Guidelines for Prospective Authors

An Official Journal of the Society for Public Health Education
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**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 creating a user account. In addition, ensure 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.
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. Individuals desiring more information about producing a journal supplement should visit: [http://www.sophe.org/Sophe/PDF/HPP_Instructions_Submitting_Request_(Proposal)_for_Special_Journal_Issues.pdf](http://www.sophe.org/Sophe/PDF/HPP_Instructions_Submitting_Request_(Proposal)_for_Special_Journal_Issues.pdf)

Approximately 95% of the readership is domestic, 4% Canadian, and 1% other international countries. 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/hpppractice](http://mc.manuscriptcentral.com/hpppractice). 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, who may reject them before peer review.

Before you submit a manuscript, take time to review two **HPP** articles about writing for publication that have been made available to everyone on the **HPP** website ([http://hpp.sagepub.com](http://hpp.sagepub.com)). These articles contain helpful tips and reminders for both first-time and experienced writers:

1. **Writing Well: A Writing Style Checklist to Promote Publication Among Practitioners:** [http://hpp.sagepub.com/cgi/reprint/14/1/5?ijkey=Bng7//NIapTLq&keytype=ref&siteid=sphpp](http://hpp.sagepub.com/cgi/reprint/14/1/5?ijkey=Bng7//NIapTLq&keytype=ref&siteid=sphpp)
2. **Getting Published: Responding to the "Printing Press":** [http://hpp.sagepub.com/cgi/reprint/12/1/8?ijkey=sfq9ta5GutzkY&keytype=ref&siteid=sphpp](http://hpp.sagepub.com/cgi/reprint/12/1/8?ijkey=sfq9ta5GutzkY&keytype=ref&siteid=sphpp)

**HPP** publishes three regular pieces on Book and Media Reviews, Career Development, and Tools of the Trade. These are solicited rather than peer reviewed articles. If authors are interested in contributing, please submit a query to our Editorial Manager at jrobitaille@sophe.org

Submit a manuscript to *Health Promotion Practice* through our online manuscript submission, review and monitoring system, Scholar One, at [http://mc.manuscriptcentral.com/hpppractice](http://mc.manuscriptcentral.com/hpppractice). Click on “Create an Account” if you are a first-time user.
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/hpppractice). **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 before submitting your 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. We recognize the challenge for authors when English is a second language. We highly recommend that these authors use a professional translation and editing service. An option includes SAGE Languages Services: http://languageservices.sagepub.com/en/
- 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):** no more than 3500 words (Approximately 14 pages double spaced). 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 can exceed 3500 words, as long as any additions are made explicitly to address reviewers’ recommendations.
- **Please limit titles to 12 words**
- No more than 35 references
- No more than 4 figures
- 1” margins on all sides
- Number each page in the bottom right hand corner
- Number every line of the manuscript in the left margin
  - Please include a cover letter addressed to the Editor-in-Chief. In this letter, indicate:
    - Whether you are submitting for a standard issue of HPP or in response to a certain “Call for Papers”.
    - 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 in the title page document ONLY, and the title page MUST be a separate document from the manuscript
- Acknowledgements and author’s notes should be included in the separate title page document that an author uploads 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.

Items Required for Submission

- Abstract (200 words or less)
- 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
- Title Page including complete name, email address, and one line bios for all authors:
  Example: 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.)

- 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.

- 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 the HPP Editorial Assistant 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. For best quality, we recommend submitting tables and figures in their original file format.

  Please note that 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).
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. Number every line of the manuscript in the left margin.

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 or policy case studies are 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). Word count applies to manuscript text only. Times New Roman 12-point font, 1" margins. Number every line of the manuscript in the left margin.

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. Number every line of the manuscript in the left margin.

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.)

Submit a manuscript to *Health Promotion Practice* through our online manuscript submission, review and monitoring system, Scholar One, at [http://mc.manuscriptcentral.com/hppractice](http://mc.manuscriptcentral.com/hppractice).
OnlineFirst /Publish Ahead of Print

Health Promotion Practice 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 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:


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:


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 6)
✔ Does your submission meet the HPP guidelines? (see page 7-11)
✔ 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? (page 7)
✔ Do your references comply with the APA 6th ed. format? (page 8)
✔ Have you noted where any tables or figures should be inserted within the text? i.e. “—insert Table 1 here—” (page 8)
✔ Have you blinded all identifying information, such as identity of authors and funding? (page 7)

Questions may be directed to the Editorial Manager:

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