

Intended for healthcare professionals

Sage Journals

Journal of Otolaryngology - Head & Neck Surgery

Impact Factor: 2.2

5-Year Impact Factor: 2.7

Submission guidelines



Submit manuscript

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

[Visit Submission Site](#) 

This Journal is a member of the [Committee on Publication Ethics](#).

The Journal recommends that authors follow the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

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

We also encourage you to familiarize yourself with our [Editorial Policies](#) and our [Publication Ethics Policies](#).

Sage Publishing disseminates high-quality research and engaged scholarship globally, and we are committed to diversity and inclusion in publishing. We encourage submissions and peer review from a diverse range of authors and reviewers from across all countries and backgrounds. [Read our diversity, equity, and inclusion pledge.](#)

Please read the guidelines below then [submit your manuscript here](#).



 [Hide all](#)

Key information

Access: Open Access

APC: [See article processing charge information below](#)

Accepts preprints? No

Identity transparency: Single anonymized

Please note that this journal is online-only and does not offer print copies.

Publishing fees and open access

Journal of Otolaryngology - Head & Neck Surgery is an open access, peer-reviewed journal. All accepted articles are made freely available online immediately upon publication, are published under a Creative Commons license, and hosted online in perpetuity.

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable to cover the cost of publishing, paid by the funder, institution, or author. There is no charge for submitting a manuscript.

The article processing charge (APC) is \$2,500 USD.

The APC for Canadian Society of Otolaryngology-Head & Neck Surgery members is US \$1,500. CSOHNS will additionally cover US \$750 for confirmed members, reducing the APC to US \$750.

The article processing charge (APC) is payable when a manuscript is accepted after peer review, before it is published. The APC is subject to taxes where applicable. Tax-exempt status can be indicated by providing appropriate registration numbers when payment is requested. [Please see further details on tax-exempt status here.](#)

For general information on open access at Sage please visit the [Open Access page](#).

Authors may be eligible for discounts to their APC via open access agreements that Sage has with participating institutions. Discounts depend on the terms of the agreement, find out if your institution is participating by [visiting Open Access Agreements at Sage](#). Eligibility is determined by the corresponding author's affiliation at acceptance matching an agreement.

Your article may be eligible for a full or partial waiver due to our participation in initiatives to increase accessibility to publication across the international academic community. [More information about discounts and eligibility.](#)

Preparing your manuscript for submission

Title page

The Title Page should include:

- Article title
- The full list of authors including names and affiliations of each
 - **The listed affiliation should be the institution where the research was conducted.** If an author has moved to a new institution since completing the research, the new affiliation can be included in a note at the end of the manuscript – please indicate this on the title page.
 - **All persons eligible for authorship must be included at the time of submission (please see the authorship section for more information).**
- Contact information for the corresponding author: name, institutional address, phone, email
- Acknowledgments section
- Declaration of conflicting interest
- Funding statement
- Ethical approval and informed consent statements
- Data availability statement

Your article must be within the scope of the journal and be of sufficient quality. If not, it will not be reviewed. Please read the journal's [Aims and Scope](#) to see if your article is appropriate.

The manuscript must be your original work, you must have the rights to the work, and you must have obtained and be able to supply all necessary permissions for the reproduction of any copyright works not owned by you, including figures, illustrations, tables, lengthy quotations, or other material previously published elsewhere.

Article types

Please visit the Sage Journal Author Gateway for [guidance on producing visual and/or video abstracts.](#)

Original Research Articles

Research Articles should present novel work within the scope of the journal which represents an important advancement in knowledge or understanding. The article types include clinical trials, cohort studies, case-control studies, cross-sectional studies and observational studies. Research articles need to include an introduction, methods (a well-reported methodology that facilitates reproducibility, includes statistical approach and sample size when appropriate), results (to include descriptive and analytic results), discussion (pertaining to the results in the context of the published literature including strengths and weaknesses) and conclusion. Follow EQUATOR guidelines.

