

Editorial Policy

1. Scope

The International Journal of Health Professions¹ (IJHP) is an academic open access journal. The principle focus of the journal is the interdisciplinary and inter-professional collaboration of university-educated health professionals in the areas of research, practice and education.

IJHP calls for original articles (research studies, reviews, theoretical and methodological principles and analyses) on issues concerning health care and the health care professions from an interdisciplinary or inter-professional perspective:

- The patient perspective and participation in the provision of inter-professional health care
- Research studies on inter-professional collaboration in clinical practice; problem-based and case-based collaboration; error and error management culture in inter-professional collaboration
- Interfaces in the sequential collaboration (patient pathways, chains of care)
- Cooperation and innovation in integrated health care, care networks, managed care, case management, Traject management, studies on the optimisation and coordination of health care, e.g. in the area of e-health
- Interdisciplinary clinical studies, assessments and outcomes
- Promotion of self-determination in social activities, health and independence in the activities of daily living
- Innovation in interdisciplinary research methods
- Health policy, health economics with interdisciplinary/ inter-professional relevance
- Studies on higher educational didactics and educational issues with interdisciplinary/ inter-professional relevance

2. Manuscripts

All manuscripts must be submitted electronically using the IJHP "Editorial Manager" online system. The link to the online editorial manager is found under (<http://www.editorialmanager.com/ijhp/>).

In case of technical problems, the Editor Manager can be contacted at:
editorial.manager@ijhp.info

Submitted Manuscripts must be:

- Original and not, wholly nor partly, previously published, nor under consideration for publication though any other medium; exceptions are conference abstracts which have been prepared from this article



- Focused on the aims and scope of IJHP
- Written in objective, understandable language and meet all requirements of a scientific publication
- Written in English or German
- Submitted in electronic form online (formats: .doc or .docx)

The IJHP journal publishes:

- **Original research manuscripts:** they should include the following sections: Introduction, Research Question, Method, Selection of Observations, Results, Limitations and Discussion
- **Reviews:** based on a systematic literature review
- **Case studies:** they should include the following sections: Introduction, Research Question, Method, Selection of Observations, Results, Limitations and Discussion
- **Theoretical and methodological topics:** based on a systematic review of literature
- **Invited editorials:** the editors can invite experts to submit an invited article on a featured subject. The editors-in-chief decide upon authors and subjects

It is not necessary to specify the type of manuscript during online submission to the editorial manager.

3. Formatting Guidelines

Submitted articles must comply with the guidelines governing formatting. In order for an article to be accepted to the peer review procedure, it must be fully complete and correctly formatted prior to submission. Although the journal can provide limited technical support, it is ultimately the responsibility of the author to deliver a properly formatted electronic version of the article.

4. Overview of the Editorial Process

The editorial procedure, including manuscript submission, review and publication, will be performed over the "Editorial Manager" online system (<http://www.editorialmanager.com/ijhp/>). Each manuscript uploaded to the Editorial Manager will receive a unique identification code that should be used in all correspondence during the publication process.

Online Submission

The corresponding author is responsible for uploading all manuscripts to the journal's online submission system. All authors are to have given the corresponding author authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the status of the manuscript throughout the submission, review and publication process.



By submitting online, the authors confirm that:

- The authors have the authority to publish the work
- The manuscript (or any manuscript with substantially the same content, by any of the authors) has not been previously published in any language and that it is not under simultaneous consideration by another journal
- National and international ethical requirements for studies on human subjects have been fulfilled and that, where appropriate, clinical studies have been registered according to WHO guidelines (<http://www.who.int/ictcp>). A corresponding statement concerning ethical approval must appear in the manuscript, including the name of the approving body and reference number. Manuscripts may be rejected when the Editor considers that the research has not been carried out within an ethical framework.

All authors of the manuscript:

- Are responsible for its content
- Must have agreed to its publication
- Have given the corresponding author the authority to act on their behalf in all matters pertaining to publication

Review Process

Submitted manuscripts will be reviewed in a two-step procedure.

Firstly, two members of the editorial board will decide whether the manuscript fulfils the substantive and formal criteria for the further review process. The decision is based on the following criteria:

- Relevance: the content conforms to the scope and goals of the IJHP
- Originality/topicality: the content is sufficiently important and topical to merit publication in the IJHP
- Formal correctness: the formal criteria are met.
- Ethical Guidelines: national and international ethical standards for studies with human subjects are fulfilled (where applicable).

