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### Submission guidelines



#### Submit manuscript

Please read the guidelines in full before submitting your manuscript. Manuscripts not conforming to these guidelines may be returned.

Submit Manuscript 

### Manuscript Submission

*JHSB* accepts two types of manuscripts: research manuscripts and commentaries. Their respective content and preparation guidelines are described below.

#### Research Manuscripts

Research manuscripts report on empirical or theoretical research that applies sociological concepts and methods to the understanding of health and illness and the organization of medicine and health care. All research manuscripts should be 10,000 words maximum, inclusive of abstract, notes, references, tables, and figures.

#### Commentaries

Commentaries address theoretical and/or measurement issues of significant importance or value for advancing medical sociology research. All commentaries should be 3,000 words maximum, inclusive of abstract, notes, references, tables, and figures, and will be submitted to the same peer-review process as all other articles.

Manuscripts should be submitted electronically to <http://mc.manuscriptcentral.com/jhsb>. Submitting authors are required to set up an online account on the SAGETrack system, powered by Scholar One.

A **\$25 manuscript processing fee** payable through the SAGETrack system via PayPal is required. No fee is required for submissions by ASA student members.

Editorial Office:

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**Ethics:** Submission of a manuscript to another professional journal while it is under review by the *JHSB* is regarded by the ASA as unethical. Significant findings or contributions that have already appeared (or will appear) elsewhere must be clearly identified. All persons who publish in ASA journals are required to abide by ASA guidelines and ethics codes regarding plagiarism and other ethical issues. This requirement includes adhering to ASA's stated policy on data-sharing: "As a regular practice, sociologists share data and pertinent documentation as an integral part of a research plan. Sociologists generally make their data available after completion of a project or its major publications, except where proprietary agreements with employers, contractors, or clients preclude such accessibility or when it is impossible to share data and protect the confidentiality of the research participants (e.g., field notes or detailed information from ethnographic interviews)" (ASA [Code of Ethics](#), 2018).

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## Manuscript Preparation

Manuscripts submitted to the *Journal of Health and Social Behavior* should not exceed 10,000 words in length for regular manuscripts and 3,000 words in length for commentaries. These respective word limits include: (1) title page, (2) abstract, (3) text, (4) notes, (5) references, (6) tables, and (7) figures. Please keep in mind that if your tables are lengthy and/or you have horizontal tables, this will affect the page count and you may be asked to reduce the length of your manuscript. All pages must be typed and double-spaced (including notes and references). Margins must be at least 1 inch (i.e., line length must not exceed 6-1/2 inches). Please use Times New Roman font, 12-point type size. The object is to provide reviewers and editors with easy-to-read text and space for notes. It is the responsibility of authors to submit manuscripts in the proper *JHSB* format (see below). Manuscripts not submitted in adherence to the length requirements or to *JHSB* format will be returned for revision.

Additional details on preparing and submitting manuscripts to *JHSB* are published in the

*American Sociological Association Style Guide, Seventh Edition*, available from the ASA Bookstore (<http://www.asanet.org/bookstore>).

1. For all new submissions and revisions, the first page of the manuscript should be a anonymized title page (author(s) names, affiliations, acknowledgments, credits, and/or grant numbers should be removed). Include title, total word count (include all text, notes, and references; do not include word counts for tables or figures), number of tables, number of figures, and running head (short title, fewer than 55 characters with spaces). If the manuscript is conditionally accepted or accepted for publication, please include the authors' names and institutions (listed vertically if there is more than one author) on the title page. Use an asterisk (\*) at the end of the title for the title footnote at the bottom of the title page. The title footnote includes the name and address of the corresponding author, acknowledgments, credits, and/or grant numbers.

2. The **abstract** must be fewer than 150 words. The abstract should include the sample size, study design (e.g., survey, in-depth interviews), and the source of the data.

3. The **text** of the manuscript should begin on a new page headed by the full title. Notes, references, tables, figures, and appendices appear in separate sections following the text, in that order. Since manuscripts are evaluated through an anonymous peer review process, authors must remove identifying references or material. When citing your own work, please write "Smith (1992) concluded..." but do not write "I concluded (Smith 1992)..." Please either anonymize or remove citations of working papers or papers in progress.

a. *Headings and subheadings* in the text indicate the organization of content. Major headings should include: Background, Data and Methods, Results or Findings, Discussion, References; no heading for introduction. Generally, three heading levels are sufficient. See recent issues for examples.

b. *Citations* in the text should provide the last name of the author(s) and the year of publication. Include page numbers for direct quotes or specific passages. Cite only those works needed to provide evidence for your assertions and to refer to important sources on the topic. In the following examples of text citations, ellipses (...) indicate manuscript text:

- If author's name is in the text, follow it with the year in parentheses: "Duncan (1959)..."
- If author's name is not in the text, enclose the last name and year in parentheses: "... (Gouldner 1963)."
- Pages cited follow the year of publication after a colon: "... (Ramirez and Weiss 1979:239–40)."
- Provide last names for joint authors: "... (Martin and Bailey 1988)."
- For three authors, list all three last names in the first citation in the text:

“...(Carr, Smith, and Jones 1962).” For all subsequent citations use “et al.” throughout: “...(Carr et al. 1962).” For works with four or more authors, use “et al.” throughout.