- Word Limit: 3,500
- Title: 10-25 words
- Key Message (min-max): 1-3 messages, point form
- Structured Abstract with the following headings (350 words):

Importance (50 words or less)

Objective (primary and secondary if applicable)

Design (see EQUATOR guidelines to categorize)

Setting (to understand the underlying population for generalizability)

Participants (to include eligibility, population under study)

Intervention or Exposures (the essential part(s) of the intervention or exposure should be explained)

Main Outcome Measures (this refers to the primary outcome being studied or experimented on)

Results (characteristics of the population, numerical results from tabulation or analysis of main outcome measures, include confidence intervals and P values)

Conclusions (based on methods and results)

Relevance (must be related directly to the results, include future directions from the results of the study)

- Reference Limit: 75
- Table and figure limit: 7
- Keywords (min-max): 3-10

Meta-analysis

Meta-analysis should present novel work within the scope of the journal which represents an important advancement in knowledge or understanding. Meta-analysis need to include an introduction, methods (a well-reported methodology that facilitates reproducibility, includes statistical approach and sample size when appropriate), results (to include descriptive and analytic results), discussion (pertaining to the results in the context of the published literature including strengths and weaknesses) and conclusion. Follow EQUATOR guidelines. Follow PRISMA guidelines. A PRISMA flow

sheet must be included. A Forest Plot presenting pooled statistical analysis of the results of multiple studies must be included.

- Word Limit: 3,500
- Title: 10-25 words
- Key Message (min-max): 1-3 messages, point form
- Structured Abstract with the following headings (300 words):

Importance (50 words or less)

Objective (primary and secondary if applicable)

Design (see EQUATOR guidelines to categorize)

Setting (to understand the underlying population for generalizability)

Participants (to include eligibility, population under study)

Intervention or Exposures (the essential part(s) of the intervention or exposure should be explained)

Main Outcome Measures (this refers to the primary outcome being studied or experimented on)

Results (characteristics of the population, numerical results from tabulation or analysis of main outcome measures, include confidence intervals and P values)

Conclusions (based on methods and results)

Relevance (must be related directly to the results, include future directions from the results of the study)

- Reference Limit: 75
- Table and figure limit: 7
- Keywords (min-max): 3-10

Systematic Reviews

Systematic reviews should present novel work within the scope of the journal which represents an important advancement in knowledge or understanding. Systematic reviews need to include an introduction, methods (a well-reported methodology that facilitates reproducibility, includes statistical approach and sample size when appropriate), results (to include descriptive and analytic results), discussion (pertaining to the results in the context of the published literature including strengths and weaknesses) and conclusion. Follow EQUATOR guidelines. Follow PRISMA guidelines. A PRISMA flow sheet must be included.

- Word Limit: 3,500
- Title: 10-25 words
- Key Message (min-max): 1-3 messages, point form
- Structured Abstract with the following headings (300 words):

Importance (50 words or less)

Objective (primary and secondary if applicable)

Design (see EQUATOR guidelines to categorize)

Setting (to understand the underlying population for generalizability)

Participants (to include eligibility, population under study)

Intervention or Exposures (the essential part(s) of the intervention or exposure should be explained)

Main Outcome Measures (this refers to the primary outcome being studied or experimented on)

Results (characteristics of the population, numerical results from tabulation or analysis of main outcome measures, include confidence intervals and P values)

Conclusions (based on methods and results)

Relevance (must be related directly to the results, include future directions from the results of the study)

- Reference Limit: 75
- Table and figure limit: 7
- Keywords (min-max): 3-10

Patient Safety/Quality Improvement

Patient safety/quality improvement articles should present novel work within the scope of the journal which represents an important advancement in knowledge or understanding aimed to improve patient safety and the quality of otolaryngology care. Topics include but are not limited to: healthcare delivery, avoiding medial errors, quality of care, comparative effectiveness research, and patient/resident education. Patient safety/quality improvement articles need to include an introduction, methods (a well-reported methodology that facilitates reproducibility, includes statistical approach and sample size when appropriate), results (the development of the intervention, including process measures, benefits, cost, missing data, failures, to include descriptive and analytic results), discussion (pertaining to the results in the context of the published literature including strengths and weaknesses) and conclusion. Follow EQUATOR guidelines.

