

Health Promotion Practice

*Information
for
Prospective
Authors*



Updated: September 2010

Table of Contents

A Note to Authors	2
About the Journal.....	3
HPP Special Departments.....	3
Serving as a Peer Reviewer.....	4
Instructions for Authors.....	5
Manuscript Types and Format Guidelines	5
Items Required for Submission	6
Tables, Charts, Figures and Graphs.....	7
Photos and Grayscale Images	7
Special Guidelines	7
Applications/Interventions Manuscripts (Peer-Review Article)	7
Literature Review Articles	8
Policy Analysis/Policy Case Studies	9
Commentaries.....	9
Online <i>First</i> / Publish Ahead of Print.....	10
Author Checklist.....	10

**As of the Spring 2010, *Health Promotion Practice* has transitioned to the Manuscript Central editorial management system.
The Web site address is: <http://mc.manuscriptcentral.com/hppractice>**

A Note to Authors:

The *HPP* editorial staff requests that certain steps be taken by authors and reviewers in order to ensure that *Health Promotion Practice* messages reach recipients in a timely manner. Please consider providing a secondary email address when registering a user account. In addition, be sure to check that *Health Promotion Practice* emails are not filtering into your "Bulk" or "Spam" folders by indicating that *Health Promotion Practice* is a safe email sender in your email account settings. Thank you.

About the Journal

Health Promotion Practice (HPP) publishes authoritative, peer-reviewed articles on a bimonthly basis that are devoted to the practical application of health promotion and education. Launched in 2000 under the guidance of previous editor Randy Schwartz, MSPH, Senior Vice President, American Cancer Society, New England Division, the journal is unique in its focus on critical and strategic information for professionals engaged in the practice of developing, implementing, and evaluating health promotion and disease prevention programs.

HPP serves as a forum to explore the applications of health promotion/public health education interventions, programs, and best practice strategies in various settings, including but not limited to: community, health care, worksite, educational and international settings. It also examines practice-related issues, including program descriptions, teaching methods, needs assessment tools and methodologies, intervention strategies, health promotion, problem-solving issues, and evaluation presentations. *HPP* also publishes both focus issues on a particular topic as well as journal supplements. Approximately 95% of the readership is domestic, 4% Canadian, and 1% other international countries. Edited by Leonard Jack, Jr, PhD, MSc, CHES, Associate Dean for Research and Endowed Chair of Minority Health and Health Disparities, Xavier University of Louisiana, the journal is one of the most widely read publications by health practitioners.

HPP is currently indexed and abstracted in: Index Medicus, MEDLINE, CINAHL database, Cumulative Index to Nursing and Allied Health Literature, Combined Health Information Database, Social Services Abstracts, and Sociological Abstracts. The entire journal editorial process is managed online at <http://mc.manuscriptcentral.com/hppractice>.

To submit a manuscript to *Health Promotion Practice*, you may do so through our online manuscript submission, review and monitoring system, Scholar One, at <http://mc.manuscriptcentral.com/hppractice>. Click on “Create an Account.”

HPP Special Departments Address Critical Health Education Areas

In addition to publishing feature articles, the journal includes a series of regular and rotating departments designed to highlight evolving and timely, state-of-the-art topics in the application of health promotion and education.

- ***Evaluation & Practice***- Focuses on the design and implementation of evaluation plans that yield information pertinent to making program decisions. This section addresses evaluation questions, their relevance, and the tools to measure them. Research reporting and utilization are discussed, particularly in view of political and ethical ramifications.
- ***Health Promotion Policy and Politics***- Policy advocacy and political action are important strategies in changing the environment to promote public policies conducive to health. Topics explore the strategies related to policy advocacy and identify current issues in the political arena from statehouses to Washington, DC, which may impact the public's health.
- ***Health Promotion and Education in Health Care Settings***- The changing environment for health care delivery has implications for the delivery and integration of patient education, disease management and population-based health into health care delivery in various settings such as managed care organizations, integrated delivery

systems, hospitals and ambulatory care settings. This department explores state-of-the-art issues in this dynamic field.

