.

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Level-3 heading. Level-3 headings are set flush left, italicized, in sentence case, in Gill Sans font, and followed by a period. They follow immediately after the preceding paragraph, without additional line breaks. Note that the paragraph text begins immediately after the heading, on the same line. Do not use level-3 headings unless you have a total of four heading levels in your manuscript. XXXXXXXX XXXXXXXX XXXX XXXXXXXX. XXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXX XXX XXXXXXX XXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

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Level-1 Heading

Level-2 Heading

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INSERT FIGURE I ABOUT HERE

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Excerpt 1: Emilie

1 Interviewer (I): What happened after
2 that?
3 Emilie (E): Well, after that I
4 walked to the corner without my
5 friend, because he took too long
6 getting ready to go.
7 I: How did you feel walking there
8 by yourself?
9 E: I was a little bit nervous,
10 'cause I'm not used to going places
11 by myself.

Level-3 heading. XXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX
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Level-4 heading. Level-4 headings are indented by .5 inches, italicized, in sentence case, in Gill Sans font,
and followed by a period. Note that the text of the first paragraph under this heading follows immediately after the
heading, on the same line, rather than beginning on the next line. XXXXXXXXXXXXXXX XXXXXXX XXXXXXX x xxx xxx
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Authors' Note

Portions of this article were presented at the *10th Annual Health Care Conference*, August 1, 2009, in Salt Lake
City, Utah.

Acknowledgments

We thank our research assistants, name, name, and name for their invaluable contributions to the study.

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[Note: Place your bios on a separate page, like this, only if you have an appendix.]

Bios

Janice M. Morse, PhD, RN, FAAN, is a professor and presidential endowed chair at the University of Utah College of Nursing in Salt Lake City, Utah, USA.

Author N. Two, MD, is a professor in the Department of Health Research at ABC University in Any Town, Any State, Australia.

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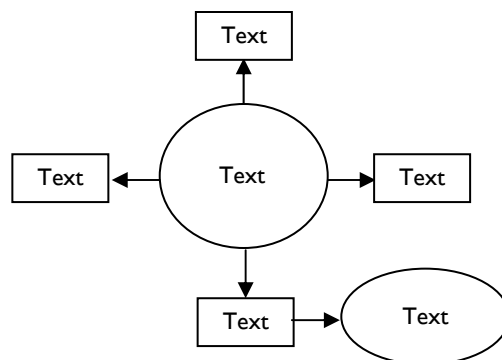
Table I. Name of the Table, in Title Case

| Column | Column | Column |
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| Heading | Heading | Heading |
| Data ^a | Data | Data |
| Secondary line of data | Data | Data |
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| Data | Data ^b | Data |
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^aPlace notes here

^bSecond note

Figure I. Name of figure here, in sentence case



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XXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXXXXX.

Author, D. E., & First-Author, G. (year). References should have no additional space between them, and should be listed alphabetically by the last name of the first author. Do not include blank lines between references.

Title of Editorial

Janice M. Morse¹

¹University of Utah, Salt Lake City, Utah, USA

Corresponding Author:

Janice M. Morse, University of Utah College of Nursing, 10 S. 2000 E., Salt Lake City, UT 84112, USA

Email: QHR-Editor@nurs.utah.edu

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REVIEW CRITERIA

- Importance of submission: What are the manuscript's strengths? Is it significant? Does it contain new and unique information?
- Theoretical evaluation: Is the manuscript logical? Is the theory parsimonious? Complete? Useful?
- Methodological assessment: Inductive approach? Appropriate method and design? Is the sample appropriate and adequate? Are data saturated? Theoretical analysis? Linked with theory and/or praxis?
- Adherence to ethical standards?
- Manuscript style and format: Please evaluate writing style, organization, clarity, grammar, appropriate citations, etc. Is the manuscript unnecessarily long?
- Other Comments: Please give specific advice to the author(s) on how to improve the manuscript.