- Word Limit: 3,500
- Title: 10-25 words
- Key Message (min-max): 1-3 messages, point form
- Structured Abstract with the following headings (350 words):

Importance (50 words or less)

Objective (primary and secondary if applicable)

Design (see EQUATOR guidelines to categorize)

Setting (to understand the underlying population for generalizability)

Participants (to include eligibility, population under study)

Intervention or Exposures (the essential part(s) of the intervention or exposure should be explained)

Main Outcome Measures (this refers to the primary outcome being studied or experimented on)

Results (characteristics of the population, numerical results from tabulation or analysis of main outcome measures, include confidence intervals and P values)

Conclusions (based on methods and results)

Relevance (must be related directly to the results, include future directions from the results of the study)

- Reference Limit: 75
- Table and figure limit: 7
- Keywords (min-max): 3-10

“How I Do It”

“How I Do It” articles should present novel solutions to clinical or technical problems within the scope of the Journal that represent advancement in existing knowledge, aimed at a surgical or medical audience. Topics can include technical or surgical advancements or new applications of medical therapies (including off label, which must be declared in the article). “How I Do It” submissions need to include an introduction, methods (a well-reported methodology that facilitates reproducibility, includes statistical approach and sample size when appropriate), results (the development of the intervention, including process measures, benefits, cost, missing data, failures, to include descriptive and analytic results), discussion (pertaining to the results in the context of the published literature including strengths and weaknesses) and conclusion. Images and or videos are required, both illustration and photographic. Videos must be compressed upon submission to meet Sage Track's size limitation. Refer to "Files" under the next section, "Submitting your manuscript", for instructions on how to do this.

- Video Length: 10 min max
- Word Limit: 3,500
- Title: 10-25 words
- Key Message (min-max): 1-3 messages, point form
- Structured Abstract with the following headings (300 words):

Importance (50 words or less)

Objective (primary and secondary if applicable)

Design (see EQUATOR guidelines to categorize)

Setting (to understand the underlying population for generalizability)

Participants (to include eligibility, population under study)

Intervention or Exposures (the essential part(s) of the intervention or exposure should be explained)

Main Outcome Measures (this refers to the primary outcome being studied or experimented on)

Results (characteristics of the population, numerical results from tabulation or analysis of main outcome measures, include confidence intervals and P values)

Conclusions (based on methods and results)

Relevance (must be related directly to the results, include future directions from the results of the study)

- Reference Limit: 75
- Table and figure limit: 7
- Keywords (min-max): 3-10

Research Letter

Research letter should present novel work within the scope of the journal which represents an important advancement in knowledge or understanding. Research Letter need to include an introduction, methods (a well-reported methodology that facilitates reproducibility, includes statistical approach and sample size when appropriate), results (to include descriptive and analytic results), discussion (pertaining to the results in the context of the published literature including strengths and weaknesses) and conclusion. Follow EQUATOR guidelines. Ideal for long term follow up of clinical trials. Follow EQUATOR guidelines.

- Word Limit: 700 words
- Title: 10-25 words
- Key Message (min-max): 1-3 messages, point form
- No Abstract
- Table and figure limit: 3
- Keywords (min-max): 3-10

Commentaries

Commentaries discuss the findings, implications, and/or outcomes of specific research particularly guidelines from societies or committees of societies. The findings presented are evidence based. Commentaries that are not developed as part of a formal process of aggregation of opinion and/or data are discouraged. Commentaries can also provide readers with a focused opinion/view of a topic that is recently published in the journal or elsewhere, or on important changes or trends related to the field.

- Word Limit: 2,500
- Title Short (running title): 3-10 words
- Key Message (min-max): 1-3 messages, point form
- Abstract: 300 words, unstructured
- Reference Limit: 30
- Table and figure limit: 7
- Keywords (min-max): 3-10

Letter to the Editor

- Correspondence to the Editor unrelated to a specific article

- Word Limit: 500
- Reference Limit: 3
- No abstract, tables, or figures to be included
- Correspondence pertaining to a recently published article or to be published concurrently with an article within the journal
 - Word Limit: 800
 - Reference Limit: 5
 - No abstract, tables, or figures to be included

Clinical trial registration

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

Reporting guidelines

Your manuscript **must** follow the relevant [EQUATOR Network reporting guidelines](#), depending on the type of study. The [EQUATOR wizard](#) can help identify the appropriate guideline. You will need to upload the appropriate checklist with your submission.

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

If your research involves animals, you will be asked to confirm that you have carefully read and adhered to the [ARRIVE guidelines](#).

Formatting your manuscript

Accepted file types

The preferred format for your manuscript is Word. You do not need to follow a template, but please ensure your heading levels are clear, and the sections clearly defined.

Your article title, keywords, and abstract all contribute to its position in search engine results, directly affecting the number of people who see your work. For details of what you can do to influence this, visit [How to help readers find your article online](#).