- ***The Circle of Research & Practice***- This department promotes practical linkages between health education practitioners and researchers. Case studies, symposia reports, and other forms of inter-professional communication highlight wide-ranging discussions designed to bridge research and practice.
- ***Tools of the Trade***- This practical "how to" column focuses on providing health education practitioners with useful, immediately applicable tips for fulfilling their wide-ranging job responsibilities. A particular effort is made to select tools that address specific health education entry-level and graduate responsibilities and competencies. (See Page 6 for submission instructions.)
- ***Career Development***- This department provides practical information that can be used to advance oneself professionally. Issues that span career - from undergraduate to professional preparation to retirement - are addressed.
- ***Book/Media Review***- Books, CD-ROMs, DVDs, software, websites, and other wide ranging resources for consumers, families, and health education professionals are reviewed in this column.
- ***Ethics***-This department, launched in 2005, addresses timely ethical issues in disease prevention, health care, and society affecting the research and practice of health educators and behavioral scientists.
- ***Social Marketing and Health Communication***- This department, launched in 2005, focuses on a wide range of theories, approaches, and tools to influence attitudes, perceptions, awareness, knowledge, and social norms, which serve as precursors to behavior change. Innovative health communication strategies, health communication technology, consumer research, and media advocacy also may be covered.

Registering as a Reviewer

The high quality of the articles that appear in *HPP* directly relate to the expertise and dedication of our reviewers. An "active reviewer" is one who reviews at least two articles per calendar year. This type of service is eligible for continuing education contact hours for Certified Health Education Specialists (CHES).

Each year, these reviewers are acknowledged in an issue of the journal. You may select to serve as a peer reviewer upon registering in Scholar One (<http://mc.manuscriptcentral.com/hppractice>). *NOTE: Authors whose articles are accepted into HPP are expected to serve as peer reviewers.*

Instructions for Authors

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

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

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

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

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

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

Authors are asked **not** to use the following terms:

- ♦ Subjects when referring to participants;
- ♦ Target populations when referring to Priority populations

Manuscript Types and Format Guidelines

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

- Manuscripts should be submitted in English

- Manuscripts must be typed double-spaced, font size 12-point, Times New Roman, page numbered
- **Manuscript text: no more than 3500 words** (Approximately 14 pages double spaced)
- No more than 35 references
- No more than 4 figures
- 1” margins on all sides, Page Numbered
- Please include a cover letter addressed to the Editor-in-Chief, Leonard Jack, Jr., PhD, MSc.
–Updated September 2010
 - *In this letter, indicate:*
 - *Whether you are submitting for a standard issue of HPP, in response to a certain “Call for Papers,” or for a certain HPP department.*
 - *If the manuscript has been previously submitted elsewhere or being considered for publication elsewhere*
 - *If yes, please indicate where and the decision offered by the journal. If the manuscript was rejected, please briefly explain why. Also, state how this submission is different (if any) from the previous submission.*
 - *If the project/program has received IRB approval*
 - *If material appears in another publication*
- Identifying information MUST be placed ONLY on the title page and title page MUST be a separate document from the manuscript
- Acknowledgements and author’s notes should be entered in the “comments” field in Scholar One during the submission process
- **Please Note:** *The uploaded file containing manuscript should not contain any identifying information regarding the author of the paper, acknowledgements, project funding or author’s notes*

Department Article Guidelines— Updated in June 2009

- 2500 words
- No more than 2 figures
- 15 references
- 1” margins, double-spaced, in English

Please note that certain departments have separate guidelines. For guidelines for the Tools of the Trade column, please see

<http://www.sophe.org/Sophe/PDF/Author%20Guidelines%20for%20Tools%20110409.pdf>.

Items Required for Submission

- Abstract
- Keywords
- Classifications: As you submit in Scholar One, you will see that it requests classifications to be selected on your article. Please choose at least three categories that best fit the topic areas of your article
- Complete name, email address, and one line bios for all authors
Dr. John Q. Public, Ph.D., is Director of Health Education at Public Health University in Anytown, State. (Longer bios will be edited to fit this example.)
- Title Page
- Cover letter – to indicate if you are responding to a certain supplemental issue call for papers, if you are submitting a potential department article, or if you are submitting for the

standard peer review, and noting any potential conflicts of interest with the submission. (See page six.)

- Manuscript with tables, charts and figures
- Upon manuscript acceptance, you will be required to electronically sign a transfer of copyright form on behalf of the authors – except in the case of Work Made for Hire. In this case, an employer’s signature is required. The copyright form is available on *HPP’s* Scholar One site. Please print, sign, and fax the form back to Laura Mariani at (202) 408-9815. (Note: Please write the name of your manuscript on the form.)
- The entire manuscript including **references and citations** must be written according to the *Publication Manual of the American Psychological Association, 6th edition*.

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

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

Please do not submit a manuscript with more than 35 references.

All manuscripts not submitted in the correct referencing/citation style will be returned to the author. There are NO exceptions to the 3500 word limit for original submissions.

