

PUBLISHING REQUIREMENTS & GUIDANCE

**The Journal of Health and Human Experience
2015**

I. General Information

The Journal of Health and Human Experience (JHHE) publishes a wide variety of articles intended to enrich and advance the knowledge of holistic/integrated health and healthcare, science and the humanities, education and knowledge, technology, professional development, law, civil rights, human rights, social justice, multiculturalism, and all related areas.

Program or project summaries/exemplars, formal case studies, or case scenarios are acceptable, but must be carefully constructed to avoid any subtle commercialization or politicization. Authors are free to submit academic manuscripts that present differing or alternative views to current issues and debates. The Editor-in-Chief and the Editor will make final decisions regarding these issues after consultation with the members of the Journal Executive Leadership, including Intellectual Property Counsel if so required.

JHHE will not consider manuscripts that are being submitted or considered elsewhere simultaneously. If an author wishes to have a work rescinded from JHHE consideration for submission to another publication, the author must request in writing and be granted an official written notification regarding the same from the Editor-in-Chief or Editor.

Unless there is clear justification, and only with the written permission of the previous publisher, JHHE will not accept manuscripts published elsewhere, or that will be published prior to appearing in JHHE. Authors must inform the Editors of such matters at the time their manuscript is submitted; review by Intellectual Property Counsel may be required. Such matters must be acknowledged in the Author Note.

II. Representative Manuscript Categories

JHHE encourages authors to choose from a wide range of subject matter categories. Authors may explore various categories and possibilities with the Editors. The Editor-in-Chief has responsibility for final decisions in this area. The following are representative categories.

- a. *Research papers, theoretical investigations.*
- b. *Scholarly critiques and commentaries on various topics.*
- c. *Formal case studies and program/project reports.*
- d. *Reaction papers and editorials.*
- e. *Book, film, media, law, education or other reviews.*
- f. *Other academic or professional articles related to the JHHE interdisciplinary mission.*

g. *Creative work, including poetry and short fiction relevant to the JHSH mission.*

III. Submission Review Processes

Submissions undergo a four-stage process of rigorous review, discernment, evaluation, and approval. The Editor may adapt these processes to meet specific circumstances.

Stage 1:

Authors submit full manuscripts or manuscript concept proposals to both the Editor-in-Chief and the Editor. The Editor and Associate Editors will conduct a preliminary assessment for relevance to the JHHE mission. The Editor will provide guidance to the corresponding author about shaping the manuscript for JHHE readers. **All manuscripts, including all figures and graphics, must be formatted correctly and comply with these JHHE Requirements before manuscripts will be allowed by the Editor to progress to Stage 2. Compliance with this requirement is mandatory. Exceptions will not be granted.**

Stage 2:

After the Editor determines that all Stage 1 requirements are met and that all manuscript and graphics/figures formatting is in compliance, the Editor forwards the manuscript to the Chair of the Academic Review Committee (ARC) for rigorous peer review. Also, at the time of Stage 2 submission, all authors must submit their completed Author Agreements and Copyright Release Forms. No article can be published unless this requirement is met by all authors. *All Journal peer reviewers have executed non-disclosure agreements and conflict of interest declarations to protect an author's rights and academic property.* Peer review routinely results in manuscript revision. The first author and the ARC Chair work together to address matters stemming from peer review and to ensure that the manuscript is revised accordingly.

Stage 3:

After successful peer review and revision, the ARC Chair sends the revised manuscript to the Chair of the Manuscript Editorial Committee (MEC) for rigorous editorial and formatting review, revision, and critique of actual content and language. This also includes careful review of all figures, graphics, and other related elements for compliance with requirements. The MEC also reviews, critiques and recommends minor formatting needs. The author and the MEC Chair process and finalize the manuscript. When this process is completed, the MEC Chair sends the final manuscript back to the Editor as certified ready for final review.

Stage 4:

Upon receipt from the MEC Chairs, the Editor sends the final edition of the manuscript to the Journal Associate Editors for a final qualitative review. Any additional changes required are completed between the author and the Editor. Upon successful final qualitative review by the Associate Editors, the Editor sends the final edition to the Editor-in-Chief for final review and approval. If all items are in order, the Editor-in-Chief formally approves and accepts the manuscript for a future edition of JHHE. The Editor-in-Chief notifies the author of final acceptance.