Title

Your manuscript's title should be concise, descriptive, unambiguous, accurate, and reflect the precise contents of the manuscript. A descriptive title that includes the

topic of the manuscript makes an article more findable in the major indexing services.

Title Page

The Title Page should include:

- Article title
- The full list of authors including names and affiliations of each
 - The listed affiliation should be the institution where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a note at the end of the manuscript – please indicate this on the title page.
- All persons eligible for authorship must be included at the time of submission (please see the authorship section for more information).
- Contact information for the corresponding author: name, institutional address, phone, email
- Acknowledgments section
- Declaration of conflicting interest
- Funding statement
- Ethical approval and informed consent statements
- Data availability statement

Abstract

Please review the guidelines above for each article type. **Submissions that do not meet this requirement will be sent back to the author for completion before being considered for peer review.**

For clinical trials, the trial registry name and URL, and registration number must be included at the end of the abstract.

Keywords

Please include a minimum of 3 keywords, listed after the abstract. Keywords should be as specific as possible to the research topic.

Artwork, figures, and other graphics

For guidance on the preparation of illustrations, pictures, and graphs in electronic format, please read Sage's [artwork guidelines](#).

Figures supplied in color will appear in color online.

Please ensure that you have obtained any necessary permission from copyright holders for reproducing any illustrations, tables, figures, or lengthy quotations previously published elsewhere. For further information including guidance on fair

dealing for criticism and review, please see the [Frequently Asked Questions page](#) on the Sage Journal Author Gateway.

Statements and declarations

Please include a section with the heading 'Statements and Declarations' at the end of your submitted article, after the Acknowledgements section [and Author Contributions section if applicable] including each of the sub-headings listed below. If a declaration is not applicable to your submission, you must still include the heading and state 'Not applicable' underneath. Please note that you may be asked to justify why a declaration was not applicable to your submission by the Editorial Office.

Ethical considerations

Please include your ethics approval statements under this heading, even if you have already included ethics approval information in your methods section. If ethical approval was not required, you need to explicitly state this. You can find information on what to say in your ethical statements as well as example statements on our [Publication ethics and research integrity policies page](#).

All papers reporting studies involving human participants, human data or human tissue must state that the relevant Ethics Committee or Institutional Review Board approved the study, or waived the requirement for approval, providing the full name and institution of the review committee in addition to the approval number. If applicable, please also include this information in the Methods section of your manuscript.

Consent to participate

Please include any participant consent information under this heading and state whether informed consent to participate was written or verbal. If the requirement for informed consent to participate has been waived by the relevant Ethics Committee or Institutional Review Board (i.e. where it has been deemed that consent would be impossible or impracticable to obtain), please state this. If this is not applicable to your manuscript, please state 'Not applicable' in this section. More information and example statements can be found on our [Publication ethics and research integrity policies page](#).

Consent for publication

Submissions containing any data from an individual person (including individual details, images or videos) must include a statement confirming that informed consent for publication was provided by the participant(s) or a legally authorized

representative. Non-essential identifying details should be omitted. Please do not submit the participant's actual written informed consent with your article, as this in itself breaches the patient's confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent to publish but the written consent itself should be held by the authors/investigators themselves, for example in a patient's hospital record. The confirmatory letter may be uploaded with your submission as a separate file in addition to the statement confirming that consent to publish was obtained within the manuscript text. If this is not applicable to your manuscript, please state 'Not applicable' in this section.

Declaration of conflicting interest

The journal requires a declaration of conflicting interests from all authors so that a statement can be included in your article. For guidance on conflict of interest statements, see our [policy on conflicting interest declarations](#) and the [ICMJE recommendations](#).

If no conflict exists, your statement should read: 'The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article'.

Funding statement

All articles need to include a funding statement, under a separate heading, **even if you did not receive funding**. You'll find guidance and examples on our [Funding](#) page.

Data availability

The Journal is committed to facilitating openness, transparency and reproducibility of research, and has the following research data sharing policy. For more information, including FAQs please [visit the Sage Research Data policy pages](#).

Subject to appropriate ethical and legal considerations, authors are encouraged to:

- Share your research data in a relevant public data repository
- Include a data availability statement linking to your data. If it is not possible to share your data, use the statement to confirm why it cannot be shared.
- Cite this data in your research

Reference style and citations

The journal follows the AMA Manual of Style. [View the AMA Manual of Style](#) to ensure your manuscript conforms.