Tables, Charts, Figures and Graphs

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

A maximum of **four** tables/figures may be submitted with a given manuscript.

Photos and Grayscale Images

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

Special Guidelines

Applications/Interventions Manuscripts (Peer-Review Article)

Each applications/intervention manuscript must include:

1. Cover letter.

2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author.
3. Abstract of 200 words or less.
4. Keywords
5. Maximum length of **3500 words** type written, double-spaced pages, 35 references, and 4 tables/figures. Times New Roman 12-point font, 1”margins all the way around. Word count applies to manuscript text only.
6. The following sections should be included:
(Note: It is strongly suggested that you include these titles in your manuscript)
 - Introduction
 - Background/Literature Review
 - Methods/Strategies/Intervention Applications
 - Discussion
 - Conclusions - must include recommendations and implications for applications.
 - References- (Note: All references must be written according to the Publication Manual of the American Psychological Association, 6th edition (i.e. (author, year) inserted in the text.) A maximum of 35 references should be included.

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

Literature Review Articles

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

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author.
3. Abstract of 200 words or less.
4. Keywords
5. Maximum length of **3500 words** type written, double-spaced pages (no more than 35 references, and 4 tables/figures). Times New Roman 12-point font, 1”margins.
6. The following sections must be included:
 - Introduction including rationale/timeliness of topic being reviewed.
 - Extensive literature review.
 - Discussion.
 - Conclusions - implications for applied practice.

- References- (Note: All references must be written according to the Publication Manual of the American Psychological Association, 6th edition (i.e., [author, year] inserted into the text.) No more than 35 references should be used in a given manuscript.

Policy Analysis/Policy Case Studies

Policy Analyses and policy case studies must include the following:

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author.
3. Abstract of 200 words or less.
4. Keywords
5. Maximum length of **3500 words** typewritten, double-spaced pages (no more than 35 references and four tables/figures). Times New Roman 12-point font, 1”margins all the way around.
6. The following sections must be included:
 - Introduction
 - Background/Literature Review
 - Policy Analysis or Case Study
 - Discussion
 - Conclusions - implications for applied practice or policy
 - References- (Note: All references must be written according to the Publication Manual of the American Psychological Association, 6th edition (i.e. (author, year) inserted in the text.)

Commentaries

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

1. Cover letter
2. Title page including title, name and affiliations of authors, address, phone number, fax number and e-mail of corresponding author.
3. Keywords
4. Approximate length of eight to ten typewritten, double-spaced pages.
5. References- (Note: All references must be written according to the Publication Manual of the American Psychological Association, 6th edition (i.e. (author, year) inserted in the text.)

To submit a manuscript to *Health Promotion Practice*, you may do so through our online manuscript submission, review and monitoring system, Scholar One, at <http://mc.manuscriptcentral.com/hppractice>.

OnlineFirst / Publish Ahead of Print

Health Promotion Practice has implemented **OnlineFirst**, a SAGE Journals Online feature where completed articles are published prior to their inclusion in a print issue (also referred to as “publishing ahead of print”). This feature offers you the advantage of making your research accessible to our readers and the public in a timely manner. For your information, “FAQs about OnlineFirst” can be found on the *Health Promotion Practice* Scholar One® website at <http://mc.manuscriptcentral.com/hppractice>.

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

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

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

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

As the corresponding author on your manuscript, you will automatically receive a separate email notification with detailed information about the article once it has been assigned to an issue.

Author Checklist Before Submitting:

- ✓ Have you ensured that your manuscript aligns with the mission statement of *HPP*? (page 5)
- ✓ Does your submission meet the *HPP* guidelines? (see page 5)
- ✓ Does your manuscript have an abstract and all other items required for submission? (page 6)
- ✓ Does your cover letter indicate if it is for a standard issue of *HPP*, department article, or for a special issue’s “Call for Papers”? Does it clarify if there is a conflict of interest and whether the program has received IRB approval?
- ✓ Do references comply with the APA 6th ed. format? (page 6)
- ✓ Have you noted where any tables or figures should be inserted within the text? (i.e. “—insert Table 1 here—”)
- ✓ Have you blinded all identifying information, such as identity of authors and funding?

Questions may be directed to the Editorial Assistant at:

**Laura Mariani, Editorial Assistant
Society for Public Health Education
10 G Street, NE, Suite 605
Washington, DC 20002-4242
Phone: 202-408-9804
Fax: 202-408-9815
Email: lmariani@sophe.org**