Note: The Editor-in-Chief may make further determinations regarding requirements or revisions to manuscripts. In the event of circumstances, the Editor-in-Chief may disapprove a final edition.

IV. Style Requirements

APA Style Requirements: JHHE has adopted the publication style manual of the American Psychological Association (APA). Copies are available in most public and university libraries or through most university psychology departments. Reference information: Publication Manual of the American Psychological Association (6th Ed., 2010), Washington, DC: American Psychological Association.

APA Style Web Resources: The URL links below provide additional information and assistance for APA style requirements.

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.apastyle.org/electref.html>

<http://www.psychwww.com/resource/apacrib.htm>

Formatting Specifics:

In addition to meeting APA style requirements, articles must be organized according to the format below. All papers must be divided into appropriate, titled sections and subsections based on subject matter.

- a. *Introductory Material.* Each manuscript must begin with the title, name of author(s) with current title(s) and institutional affiliation(s). With the exception of creative essays pre-approved by the Editor-in-Chief or the Editor, manuscript titles shall be consistent with the scholarly and professional nature of the Journal. Informality, a casual tone and colloquialisms must be avoided. When using degrees after an author's name, periods are omitted. (e.g., PhD, not Ph.D). Contact information for the corresponding author is to be included, either in the introductory material or as part of the Author Note. Authors are to provide complete, precise information for themselves and each co-author, to include street address, phone, fax and e-mail address (see example below):

Mary Smith, MD, PhD, CPI
Chair, Department of Surgery
University of Smithville
301 Smithville Road
Smithville, MD
Tel: (301) 456-1234
Fax: (301) 456-1235
Email: Mary.Smith@smithville.edu

- b. *Author Note.* Immediately following the title and author information, each manuscript must include a brief, un-indented paragraph containing important preliminary and/or disclaimer information. This paragraph, called an Author Note, will state the source of the subject material (e.g., preliminary presentation or doctoral dissertation). If the work was supported by a grant, contract, or similar instrument, proper credit must be given. In the Author Note it is required to place the information about IRB and IACUC review and approval with relevant protocol identification numbers and dates of approval or determination. The Author Note should include any required institutional disclaimers. The author/authors must declare any and all financial

conflicts of interest (or lack thereof) in the Author Note. The Author Note shall include information regarding contributors. See Section VII below concerning requirements for designating authorship as opposed to contributors. Acknowledgments are placed in the Author Note. In the case of creative submissions such as poetry or short stories, the Editor-in-Chief and the Editor may decide to place the Author Note at the end of the creative text. This is for literary and artistic reasons.

- c. *Abstract.* Immediately following the Author's Note and without any page break, all articles will have an abstract of approximately 200 words. The abstract is a single, unindented paragraph of plain text without bullets or subsections. The abstract must use key information from the text to provide a clear, concise and unbiased summary. Review Articles or Creative Writing submissions do not have an abstract.
- d. *Keywords.* Immediately following the abstract and without any page break, list at least three key words to facilitate electronic searches of the manuscript. The choice of keywords will depend on the subject matter. Review Articles or Creative Writing submissions do not include keywords.
- e. *Introduction.* Immediately following the Keywords and without any page break, the text must begin with a section entitled "Introduction." In the Introduction the author should preview what is about to be presented, and may chronicle the past history of the subject under discussion with appropriate use of references from the literature. Both the content and length of the introduction will vary according to subject matter. Review Articles and Creative Writing must include an introduction explaining the intent and providing important background to what follows. However, for creative and literary purposes for Reviews and Creative Writing, the Editor-in-Chief and the Editor may decide to place this text as a "Post Note" at the conclusion.
- f. *Middle Sections.* Based upon subject matter and methodology, the middle portion of the manuscript is to be divided into appropriate sections and subsections, each of which must be appropriately titled. See Section V for the formatting of section and subsection headings.
- g. *Conclusion.* This section provides a concise summary of the materials previously presented, and points toward future or practical implications and/or implementation. Review Articles and Creative Writing should include a conclusion that points out the benefit of what has been presented to the reader and to the JHHE mission. This may become the "Post Note" as discussed above.
- h. *References.* For those manuscripts requiring them, references will be listed on a separate page following the text. Accuracy is the responsibility of the author; references will not be validated in editorial review. The APA publication manual provides detail on the correct format for references. Review Articles do not require references, unless deemed by the Editor as essential. However, if useful Review Articles, Commentaries, Academic Reflections and other non-research presentations strictly speaking may offer *Select Bibliographies* or listings of works as *For Further Reading*.