REVIEW, DECISION, AND REVISION PROCESS

THE MAIN PLAYERS

- Corresponding author
- Technical editor
- Editor (and possibly a section editor)
- Expert reviewers

STEPS IN THE PROCESS

1. The *corresponding author* submits a manuscript
2. The *technical editor* checks the manuscript documents for general acceptability (Word.doc)
3. The *editor* conducts an initial, abbreviated review of the manuscript; at this point the editor can make a decision to:
 - a. Send the manuscript out for peer review;
 - b. Assign the manuscript to a *section editor* to manage the peer-review process; or
 - c. Reject the manuscript because it is fundamentally unsuited to *QHR* and/or its readership
4. The *technical editor* extends invitations for *qualified experts* to provide a formal review of the manuscript; this includes:
 - a. Entering keywords from the manuscript into the *QHR* database of expert reviewers
 - b. Selecting reviewers whose keywords (areas of expertise) most closely match the keywords (topic areas) of the manuscript
 - c. Extending invitations to prospective reviewers by email
5. The *invited reviewers* can choose to accept the invitation, or may decline it based on a lack of time or opportunity to conduct the review, or because their expertise is not a good match for the main topic(s) of the manuscript.
6. If the *reviewer* accepts the assignment, the online review system, ScholarOne Manuscripts / SageTrack, automatically sends the reviewer, via email, instructions on how to access the manuscript and submit the review. If the reviewer declines the assignment, the *technical editor* repeats step 4, above, until a sufficient number of reviewers have agreed to evaluate the manuscript (usually three reviewers). Depending on the time of year (because of vacations, holidays, breaks in academic schedules, and so forth), the number of qualified potential reviewers with expertise in the appropriate topic area, and the speed with which the invited reviewers respond to the invitation, this step in the process can take a significant amount of time.
7. The *reviewers* read through the manuscript (usually several times), and electronically submit their responses to the questions listed below. Although reviewers are asked to submit their evaluations

within 30 days of accepting the assignment, circumstances might arise which preclude their meeting the deadline. No decisions can be made until the reviews are received.

8. When all reviews of a particular manuscript have been received, the *technical editor* provides them to the *editor*, along with the manuscript, for consideration and a decision.
9. Based on the reviews received, *and the editor's own evaluation*, the *editor* makes a decision on the manuscript. Possible decisions include:
 - a. acceptance of the manuscript for publication
 - b. provisional acceptance of the manuscript, pending specific revisions based on editor and/or reviewer comments, and specific formatting and content requirements of the journal
 - c. an invitation to revise the manuscript in response to reviewer comments and suggestions, to address formatting and content requirements of the journal, and to resubmit it for further consideration
 - d. rejection of the manuscript, possibly with recommendations for improving it in readiness for submission elsewhere
10. The *technical editor* sends the editor's decision and the reviewers' comments, via email, to the *corresponding author*. (Note: The decision will be sent as soon as it is possible to do so. *Do not send requests for "quick" decisions* because of pending performance, promotion, or tenure reviews, or because you are updating your curriculum vitae [CV].)
11. The *corresponding author* reviews the decision letter with any *coauthors*. If invited to submit a revision, either for publication or for further consideration, the author(s) can choose to accept or decline that invitation. If they accept, they revise the manuscript as instructed, and submit it.
12. The *editor* reviews the revised manuscript, and makes one of the following decisions:
 - a. Accept the manuscript for publication
 - b. Send the revision back out for peer review (usually with the original reviewers providing the new evaluation)
 - c. Invite the author(s) to make further revisions, either with provisional acceptance for publication, or for further consideration
 - d. Reject the manuscript

A note about the decision letter: If you receive an email decision letter indicating that your manuscript is "not suitable for publication in *QHR*"—even if suggestions are provided for improving the manuscript—*your article has been rejected*.

"Reject" decisions are sent only if, in the editor's opinion, the manuscript cannot be adequately revised so as to make it suitable for publication in the journal. Therefore, please *do not* contact *QHR* with *appeal* requests unless you believe there has been a clear and significant misunderstanding about the content of your manuscript.

It is not necessary to respond to or acknowledge decision letters unless you have a question about the decision or the required revisions.

Any author is welcome to significantly revise a rejected manuscript and submit it as a new manuscript, receiving a new manuscript ID number. Such manuscripts will be considered and/or reviewed in the same manner as any other new manuscript.

13. The *technical editor* sends the decision to the *corresponding author*. If the manuscript is accepted, the technical editor places it in the production queue.

REASONS FOR "REVISE" AND "REJECT" DECISIONS

Whether or not an author receives a "revise" or "reject" decision depends on

1. the nature of the reviews and the magnitude of the changes required
2. whether or not it is possible to correct the manuscript sufficiently to make it suitable for publication
3. how much *QHR* has recently published on a particular topic (or how much is currently queued for publication)

TIMING OF PUBLICATION

In a general sense, *QHR* publishes articles according to when they were accepted, not according to when they were first submitted. In other words, manuscripts accepted first are generally published first. Deviations from this general practice can and do occur, however, primarily because of (a) space restrictions within a particular issue, or (b) because certain articles are grouped and published together in special themed issues.