Every in-text citation must have a corresponding citation in the reference list and vice versa. Corresponding citations must have identical spelling and year.

Authors should update any references to preprints when a peer reviewed version is made available, to cite the published research. Citations to preprints are otherwise discouraged.

Acknowledgments

If you are including an Acknowledgements section, this will be published at the end of your article. The Acknowledgments section should include all contributors who do not meet the criteria for authorship. Per [ICMJE recommendations](#), it is best practice to obtain consent from non-author contributors who you are acknowledging in your manuscript.

Writing assistance and third party submissions: if you have received any writing or editing assistance from a third-party, for example a specialist communications company, this must be clearly stated in the Acknowledgements section and in the covering letter. Please see the [Sage Author Gateway](#) for what information to include in your Acknowledgements section. If your submission is being made on your behalf by someone who is not listed as an author, for example the third-party who provided writing/editing assistance, you must state this in the Acknowledgements and also in your covering letter. **Please note that the journal editor reserves the right to not consider submissions made by a third party rather than by the author/s themselves.**

Supplemental material

This Journal can host additional materials online (e.g. datasets, podcasts, videos, images etc.) alongside the full text of the article. Your supplemental material must be one of our accepted file types. For that list and more information please refer to our [guidelines on submitting supplemental files](#).

English language editing services

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

Submitting your manuscript

As part of the submission process you will need to confirm that this is your original work, that you have the rights in the work, that this is for first publication in this Journal, that it is not being considered for/has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

Please see our [guidelines on prior publication](#)

Preprints

The journal does not accept submissions of manuscripts that have been posted on preprint servers.

Submission site

[Submit your manuscript online via Sage Track.](#)

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

Manuscripts should only be submitted with the consent of all contributing authors. The individual responsible for submitting the manuscript should carefully check that all those whose work contributed to the manuscript are listed as authors.

Ensure you upload all relevant manuscript files, including any additional supplemental files (including reporting guidelines where relevant).

Authorship

Please [view our authorship policies](#), which includes information on criteria for authorship, who should be the corresponding author and more.

Please note that AI chatbots, for example ChatGPT, should not be listed as authors. For more information see the [policy on Use of ChatGPT and generative AI tools](#).

Files

- **Cover letter.** To help the Editor in their preliminary evaluation, please indicate why you think the manuscript suitable for publication.
- Your **manuscript**, properly formatted according to all stipulations above, and within the scope of the journal.
- **Figures and images.**

- All figures must be numbered consecutively in the order in which they appear in the text – they will appear in the published article in the order they are numbered.
- Figure resolution is 300dpi. [More information on figure/image preparation can be found here.](#)
- **Supplemental material.** This journal can host additional materials online (e.g. datasets, podcasts, videos, images, etc) alongside the full-text of the article. Your supplemental material must be one of our accepted file types. For that list and more information please refer to our [guidelines on submitting supplemental files](#).
- **Video requirements.** Sage Track has a file size limitation of 350MB for submissions. [Follow these instructions](#) to compress video files to fit within this limitation. After acceptance, authors will receive a link to a Dropbox where the fully-rendered video can be sent to Production. In addition:
 - 10 min max
 - Acceptable formats are quicktime, mpeg, and avi.
 - Zip files should be avoided wherever possible.
 - Narration of the video is recommended but not required
 - Video files should be tested for playback before submission, preferably on computers not used for its creation, to check for any compatibility issues.

Other information required for submission

- ORCID ID of the submitting author.
 - It is strongly encouraged that all co-authors ensure their ORCID IDs are linked to their accounts in the submission system prior to article acceptance, as this is the only way to have their ORCID ID present on the published article. **ORCID IDs cannot be added to manuscripts after acceptance/publication.** Please note that each co-author must log in to the submission system to add their own ORCID ID to their account. To add an ORCID ID, edit your account, click the link when prompted, and sign into your ORCID account to validate your ID. You will then be redirected back to the submission system and your ORCID ID will become part of your accepted publication's metadata.
 - [Please create an ORCID ID](#) if you do not already have one or visit our [ORCID homepage](#) to learn more.
- Complete list of authors, with their institutional affiliations.
 - The author information you enter at submission must exactly match what is included on your manuscript and/or title page, including full names, academic affiliations, and corresponding author contact details.
 - **The listed affiliation should be the institution where the research was conducted.** If an author has moved to a new institution since completing the research, the new affiliation can be included in a note at the end of the manuscript.
 - **All listed authors must meet the criteria for authorship (above).**
 - **All persons eligible for authorship must be included at the time of submission.**
 - All authors must have given consent for the manuscript to be submitted in its current form.
- Keywords: During submission, you may be asked to select or enter keywords for your manuscript. These keywords are used to match appropriate reviewers to your manuscript.
- The number of figures, tables, and words in your manuscript.

