Guidelines for Prospective Authors

Pedagogy in Health Promotion: The Scholarship of Teaching and Learning

An Official Journal of the Society for Public Health Education
Editor-in-Chief: Stephen F. Gambescia, PhD, MCHES

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*Pedagogy in Health Promotion* uses the Manuscript Central editorial management system:

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A Note from the Editorial Staff

Thank you for considering publication of your scholarly work in this new journal, *Pedagogy in Health Promotion: The Scholarship of Teaching and Learning*. As you know, the process of dissemination of scholarly work via a peer reviewed journal is quite involved. There are a number of important principles, guidelines, and processes that we consider before publishing a piece of work. We understand that preparing a manuscript for submission to a journal is tedious, even when using today’s electronic submission systems. Frankly, as authors we know there are always nuances to the submission process, regardless of how many manuscripts we have submitted and to how many journals. The *PHP* editorial staff requests that certain steps be taken by authors and reviewers in order to ensure that *Pedagogy in Health Promotion* messages reach recipients in a timely manner. To ensure that *PHP* emails are not filtering into your "Bulk" or "Spam" folders, please indicate that *Pedagogy in Health Promotion* is a safe email sender in your email account settings. We hope you find the set of guidelines in this document helpful. Please provide us with your feedback if there are ways we can increase clarity and effectiveness in our publication process. Dissemination of your work in a scholarly journal can be an amiable conversation. Feel free to contact the Editor in Chief, our experienced Editorial Board members, or our Editorial Assistant during the sometimes protracted process of conception, writing, and review of your work.

**Jeanine Robitaille**, M.S. 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: jrobitaille@sophe.org

Editor-in-Chief contact
**Stephen F. Gambescia**, PhD, MEd, MBA, MHum, MCHES
Professor
*College of Nursing and Health Professions*
*Drexel University*
1601 Cherry Street—Rm. 774
Philadelphia, PA 19102
sfg23@drexel.edu
215-762-8405
Purpose Statement for the Journal

*Pedagogy in Health Promotion: The Scholarship of Teaching and Learning* (PHP) advances pedagogy through contributions in areas such as curriculum and course/program design, assessment, and administration relevant to teaching and learning. The quarterly journal welcomes works addressing the art and science of teaching and learning, and how it contributes to the formation and ongoing development of the health promotion professional working in any site and with a range of populations. The content of the journal is relevant to faculty in professional preparation and to instructors or trainers who provide continuing professional education, in the broad arena of public health, health promotion and disease prevention.

Types of original research, descriptive best practices, commentaries, coaching articles, and thoughtful questions and ideas related to pedagogy considered by this journal include:

- the linkage of the scholarship of teaching and learning to best practice in academic formation of health education specialists.
- works by health professionals involved in teaching subjects related to health promotion, health education, public health and health care, especially related to population health.
- quantitative or qualitative evaluation of the effectiveness of teaching modalities by educators in K-12 schools and at universities.
- descriptive studies on how the curriculum meets public health and health education specialists’ competencies.
- innovation for improved outcomes in the range of students’ experiential learning.
- projects to meet the needs of a knowledgeable, skilled, and ethical public health and health care workforce.
- innovation in using technology in the teaching/learning process.
- works that present examples of alignment among research, teaching, and practice in the health promotion, public health, and health care fields.
- issues related to academic or program administration, finance, policies, culture or climate that affects the teaching and learning environment.

*PHP* is 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 mc.manuscriptcentral.com/PiHP. Please note that submitting a manuscript to ScholarOne does not guarantee its inclusion in the peer review process. All manuscripts undergo an initial review by the Editor-in-Chief, Dr. Stephen F. Gambescia, and select members of the Editorial Board who may reject them before peer review if they do not meet the purpose and editorial guidelines of the journal.

Submit a manuscript to *Pedagogy in Health Promotion* through our online manuscript submission, review and monitoring system, ScholarOne, at: mc.manuscriptcentral.com/PiHP
Manuscript Types, General Content Areas (constructs), and Format Guidelines

Please read this full guidelines and instructions for authors before submitting your manuscript to PHP. When considering the development and submission of manuscripts to *Pedagogy in Health Promotion*, the journal’s purpose statement (written above) should be considered.

Please follow these article length guidelines below, based on the type of manuscript you are submitting.

- **original research** both qualitative and quantitative (These are the major scholarship articles; about 7,000 words.)
- **descriptive best practices** (3,000 words; we anticipate much of this from Curriculum & Instruction, Experiential Learning, and Administrative areas)
- **commentaries** (750 to 1,200 words; short well written pieces discussing contemporary issues in the field; could be reflective)
- **coaching** (second person) articles (3,000 words; peer to peer guidance in the teaching/learning process)
- **thoughtful questions and ideas** related to pedagogy (2,000 words; big picture and provocative pieces that influence the field)
- **editorials** (Notes from the editorial board members on what we need to be thinking about, examining, fixing, etc.--750 to 1,200 words)

Articles are generally categorized around six (6) major content areas. You will be asked to specify these content areas (constructs) during your submission.