V. Manuscript Preparation Requirements

Manuscripts must be submitted (including tables and figures) in single spaced copy. Standard American or UK English usage and spelling are the norm, the latter for authors from UK English-speaking communities. Except for clearly stylistic conventions that can be reasonably justified in an academic and professional publication of this nature, authors are to avoid overly informal compositional style and

language. Similarly, to maintain the highest level of academic quality, the use of the first person singular or plural is normally not accepted in JHHE research-oriented works. However it can be used in commentaries, reviews, and creative works and in those categories where its usage mirrors the style of academic/scientific papers in scholarly publications. Contractions are not to be used except for intentional style purposes or within quoted materials. For all tables and figures, see the Graphics Section below for detailed instructions. All manuscripts must use one-inch margins throughout. Authors are to submit all material in electronic format compatible with MS Word for MacOS and Windows. It is the author's responsibility to ensure software compatibility of both text and graphics. Manuscripts should not contain any specialized formats, automatic styles, or other features not easily translated between computing platforms or any content that cannot be shaped by desktop graphics technicians at the publishing house. For example, the use of references must not require editing or graphics personnel to obtain commercial notation software. Such editing must be able to be accomplished within MS Word. It is the responsibility of authors to require with this matter. Submission that do not comply will be returned until the matter is resolved.

Bullets

Bullets are not permitted within the text. Numbered or lettered lists are acceptable.

Electronic Submission

All manuscripts are to be submitted to the Editor-in-Chief and the Editor as an e-mail attachment. All manuscripts must be submitted in MS Word format for MacOS and/or Windows (.doc or .docx format). Do not send manuscripts using the pdf or webarchive format. Such will be returned. See Section VI regarding graphics. Authors may wish to review examples of previously published articles as guides. These can be made available upon request.

Headings

Each manuscript must be subdivided into relevant sections as discussed above. Sections may be further subdivided to enhance the discussion or for other editorial reasons. Major sections should use Level 1 headings. Subsections should use headings for Levels 2 through 4. Directions for formatting Headings follow:

- Level 1: **Helvetica** 14pt Centered Uppercase and Lowercase Heading [Bold]
- Level 2: *Helvetica 14pt. Centered, Italicized, Upper and Lowercase Heading*
- Level 3: *Helvetica 14pt Flush Left, Italicized, Uppercase and Lowercase Heading*
- Level 4: *Helvetica 14pt Indented, italicized, lowercase paragraph heading and ending with a period.*

Authors who do not have Helvetica font may substitute Arial.

Typeface

Except for headings as listed above, Times New Roman 12pt font is required for the body of the manuscript and references. Do not use bold or underlining for emphasis. Italics are allowed provided they fit APA style guidelines.

Headers and Footers

Headers or footers (including footnotes) are not permitted in the manuscript.

Pagination is allowed at the bottom center or bottom right for review purposes only. Page numbers will be removed from the final versions of manuscripts.

Length

Articles are typically approximately 15-25 pages single-spaced (approx. 9,000 – 15,000 words), not including references, tables, graphics, or other appendices. However, the Editor and author can discuss longer articles for publication as well.

For lengthier and/or highly complex topics, authors may arrange with the Editor for the publication of companion manuscripts in back-to-back editions of the Journal.

Review and other similar works are limited to 10-15 pages single-spaced, including references.

Punctuation

The Abstract and Author Note are single, unindented paragraphs. Indent all remaining paragraphs. Use a comma between elements and preceding the conjunction (and, or) in a series of three or more. Use a semicolon to separate elements in a series that contains commas. Use a colon between a grammatically complete introductory clause and a final clause. Do not use a colon to introduce an incomplete sentence. Avoid the overuse of double quotation marks for words. Introduce a key or new technical term in *italics*.