At any given time there are many accepted articles in the production queue. Therefore, it is unlikely that your accepted article will be published immediately after being accepted. It is not possible to know how many pages an article will need until the article is actually “set” by the typesetter. Many factors influence the length of a set article, including number of words, number of headings, number and length of paragraphs, use of tables and figures, and much more. Because the journal has a limited number of pages available for each volume, this sometimes causes individual articles to be “pulled” from their anticipated placement in a particular issue, and to be replaced by articles that best fit the number of pages available.

For these and many other production-related reasons, *it is not possible for QHR to accurately forecast a publication date for your article*. The production process is a long one, and articles are not published until at least 4 months after the edited version of the manuscript has been approved by the author. *Therefore, we appreciate your cooperation in refraining from making frequent inquiries about the publication date.*

PRODUCTION

Your manuscript will be edited to conform to *QHR* and Sage publication style and standards, and sent to you for your approval and correction. There will be a very short deadline for responding to any queries posed by the copyeditor (usually about 3 or 4 days), and it is critical that your response be clear, complete, and timely.

- *The editing stage* is the time to make any *substantive* revisions to the manuscript; do not wait for the proof.

Following receipt of your response, the copyeditor will finalize your manuscript and submit the article to Sage Publications. Within a few weeks (usually about 2 to 3 weeks) you will receive a typeset proof of the article. Again, it is critical that you read the proof carefully and respond to Sage’s production editor by the deadline given. Clearly specify any needed corrections.

- *The proof stage* is intended only for minor corrections. **Do not ask the Sage Publications production editor to change corrections or revisions made at the editing stage.** Requested changes that are contrary to *QHR* and Sage publication style will not be incorporated.

HOW TO SUBMIT A NEW MANUSCRIPT

Qualitative Health Research (QHR) uses an online review system that requires submitting your article through our ScholarOne Manuscripts / SageTrack Web site.

Both *QHR* and Sage Publications require that authors comply with specific requirements in the preparation of their manuscripts.

→ Submit **only** Microsoft Word documents with a .doc extension. Do not submit documents with a .docx, .docm, .rtf, .pdf, or any other extension. Make sure your main manuscript document is “blinded,” containing no author information.

INFORMATION TO HAVE AVAILABLE PRIOR TO SUBMISSION

When submitting your manuscript, be prepared to provide the information listed below. Note that this information is to be entered into the online system; it is *not to be included in the manuscript itself, nor should it be included in your cover letter*.

Complete contact information for EVERY author must be entered into the ScholarOne Manuscripts / SageTrack system when uploading the manuscript. Although the *system itself* requires complete information only for the contact/corresponding author, *QHR requires complete information for all authors—without exception*.

Have the following information ready before you begin the submission process:

- The correct spelling of each *complete* author name (not just initials), and the proper author order. EVERY author—without exception—must be entered into the system.
- The proper form of address *for each author* (i.e., Dr., Prof., Mr., Ms., Mrs., Miss, and so forth)
- A verified email address for *every* author, without exception. *Use extreme care when entering email addresses: many coauthors cannot be reached because the submitting author fails to enter email addresses correctly. Confirm all coauthor email addresses before beginning the submission process.*
- Information on any conflict of interest
- Confirmation that the manuscript is original work, and has not been published or submitted for consideration elsewhere
- The number of figures in the manuscript, if any
- The number of tables in the manuscript, if any
- The total number of words in the manuscript (use Word’s Tools > Word Count function)

When entering data and submitting your manuscript online, *do not* use ALL CAPITAL LETTERS (especially for manuscript titles and author names); instead, use Title Case. *Do not* put a period (.) at the end of your title.

The *corresponding author* should be someone who will be available to respond promptly to communication from *QHR* and/or the publisher at any time in the review, revision, production, or publication processes. Corresponding authors are responsible for the timely communication of questions and decisions to all of their respective coauthors.

Submit your manuscript at <http://mc.manuscriptcentral.com/qhr/>.

If you do not already have one, you will need to establish an Author Account and select a password to access and return to the system. (Be sure to make note of your password information for later reference.)

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TIMING OF THE REVIEW PROCESS

QHR makes every effort to expedite the peer-review process. However, in attempting to secure the assistance of our expert reviewers we must sometimes accommodate their busy schedules and await their availability. Therefore, the average time from manuscript submission to first decision is approximately three (3) months; it might be longer. Please refrain from contacting the QHR office regarding the status of your manuscript until at least three months have passed.