1. Instruction
2. Curriculum and Course Design
3. Assessment/Evaluation
4. Experiential Learning
5. Administrative
6. The Art and Science of Teaching/Learning

- Recognizing that much of the health science literature uses English as the universal language today, **PHP only accepts manuscripts in English**. We understand the challenge an author may have when English is their second language. We highly recommend that these authors use a professional translation and editing service. For information on a non-affiliated service contact the PHP editorial manager.
- Manuscripts must be typed, double-spaced, page numbered, and written in Times New Roman, 12-point font.
- Manuscript text (includes main body of manuscript and in-text citations). For length see direction above on the type of article. NOTE: You may only exceed this word count if reviewers request revisions that require additional information and if the Editor agrees. In
that case, a revised manuscript may exceed the word limit, as long as any additions are made explicitly to address reviewers’ recommendations.

- No more than 35 references
- No more than 4 figures
- 1” margins on all sides of document
- Number each page, including the abstract, in the upper right hand corner.
- Number every line of the manuscript in the left margin.
- Please provide a word count at the end of your abstract and in the Cover Page.
- **Title Page includes:**
  - Title of article,
  - Name, title, and affiliation of each author; list authors in order of contribution or if alpha, state so. Mark who is the submitting or corresponding author. Affiliation example:
    
    Jane J. Jones, Ph.D. is Chair of Community Health Education at St. Elsewhere College in Podonk, State (USA). (Longer bios will be edited to fit this example.)
  - Acknowledgements and funding sources

- **Cover Letter addressed to the Editor-in-Chief. Dr. Stephen F. Gambescia. In this letter, indicate:**
  - Title of article
  - Type of article (e.g. original research, best practice, commentary, etc.)
  - State at least one of the six major categorical content areas mentioned above
  - Short statement of significance of the work and fit with the purpose of the journal
  - Note any clear or potential conflicts of interest with the submission
  - List of authors with full coordinates and in order of appearance, if published
  - Whether you are submitting for a standard issue of PHP, in response to a certain “Call for Papers,” or you are an invited author
  - That this article is not under consideration elsewhere and in any format and in any part (If the manuscript has been previously submitted elsewhere and rejected, please indicate the name of the publication and the decision offered by the journal.) Please briefly explain how this submission is different, if any, from the previous submission.
  - If the SOTL activity has received IRB approval. If not needed state why.
  - If material in this article appears in another publication
  - Statement that you have read and followed these guidelines for authors

- **Author(s), their affiliations, and any other information linking the work to the authors must be placed in the title page document and cover letter ONLY, and the title page MUST be a separate document from the manuscript.** Use a pseudo name or blanks in the manuscript to disguise an educational organization, agency, or person etc. so as not to divulge author(s)’ identity.
- Abstract should be 250 words or fewer. This is pasted in a box during your submission, and you include it in the front of the manuscript as the first page.
- Keywords; no more than four.
Classification Constructs: As you submit in ScholarOne, you will see that it requests classifications to be selected on your article. Please choose three to five categories that best fit the topic areas of your article. This is in addition to your keywords.

The entire manuscript, including references and in-text 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.

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

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 PHP’s ScholarOne site. Please print, sign, and fax the form back to the PHP Editorial Assistant at (202)-408-9815. (N.B. Write the name of your manuscript on the form.)

All manuscripts not submitted in the correct referencing/citation style will be returned to the author. Please keep to the word limit assigned to each type of article as noted above.

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.

No more than a total of 4 figures/tables/images per article can be published in a print issue of the journal. However, authors may submit additional supplementary files/appendices to be posted with the online version of the article.

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).

OnlineFirst/Publish Ahead of Print

Pedagogy in Health Promotion uses OnlineFirst, a SAGE Journals Online feature through which completed articles are published online prior to their inclusion in a print issue (also referred to as “publishing ahead of print”). This feature offers you the advantage of making your research accessible to our readers and the public in a timely manner. For your information,
“FAQs about OnlineFirst” can be found on the *Pedagogy in Health Promotion* ScholarOne® website at mc.manuscriptcentral.com/PiHP.

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**Author Checklist before Submitting**

- Have you ensured that your manuscript aligns with the purpose statement of *PHP*? (page 4)
- Does your submission meet the *PHP* guidelines? (see pages 5&6)
- Did you create a Title Page (see page 5)
- Does your Cover Letter have all components? Does it clarify if there is a conflict of interest and whether the program has received IRB approval? (page 6)
- Do your 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? (page 6)
Serving as a Peer Reviewer

The high quality of the articles that appear in *PHP* directly relate to the expertise and dedication of our reviewers. You may want to consider serving as a peer reviewer for *PHP*. 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 Health Education Specialists certification and may be for other health professions. Each year, reviewers are acknowledged in an issue of the journal. Applicants should meet the following minimum requirements:

- Have more than a passing interest in the planning, implementation, and evaluation of your teaching.
- Understand the basics to the field of *Scholarship of Teaching and Learning*.
- Be able to provide useful, constructive, professional, and appropriate comments to colleagues submitting works for publication.
- Meet deadlines to give authors timely response and feedback to their work.
- Have had more than seven peer reviewed articles published; three must be in the area of teaching and learning.
- At a minimum, having a master’s degree in a relevant field.

For consideration as a peer reviewer send cover letter and CV to Dr. Stephen Gambescia, Editor-in-Chief, PHP, at sfg23@drexel.edu. State in your cover letter your experience as matched in the criteria listed above, your general interest in the area of Pedagogy and your specific areas of expertise. After a review of your materials and if you are selected, you will be asked to complete a profile account in our ScholarOne manuscript review system.

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