References

The APA publication manual provides detail on the correct format, including the hanging indent for the second and subsequent lines of the reference. Double-space between references. A brief list of common citation types follows. Use Arabic numbers throughout the references unless a Roman numeral is part of a title.

Book (author):

Hewlett, L.S. (1967). *Title of work*. Location: Publisher.

Book (editor):

Roberts, N.M. (Ed.). (2001). *Book title*. Location: Publisher.

Chapter in an Edited Book:

Hewlett, L.S. (1999). Title of chapter in book. In N.M. Roberts (Ed.), *Title of book*. (pp. xxx-xxx). Location: Publisher.

Journal Article (print):

Hewlett, L.S., Evans, A. E., & Belfar, S. F. (in press). Title of article. *Title of Periodical*, volume xx(number x), (pp. xxx-xxx).

Journal Article, more than seven authors

Allison, D. G., Bartolovich, E. H., Connolly, F. I., Davidson, G. J., Edwards, H. K., Franklin, I. L., . . . Zastrow, A. C. (2007). Title of article. *Title of Periodical*, volume xx(number x), (pp. xxx-xxx).

Journal Article (electronic):

Justin, A.A. (2001). Title of on-line article. *Title of Periodical*. Retrieved day, month, year from <http://www...>[rest of source url address]

Newspaper Article (print):

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Newspaper Article (electronic):

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

VI. Special Manuscript Preparations

JHHE regularly includes sections dedicated to special types of manuscripts. Such sections include:

Book , Film, or Other Reviews

Special Technical Reports, Scholarly Reflections, or Professional Summaries

Literary Works

Manuscripts for review and reports generally must follow all author requirements. However, such manuscripts require careful adaptation depending upon the nature of the manuscript, its intention, its place within the JHHE edition, and other factors. The adaptation of requirements for reviews and reports is subject to the direction and approval of the Editor-in-Chief and the Editor.

Literary works submitted for publication must meet the highest standards for each specific literary genre. The requirements for literary works are subject to the direction and approval of the Editor-in-Chief and the Editor.

VII. Graphics Requirements

All graphics must be submitted within the individual manuscript at the end of the manuscript itself. With each figure or graphic, an short, explanatory caption must be provided. The caption is to be placed appropriately.

Where they are to be placed within the manuscript are to be indicated in a centered directions such as:

Figure 1 inserted here.

In addition to placing the graphic at the end of the manuscript, each is to be sent as a separate file in high resolution as a JPEG, TIFF, PNG etc. If the graphic is a Table created in MS Word, it is to be provided additionally as a separate graphic file that ensures that text and other elements are spaced and formatted correctly. During publication processes, first authors are to remain available for the publishing house to contact them for additional refinements for graphic elements. JHHE Editorial Leadership and the publishing house are not responsible for errors in graphics that should have been overseen and corrected by the actual authors.

VIII. Authorship

The naming of authors must conform with the “Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship” of the International Committee of Medical Journal Editors (http://www.icmje.org/ethical_1author.html). Authorship may only be ascribed to those individuals who personally, actually and substantively contributed to the actual writing of a manuscript, its design, conceptual development, or its academic or professional scholarship. Honorary authorship by virtue of one’s position within one’s institutional organizational structure (e.g. Department Chair) is not permitted at any time or for any reason. Authors are permitted to list other individuals as contributors in the Author Note when relevant and appropriate. However, information about contributors must be brief and relevant.

Authors submitting manuscripts must apprise the Editor-in-Chief and the Editor immediately if controversies exist concerning authorship or other related issues. JHHE cannot take responsibility for mitigating author disputes or related controversies. If an author dispute is discovered and claimed after publication, JHHE and Intellectual Property Counsel have the right to direct retractions, errata, or other corrections in future JHHE editions in accordance with pertinent laws, regulations, federal requirements, or academic standards. These actions and others may be taken in the event of research misconduct.

