Manuscript Submission Guidelines: International Journal of Health Services

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Please read the guidelines below then visit the Journal’s submission site at https://mc.manuscriptcentral.com/ijhs to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and 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.

1. Types of articles considered

Original research, research reviews, policy analyses and reports. The overall length of each of these should not exceed 8500 words, including all elements (abstract, text, references, tables, footnotes).

2. Editorial policies
2.1 Peer review policy
The *International Journal of Health Services* operates a blinded peer review process in which the reviewer’s name is withheld from the author and, the author’s name from the reviewer. The reviewer may at their own discretion opt to reveal their name to the author in their review but, at the discretion of the Editorial Board, our standard policy practice is for both identities to remain concealed.

All manuscripts are reviewed initially by the Editors and only those papers that meet the scientific and editorial standards of the journal, and fit within the aims and scope of the journal, will be sent for outside review. Decisions on manuscripts will be taken as rapidly as possible. Authors should expect to have reviewer’s comments within approximately 6 weeks.

Authors are requested to suggest the names, affiliations and contact information of up to six individuals who may be suitable to serve as referees, but the Editors are under no obligation to use all or any of these individuals as reviewers.

2.2 Authorship
Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

Please refer to the *International Committee of Medical Journal Editors (ICMJE) authorship guidelines* for more information on authorship.

2.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

Please supply your acknowledgements section separately to the main text to facilitate anonymous peer review.

2.4 Funding
To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), *International Journal of Health Services* additionally requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state in your acknowledgments that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.
2.5 Declaration of conflicting interests

It is the policy of *International Journal of Health Services* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles. Please include any declaration at the end of your manuscript after any acknowledgements and prior to the references, under a heading ‘Conflict of interests’. If no declaration is made the following will be printed under this heading in your article: ‘None declared’. Alternatively, you may wish to state that ‘The Author(s) declare(s) that there is no conflict of interest’.

When making a declaration the disclosure information must be specific and include any financial relationship that all authors of the article has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

For more information please visit the [SAGE Journal Author Gateway](https://sagepub.com).  

2.6 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the *World Medical Association Declaration of Helsinki*. Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](http://www.icmje.org), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

2.7 Clinical trials

*International Journal of Health Services* conforms to the [ICMJE requirement](http://www.icmje.org) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment 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.

2.8 Reporting guidelines

The relevant [EQUATOR Network](http://www.equator.net) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [Consolidated Standards of Reporting Trials (CONSORT)](http://www.consort-statement.org) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at [NLM’s Research Reporting Guidelines and Initiatives](https://www.nlm.nih.gov/).  

3. Publishing Policies

3.1 Publication ethics

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](http://www.icmje.org) and view the Publication Ethics page on the [SAGE Author Gateway](https://sagepub.com).
3.1.1 Plagiarism
*International Journal of Health Services* and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

3.2 Contributor’s publishing agreement
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3.3 Open access and author archiving
*International Journal of Health Services* offers optional open access publishing via the SAGE Choice programme. For more information please visit the [SAGE Choice website](https://sagechoice.sagepub.com). For information on funding body compliance, and depositing your article in repositories, please visit [SAGE Publishing Policies](https://www.sagepub.com/policies) on our Journal Author Gateway.

3.4 Permissions
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4. Preparing your manuscript

4.1 File types
Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point.

4.2 Artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s [Manuscript Submission Guidelines](https://www.sagepub.com/guidelines).
Figures supplied in colour will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

4.3 Submitting additional material
This journal is able to host additional materials online (e.g. datasets, AV files) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more
information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines page.

4.4 Journal layout
The manuscript must be prepared as follows:

- double-spaced throughout, including abstract, text, notes, references, and tables
- margins of 1½ inches, left and right, top and bottom
- minimum 12 point font.
- begin page numbering on the first page of text
- overall length should not exceed 8500 words, including all elements (abstract, text, references, tables, footnotes)

Arrange the manuscript as follows:

- Cover sheet: title of article; names of all authors; corresponding author's complete mailing address, telephone number, and e-mail address; date of submission. If any portion presented elsewhere, any necessary permission(s) for reprinting must be submitted with the manuscript.
- Title page: title of article; full name of all authors; date of submission
- Biographic sketch for each author (professional background), 200 words maximum
- Abstract of article, 200 words maximum
- Running head (shortened version of title, 40 characters or less)
- Text (body of article)
- Acknowledgments
- Footnotes
- References
- Tables
- Figure captions
- Figures

BIOGRAPHIC SKETCH: Submit in paragraph form, typed double-spaced, approximately 100 words in length. Do not send a Curriculum Vitae. Provide specific information: present position; past positions; academic degrees, with dates and names of institutions; important publications; research interests. Submit a biography for each author, one per page.

FOOTNOTES: Keep footnotes to a minimum (no more than 4 for a 20-page article). Whenever possible, incorporate information within the text rather than a footnote. Do not use footnotes for citing references. Type footnotes double-spaced on a separate page following the body of the manuscript. Number footnotes consecutively throughout the manuscript. Number footnotes in text with arabic numerals typed above, as¹ etc.

4.5 Reference style
International Journal of Health Services conforms to the reference style specified in the AMA Manual of Style 10th edition. Click here to review the guidelines to ensure your manuscript conforms to this reference style.

4.6 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 the services offered by SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.

5. Submitting your manuscript
International Journal of Health Services is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit https://mc.manuscriptcentral.com/ijhs to login and submit your article online.
IMPORTANT: Please check whether you already have an account in the system 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.

5.1 Title, keywords and abstracts
Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

5.2 Corresponding author contact details
Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

6. On acceptance and publication

6.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

6.2 Access to your published article
SAGE provides authors with online access to their final article.

6.3 Online First publication
Online First allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a final journal issue which significantly reduces the lead time between submission and publication. For more information please visit our Online First Fact Sheet.

7. Further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the International Journal of Health Services editorial office as follows:

Email: ihsph.ilhs@jh.edu
Phone: 410-955-3280