- Funder information: Name, grant/award number.
- You may be required to enter your declaration of conflicting interest as part of the submission process, in addition to listing it on your manuscript and/or title page. Please have it on hand.

Peer review policy

The following summary describes the peer review process for this journal:

Identity transparency: Single Anonymized

Reviewer interacts with: Editor

Review information published: None

Your manuscript will undergo an initial evaluation. If it does not conform to the requirements laid out in these guidelines, it will be returned to you for amendments prior to peer review. Manuscripts may be desk rejected without peer review at this point if they are out of scope for the journal or otherwise unsuitable.

After passing the initial evaluation, your manuscript will then be peer reviewed. You can log in at any time to check the status of your manuscript. We will notify you when a decision has been reached.

The journal utilizes a single-anonymized peer review process in which the reviewer's name and information is withheld from the author.

To ensure the integrity of the peer review process we assign reviewers and cannot accept author recommendations.

All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor who then makes the final decision on all manuscripts, including those appearing in a special issue or special collection. The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the Journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor/Board member will have no involvement in the decision-making process.

As a COPE member we engage with multiple forms of post-publication discussion in line with wider guidance from Sage: [Commentaries, Critiques and Responses](#).

You can view our [complaints and appeals policy](#) here.

[Read Sage's complete peer review policy.](#)

Plagiarism

The journal and Sage take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. [Please read Sage's complete policy on plagiarism and the actions we may take.](#)

After acceptance

After acceptance you will receive instructions via email inviting you to complete the Open Access process. This will include signing the appropriate Creative Commons license and, where applicable, paying the Article Processing Charge (APC) or assigning a bill payer. Once the APC has been processed, your article will be prepared for publication and can appear online within an average of 30 days. Please note that, where an APC is applicable, production work cannot be completed on your manuscript until payment has been received.

Contributor's Publishing Agreement

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

Production

Your Sage Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be made available to the corresponding author via our editing portal, Sage Edit, or by email, and should be returned promptly to avoid delaying publication. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence, and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. **This is the final opportunity to make changes to your manuscript. Further corrections will not be possible after publication. Changes to the author list are not permitted at this stage.**

Publication

One of the many benefits of publishing your research in an open access journal is the speed to publication. With no page count constraints, your article will be published online in a fully citable form with a DOI number as soon as it has completed the production process. At this time it will be completely free to view and download for all.

Promoting your article

Publication is not the end of the process. Between us, we can ensure that your article is found, read, downloaded and cited as widely as possible. Many of the most effective tactics are those you can do quickly and easily to your network of contacts and peers. Visit the [Promote Your Article](#) page on the Sage Journal Author Gateway for numerous resources to help you promote your work.

Further resources

The Sage Journal Author Gateway has some general advice on [how to get published](#), plus links to further resources. [Sage Author Services](#) also offers authors a variety of ways to improve and enhance your article including English language editing, plagiarism detection, and video abstract and infographic preparation.

If you have any questions about publishing with Sage, please visit the [Sage Journals Solutions Portal](#).

You can view our [complaints and appeals procedure](#).

Contact us

You can direct any questions to the journal's editorial office:
Donna Humphrey, Managing Editor
journalOHNS@sohns.org

Browse journal

All articles

Browse by year

Journal Information

Journal overview and metrics

Editorial board

Submission Guidelines

Reprints

Journal permissions

Recommend to library

Advertising & promotion

Keep up to date



Facebook



X



LinkedIn



YouTube



RSS feed



Email alerts

[View all options](#)

Also from Sage

CQ Library

Elevating debate

Sage Data

Uncovering insight

Sage Business Cases

Sage Campus

Shaping futures

Unleashing potential

Sage Knowledge

Multimedia learning resources

Sage Research Methods

Supercharging research

Sage Video

Streaming knowledge

Technology from Sage

Library digital services