IX. Responsible Conduct of Research Standards

Authors must adhere to all standards regarding research integrity and the responsible conduct of research. JHHE strictly adheres to requirements regarding research misconduct, namely falsification, fabrication, and plagiarism. Any allegation of research misconduct is immediately referred to the Editor-in-Chief, who will immediately refer the matter to the JHHE Intellectual Property Counsel. JHHE will support all requirements and processes for such matters to their conclusion.

Articles involving human subjects or animal research must indicate appropriate IRB or IACUC protocol determinations, reviews and approvals with dates. Authors must cite the approved protocol numbers. Any information relative to these important areas must be placed within the Author Note. When there may be

questions regarding whether data/materials are determined to involve either human subjects research or research exempt from human subjects regulations, the text must clearly indicate who has made such determinations and the date of determination. It is the right of the Editor-in-Chief and the Editor to ensure that all such matters comply with requisite ethical standards, regulations, laws and requirements.

Similarly, authors must disclose relevant conflict of interest information where applicable (or the lack thereof). Any information relative to this area also must be placed within the Author Note.

All questions regarding these areas and other matters related to academic, research, or professional ethics are to be referred directly to the Editor-in-Chief and the Editor.

X. Intellectual Property Information

JHHE is a peer-reviewed publication of international renown. As such, it upholds and complies with all requirements regarding the protection of intellectual property and copyrights as applicable. JHHE adheres rigorously to United States norms for publications and responsible authorship. JHHE furthermore honors the academic standards and expectations of other international peer publications.

When an author's manuscript is accepted for publication, authors must sign author agreements and comply with JHHE directives. One such area is to ensure that the JHHE respects the work of authors especially if it is derived from previous efforts. Therefore, all authors must disclose such factors and work with the Editor-in-Chief and the Editor for the preservation of all intellectual property and copyright issues. JHHE will not publish any materials whose authors have not completed author agreement and copyright release requirements.

The following underscores information summarized previously. Questions concerning the information below and its applicability to specific cases are to be referred to the Editor-in-Chief and the Editor.

Once an author submits a manuscript, the author is not permitted to have that work under simultaneous consideration by any other publisher or organization. Similarly, if an author submits a proposal for future manuscript development and the proposal is accepted, then the proposal and its subsequent manuscript cannot be submitted elsewhere. If by chance an error has been made in these regards, the author must obtain from the other publisher or publishers a clear release and submit this to the Editor-in-Chief and the Editor for consideration. If an author wishes to have a previously submitted manuscript or already accepted proposal published by another organization, the author must submit a formal request to the Editor-in-Chief and the Editor. Permission is needed before finalization.

In addition, unless there is clear justification and only with the written permission of the previous publisher, JHHE will not accept manuscripts that have been published elsewhere, or that will be published prior to appearing in JHHE. Authors must inform the Editor-in-Chief and the Editor of such matters at the time a manuscript is submitted. Such matters must be acknowledged in the Author Note.

Similarly, if an author's manuscript is based upon one's thesis or dissertation, the author must inform the Editor-in-Chief and the Editor regarding copyright ownership. If the copyright for the thesis or dissertation is owned by anyone other than the author, such as the degree granting institution of higher learning, the author must obtain and submit to the Editor-in-Chief and the Editor a copyright release and permission to publish from the copyright owner. Until the matter of copyright is completely processed and resolved successfully, the author's manuscript cannot be published in the Journal.

General Copyright Guidance: Unless expressly agreed to by JHHE, the copyright (i.e., ownership) of the

material belongs to JHHE itself and its publishers. Other arrangements may be made (e.g., exclusive or non-exclusive licenses) but must be proposed by the author at the time of submission. If a contributor prepared the submission in the scope of his or her employment, the employer must assign its rights, or the author must be able to prove that the employer has already ceded copyright back to the employee (e.g. through an institutional copyright policy). Government employees will be required to obtain publication clearance approvals in accordance with agency procedures for works prepared as a part of their official duties. Proof of government clearances will be required. Students submitting material from a dissertation or other academic work in development should check with their institution to confirm ownership. All authors must obtain permission for the use of any material owned by others, including tables, figures, graphs, charts, drawings, photographs and other illustrations, and digital media works.

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XI. Contact Information

Manuscripts and/or concept proposals for articles are to be sent directly to the Editor-in-Chief and the Editor at JHHE@sempervifoundation.org.