- For institutional authorship, supply minimum identification from the complete citation: “...(U.S. Bureau of the Census 1963:117).”
- List a series of citations in alphabetical order or date order separated by semicolons: “... (Burgess 1968; Marwell et al. 1971).” Use consistent ordering throughout the manuscript.
- Use “forthcoming” to cite sources scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, use “n.d.” in place of the date: “...Smith (forthcoming) and Oropesa (n.d.).”
- For machine-readable data files, cite authorship and date: “...(Institute for Survey Research 1976).”

c. *Notes* should be numbered in the text consecutively using superscript Arabic numerals. If referring to a note earlier or later in the text, use a parenthetical note: “...(see note 3).”

d. *Equations* in text must be typed. Use consecutive Arabic numerals in parentheses at the right margin to identify important equations.

4. **Notes** should be typed or printed, double-spaced, in a separate “NOTES” section and should appear after the text but before the references. Begin each note with the Arabic numeral to which it is keyed in the text. **Authors should not use the “note” function in Word.** Notes can

- a. explain or amplify text
- b. cite materials of limited availability
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  - i. stating in the text that information is available from the author
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full name in all subsequent references. If the cited material is unpublished but has been accepted for publication, use “Forthcoming” in place of the date, and give the name of the journal or publishing house. For dissertations and unpublished papers, cite the date and place the paper was presented and/or where it is available. If no date is available, use “N.d.” in place of the date. If two or more works are by the same author(s) within the same year, list them in alphabetical order by title and distinguish them by adding the letters a, b, c, and so on, to the year (or to “Forthcoming” or “N.d.”). For works with multiple authors, only the name of the first author is inverted (e.g., “Jones, Arthur B., Colin D. Smith, and James Petersen.”). List all authors; using “et al.” in the reference section is not acceptable. A few examples follow. Refer to the *American Sociological Association Style Guide, Seventh Edition* and recent issues of *JHSB* for additional examples:

- *Books:*

Bernard, Claude. [1865] 1957. *An Introduction to the Study of Experimental Medicine*. Translated by Henry C. Greene. New York: Dover.

House, James S. 1981. *Work Stress and Social Support*. Reading, MA: Addison-Wesley.

U.S. Bureau of the Census. 1960. *Characteristics of the Population*. Vol. 1. Washington, DC: U.S. Government Printing Office.

- *Periodicals:*

Conger, Rand D. Forthcoming. “The Effects of Positive Feedback on Direction and Amount of Verbalization in a Social Setting.” *Sociological Perspectives*.

Goodman, Leo A. 1947a. “The Analysis of Systems of Qualitative Variables When Some of the Variables Are Unobservable. Part I—A Modified Latent Structure Approach.” *American Journal of Sociology* 79(5):1179–1259.

Goodman, Leo A. 1947b. “Exploratory Latent Structure Analysis Using both Identifiable and Unidentifiable Models.” *Biometrika* 61(2):215–31.

- *Collections:*

Clausen, John A. 1972. “The Life Course of Individuals.” Pp. 457–514 in *Aging and Society*, vol. 3, *A Sociology of Age Stratification*, edited by M. W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.

- *Dissertations:*

Charles, Maria. 1990. “Occupational Sex Segregation: A Log-Linear Analysis of Patterns in 25 Industrial Countries.” Ph.D. dissertation, Department of Sociology, Stanford University, Stanford, CA.

- *Machine-Readable Data Files:*

American Institute of Public Opinion. 1976. *Gallup Public Opinion Poll #965* [MRDF]. Princeton, NJ: American Institute of Public Opinion [producer]. New Haven, CT: Roper Public Opinion Research Center, Yale University [distributor].

Miller, Warren, Arthur Miller, and Gerald Klein. 1975. *The CPS 1974 American National Election Study* [MRDF]. Ann Arbor, MI: Center for Political Studies, University of Michigan [producer]. Ann Arbor, MI: Interuniversity Consortium for Political and

Social Research [distributor].

• *Electronic Sources:*

American Sociological Association. 1997. "Call for Help: Social Science Knowledge on Race, Racism, and Race Relations" (ASA Action Alert, October 15). Washington, DC: American Sociological Association. Retrieved October 15, 1997

(<http://www.asanet.org/racecall.htm>).

Kao, Grace and Jennifer Thompson. 2003. "Racial and Ethnic Stratification in Educational Achievement and Attainment." *Annual Review of Sociology* 29:417–42. Retrieved October 20, 2003

(<http://arjournals.annualreviews.org/doi/abs/10.1146/annurev.soc.29.010202.100019>).

6. Number **tables** consecutively throughout the text. Insert a note in the text to indicate the placement (e.g., "Table1 about here"). Type each table on a separate page. Each table must include a descriptive title and headings for columns and rows. Do not use abbreviations for variable names or column and row headings within tables. Align numbers in columns by decimal. Gather general notes to tables as "Note:"; use a, b, c, and so on, for table footnotes. Use asterisks \*, \*\*, and \*\*\* to indicate significance at the  $p < .05$ ,  $p < .01$ , and the  $p < .001$  levels, respectively, and specify one-tailed or two-tailed tests. Do not photo-reduce tables.

**Tables must be in an editable format.**

7. Number **figures** consecutively throughout the text. Insert a note in the text to indicate placement (e.g., "Figure1 about here"). Each figure should include a title or caption. Do not use abbreviations within figures. Figures must be executed by computer or by graphic artist in black ink. Contact the *JHSB* office to discuss preferred file formats for computer-generated files.

**IMPORTANT:** All figures (including all type) must be legible when reduced or enlarged to widths of 2-9/16 inches (one column width) or 5-5/16 inches (full page width).

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8. **Appendices** should be lettered to distinguish them from numbered tables and figures. Include a descriptive title for each appendix (e.g., "APPENDIX A. Variable Names and Definitions").

**Accessibility Guidelines**

Authors should familiarize themselves with [Sage's Accessibility Guidelines](#) to ensure their manuscripts meet recognized accessibility standards.

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