Manuscript Submission Guidelines: *American Journal of Health Promotion*

There are no fees payable to submit or publish in this journal.

Please read the guidelines below then visit the *American Journal of Health Promotion*'s submission site https://mc.manuscriptcentral.com/ajhp to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of the *American Journal of Health Promotion* will be reviewed.

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. Submission requirements

1.1 Presubmission inquiry
Authors MUST first submit a presubmission inquiry abstract to https://mc.manuscriptcentral.com/ajhp. The abstract will be sent to the editor who determines if it fits the editorial scope of the journal. If the editor accepts a presubmission inquiry, authors are then invited to submit the full manuscript. Responses with a determination of appropriateness are normally sent within 10 days.

The required parameters for presubmission abstracts are set out immediately below.

Quantitative research. Presubmission abstracts (no more than 220 words); please use the following headings: *Purpose, Design, Setting, Subjects, Intervention* (if appropriate), *Measures, Analysis, Results, Conclusion*

Qualitative research. Presubmission abstracts (no more than 220 words); please use the following headings: *Purpose, Approach or Design, Setting, Participants, Intervention* (if appropriate), *Method* (data collection and analysis strategies), *Results, Conclusion*

Applied research brief. Presubmission abstracts (no more than 220 words); please use the following headings: *Purpose, Design, Setting, Subjects, Intervention* (if appropriate), *Measures, Analysis, Results, Conclusion*

Literature review. Presubmission abstracts (no more than 220 words); please use the following headings: *Objective, Data Source, Study Inclusion and Exclusion Criteria, Data Extraction, Data Synthesis, Results, Conclusion*

Critical issues and trends. Presubmission abstracts (no more than 100 words); please submit an unstructured synopsis for this manuscript type

1.2 Article types
Quantitative research
- **Review criteria -** Evaluated based on relevance, the quality of the design and execution of the study, and the quality of the reporting of the study.
- **Abstract -** A structured abstract of no more than 220 words should be divided into the following headings: *Purpose, Design, Setting, Subjects, Intervention* (if appropriate), *Measures, Analysis, Results,* and *Conclusion*. Include sample sizes, response rate, statistical tests used, primary results in quantitative form, and critical limitations.
- **Key words and indexing key words -** Immediately follow abstract.

- **Length -** 12 to 18 double-spaced typed pages, or about 3000 to 4500 words. Avoid preparing articles longer than 5000 words, except in unusual situations.
- **Manuscript format -** Include the following: abstract, key words, and indexing key words; the following headings and subheadings: *Purpose, Methods* (*Design, Sample, Measures, Intervention* [if appropriate], and *Analysis*), *Results, Discussion*, *''SO WHAT?''* section, and *References*; and tables (if applicable) and figure captions (if applicable).

Qualitative research
- **Review criteria -** Evaluated based on relevance, the quality of the design and execution of the study, and the quality of the reporting of the study.
- **Abstract -** A structured abstract of no more than 220 words should be divided into the following headings: *Purpose, Design, Setting, Subjects, Intervention* (if appropriate), *Measures, Analysis, Results*, and *Conclusion*. Include sample sizes, response rate, statistical tests used, primary results in quantitative form, and critical limitations.
- **Key words and indexing key words -** Immediately follow abstract.
- **Length -** 12 to 18 double-spaced typed pages, or about 3000 to 4500 words. Avoid preparing articles longer than 5000 words, except in unusual situations.
- **Manuscript format -** Include the following: abstract, key words, and indexing key words; the following headings and subheadings: *Purpose, Methods* (*Design, Sample, Measures, Intervention* [if appropriate], and *Analysis*), *Results, Discussion*, ''SO WHAT?'' section, and *References*; and tables (if applicable) and figure captions (if applicable).

Systematic literature reviews
- **Review criteria** - Evaluated based on relevance, scope and design of the review process, accuracy and astuteness in recognizing trends, and presentation quality of the review.
- **Abstract** - A structured abstract of no more than 220 words should be divided into the following headings: *Objective, Data Source, Study Inclusion and Exclusion Criteria, Data Extraction, Data Synthesis, Results*, and *Conclusions*.
- **Key words and indexing key words** - Immediately follow abstract.
- **Length** - 12 to 18 double-spaced typed pages, or about 3000 to 4500 words. Avoid preparing articles longer than 5000 words.
- **Manuscript format** - Include the following: abstract, key words, and indexing key words; the following headings and subheadings: *Objective, Methods* (*Data Sources, Inclusion and Exclusion Criteria, Data Extraction*, and *Data Synthesis*), *Results, Conclusions*, ''SO WHAT?'' section, and *References*; and tables (if applicable) and figure captions (if applicable).