HOW TO SUBMIT A REVISED MANUSCRIPT

If you have been invited to revise your manuscript (including after receiving an "accepted, pending revision" decision), you will be unable to retrieve the document you submitted online. Instead, revise your personal electronic copy of the original manuscript.

If you have revised an "active" manuscript, DO NOT submit it as a new manuscript. If the submission deadline has passed, the system will not allow you to upload the revision. If this happens, please contact the QHR office and ask that the deadline be extended to allow you enough time to complete the submission. After you have sent this request, ***please wait for a response from the Technical Editor, do not attempt to upload your manuscript until you have received a response.***

If you are invited to submit a revision, you will receive an email message containing comments from the reviewers and/or instructions from the editor about the revisions you are requested to make. Address the reviewer comments and follow editor instructions carefully and completely when making your changes; be as specific as possible in your response. When uploading your revision, enter (into ScholarOne Manuscripts / SageTrack, under "Author Response") your comments concerning the changes you have made. Type your comments into the system; please *do not upload your response comments in a separate document*.

Failure to comply completely with editor instructions for revision could result in delays, the need for additional revision, or even the rejection of your manuscript. If you believe it would be detrimental to the article to comply with the requested changes, state your argument in your revision comments. *Following consideration, the editor's decision will be final.*

Once the revised manuscript is prepared, upload it and submit it through your Author Center:

To submit a revised manuscript, logon to <http://mc.manuscriptcentral.com/qhr/> and enter your Author Center, where you will find your manuscript listed under "Manuscripts with Decisions." In the table, under "Actions," click on "Create a Revision." (Your manuscript ID number will automatically be appended to denote a revision; for example, QHR-2010-1234 would become QHR-2010-1234.R1.) Follow the prompts to complete your submission.

Upload your documents in the proper order (see instructions in *How to Submit a New Manuscript*, above).

Important: Delete all earlier versions of the manuscript before completing the submission of the revision, but do not delete your title page (unless you have replaced it with an updated or final version) or figures (unless you have revised them or have been asked by the editor to remove them). You must upload your own documents; do not send them to QHR for uploading.

We ask that authors complete and submit revisions within 60 days (30 days for “accept, pending revision” decisions). Note that these are not calendar months; the ScholarOne Manuscripts / SageTrack system is preset to automatically establish these deadlines by counting the exact number of days from when revision decisions are sent out—not when you read the decision letter. This helps to ensure that your manuscript does not become outdated during the revision process. If you are unable to meet this deadline, or if the system indicates that you have missed the deadline, contact *QHR* at QHR-Journal@nurs.utah.edu for an extension of time. *Unless you have been specifically instructed to do so, DO NOT* submit your revision as a “new” manuscript.

At the editor’s discretion, your revised manuscript might be sent back out for further review, usually to the original reviewers.

PUBLICATION INFORMATION

PUBLISH AHEAD OF PRINT

Sage Publications, Inc., the publisher of *QHR*, provides a special feature called *OnlineFirst*. Through this feature, completed articles (those for which the production process has been completed) are published online before the print versions are available. These articles are both accessible and citable prior to the publication of the printed journal issue. For more information about *OnlineFirst*, visit http://online.sagepub.com/sphelp/SageColl_PAP.dtl.

POLICY ON NIH PUBLICATION REQUIREMENTS

The following information was received from Sage Publications on May 29, 2008, and is included herein by permission of Sage Publications:

“We have received a significant number of inquiries from journal authors [about] our policy regarding NIH compliance, which mandates that the final, peer-reviewed manuscripts, upon acceptance for publication, be made publicly available no later than 12 months after the official date of publication.

“The NIH policy meets our own posting policy at the first anniversary of the date of the NIH-funded article’s publication. As stated on the contributor agreement, our policy is as follows:

“No sooner than twelve (12) months after publication of the Contribution in the print edition of the Journal, the Contributor-created version of all or part of the Contribution and abstract as accepted for publication by the Journal (i.e., updated to include all changes made during the peer-review and editing process) may be posted on any non-commercial Web site or repository, provided that such electronic copy includes a hyperlink to the published version of the Contribution on the SAGE Journals Online Web site, together with the following text: ‘The final, definitive version of the article is available at <http://online.sagepub.com/>.’ Contributor is not permitted to post the SAGE PDF version of the published Contribution on any Web site or repository.

“Authors asking about the NIH requirement should be advised that they are free to provide their own author-created copies of the peer-reviewed version of the article to PubMedCentral and other public repositories with the understanding that the article will not be made available until 12 months after publication.”