Critical issues and trends
- **Types of articles** - Articles published in this section describe events and constructs that are having or will have a major impact on health promotion practice or research. Articles might describe important legislation, research breakthroughs, emerging trends, paradigm shifts, emerging policy, or a wide range of other topics.
- **Selection criteria** - The following criteria are considered in the review process: overall importance (A topic of critical importance to the field of health promotion is addressed; the topic is of interest to readers; and the author has sufficient credentials to be perceived as credible) and presentation quality (Length is within the Instructions to Authors guidelines; the writing is clear; the structure and organization are clear; and sufficient documentation of controversial claims is presented).
- **Synopsis** - Unstructured synopsis; no more than 100 words.
- **Length** - No more than 1600 words, including up to 15 references. Figures and tables are not encouraged; if included, the number of words in the body of the article must be reduced to account for the space consumed by these items. To determine a table's word count equivalent, multiply the number of columns by the number of rows by 10. Subtract this number from the allowed 1600 words. For example, if a table has 4 rows and 8 columns, the table equals approximately 320 words, leaving 1280 words available for the rest of the article. Authors should use their best judgment to estimate the number of word spaces consumed by figures.
- **Manuscript format** – At the author's discretion.

Applied research briefs

- **Types of articles** - Applied research briefs are designed to provide readers with pertinent research findings in a condensed format. These include original studies that are not appropriate for full-length manuscripts but that are relevant to the practice of health promotion. These articles highlight work that can influence how, where, when, what, and for whom health promotion services are provided. The study findings should be succinct and focused and provide a clear message about how they apply to the practitioner. The applied research brief format is appropriate for studies that fall into the following categories: preliminary studies; simple comparisons between two or more program alternatives; and studies that have methodologic flaws, such as small sample sizes or lack of a control group, yet convey important findings.

- **Review criteria** - The review process similar to but less rigorous than that for quantitative research and qualitative research manuscripts. All external reviews are blind and anonymous. For acceptance, the manuscript should address an important issue, be of interest to practitioners, illustrate good research in a practice setting, clearly describe the implications of methodological limitations, be well written and presented, and be within length guidelines.

- **Abstract** - A structured abstract of no more than 220 words should be divided into the following headings*: Purpose, Design, Setting, Subjects, Intervention* (if appropriate), *Measures, Analysis, Results,* and *Conclusion*. Include sample sizes, response rate, statistical tests used, primary results in quantitative form, and critical limitations.

- **Key words and indexing key words** – Immediately follow abstract.

- **Length** - No more than 1800 words of text including the abstract, references, and tables. Please limit these manuscripts to no more than 15 references and two tables or figures. To determine a table's word count equivalent, multiply the number of columns by the number of rows by 10. Subtract this number from the allowed 1800 words. For example, if a table has 4 rows and 8 columns, the table equals approximately 320 words, leaving 1480 words available for the rest of the article. Authors should use their best judgment to estimate the number of word spaces consumed by figures.

- **Manuscript format** - After the abstract, key words, and indexing key words, include the following headings, subheadings, and word counts: *Purpose* (100 to 200 words), *Methods* (250 to 600 words: *Design, Sample, Measures, Intervention* [if appropriate], and *Analysis*), *Results* (250 to 550 words), *Discussion* (250 to 450 words: *Summary, Limitations, Significance*), ''SO WHAT?'' section, *References*, tables (if applicable), and figure captions (if applicable).

2. Editorial policies

2.1 Peer review policy

The initial review process normally takes 3 months. Reviews of subsequent revisions take about 2 months. Acknowledgment of articles received is sent to authors once the editor has decided to send the manuscript out for review.

External reviews of all manuscripts, except Critical Issues and Trends, are blind and anonymous. Internal reviews of manuscripts by the Editor are not blind or anonymous. Manuscripts are reviewed by three reviewers who include a subject matter expert, a practitioner, and a research methodologist, as appropriate. Reviewers consider the following criteria: relevance and importance to practice or research, scientific quality, presentation quality, and conformity to format guidelines.

Manuscripts are reviewed with the understanding that they have not been previously published and are not under consideration by another publication. A complete report after publication of preliminary findings elsewhere is normally acceptable. Copies of preliminary reports and duplicative materials published elsewhere or being considered by other publications should be submitted with the manuscript and referred to in the cover letter.

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,
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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, or a department chair who provided only general support.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

2.5 Declaration of conflicting interests
It is the policy of the *American Journal of Health Promotion* 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 ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

For guidance on conflict of interest statements, please see the ICMJE recommendations here

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 and view the Publication Ethics page on the SAGE Author Gateway

3.1.1 Plagiarism
The *American Journal of Health Promotion* 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 published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the 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; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

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4. Preparing your manuscript

4.1 Word processing formats
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. Word and (La)Tex templates are available on the [Manuscript Submission Guidelines](#) page of our Author Gateway.

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](#)

Figures supplied in color will appear in colour online regardless of whether or not these illustrations are reproduced in color in the printed version. For specifically requested color reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

4.3 Supplementary material
This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) 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 *American Journal of Health Promotion* conforms to the SAGE house style. View the [SAGE UK House Style](#) guidelines.

4.5 Reference style
The *American Journal of Health Promotion* adheres to the AMA reference style. View the [AMA](#) 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 SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information.

5. Submitting your manuscript

5.1 How to submit your manuscript
The *American Journal of Health Promotion* is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit https://mc.manuscriptcentral.com/ajhp 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.

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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

5.3 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

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