When the criteria are not met, the manuscript will be rejected without peer review. The authors have the opportunity to resubmit the manuscript after rigorous revision.

When the criteria are met, the manuscript will undergo a double blind peer review process. The reviewers receive the manuscript with a cover sheet excluding the names and affiliated institutions of the authors. No further measures to anonymize the document are carried out. The authors do not know the names of the reviewers.



a) Choice of reviewers

The Editors-in-Chief seek experts in the appropriate subject area and request them to undertake the review. Manuscripts will be rated by at least two reviewers.

b) Suggestions from the authors

On submission of the manuscript to the Editorial Manager, authors can propose professionally competent persons to review their manuscript (optional). They also have the opportunity to name persons who they do not wish to act as reviewer (optional). Valid reasons must be given for their exclusion. However, proposals and rejections will be treated only as suggestions and the final selection of reviewers will be made exclusively by the Editors-in-Chief.

The reviewer will make an objective, impartial evaluation of the scientific merits of the manuscript. Reviewers work according to the IJHP "Guidelines for Reviewers". Their evaluation and commentary will be made according to the following criteria:

- Relevance to the IJHP journal (inter-professional, interdisciplinary, health professions, health care)
- Originality
- Appropriateness of choice, presentation and discussion of methods
- Presentation and discussion of results
- Relevance to the scientific and/or professional community (health professions)
- Legibility and structure of the text

Where, according to the judgement of the reviewer, a manuscript does not meet the standards of the IJHP journal, lacks in scientific rigor or contains other major deficiencies, the manuscript will be rejected.

Where a manuscript is considered suitable for publication but in need of improvement, revision of the manuscript will be invited. Reviewers will make specific reference to the areas requiring revision.

Once all reviews have been received and considered by the Editors-in-Chief, an e-mail with the decision is sent to the corresponding author. The following decisions are possible:

- Accepted without revision
- Accepted , revision required
- Rejected

Submission of Revised Manuscripts

Where revisions to a manuscript are requested, the corresponding author must resubmit the revised version within 30 days (extension of deadline is possible on request). In the revised



version, authors should have addressed the reviewer's remarks and suggestions. Prompt revision allows rapid publication, where the paper is definitely accepted for publication.

The final decision is made by the Editors-in-Chief.

Proofreading

Prior to publication, the corresponding author will receive a pdf file with the edited version of the manuscript for final proofreading. This is the last opportunity to review and correct an article before its publication on the IJHP website. No changes or modifications can be made once following publication. Authors are therefore advised to check and compare the edited version against their own manuscript carefully.

Where corrections are necessary, they should be prepared in a list in the form below:

Page/line:

Is:

Should be:

This requirement is necessary for the rapid processing of corrections by the technical office. The corresponding author should return the list of corrections within 10 working days to the editorial manager. At this stage of production changes to content are not permitted. Only minor linguistic and typing corrections are possible.

Authors are occasionally asked to provide additional comments and explanations on linguistic or technical aspects to the language or technical editors.

Publication

Manuscripts accepted for publication receive a DOI (Digital Object Identifier) and will be immediately published "online first". For final publication, the articles are summarized according to year of publication (volumes) and numbers (issues), including consecutive pagination for each volume.

5. Reprints

IJHP is published as an online open access journal with no printed version. Therefore authors receive no reprints of their article.

6. Erratum

Errors detected in published articles should be reported to the Editors-in-Chief. The corresponding author should send the appropriate corrected material to one of the Editors-in-Chief via email to "editors@ijhp.info". The corrections will, in accordance with the Editor's decision, be made public as soon as possible.



7. Copyright

Copyright is regulated by the "Licence to Publish". Simultaneously to submission of the article, the signed licence to publish should be scanned and sent to the journal electronically. This form is available on the IJHP webpage (www.ijhp.info).

8. Scientific Misconduct and other Fraud

Scientific misconduct is defined as the fabrication or falsification of research results, intellectual property theft (plagiarism), or other practices that deviate from commonly accepted standards within the academic community for scientific work on the proposal, conducting or reporting of research. In cases where there is a suspicion or allegation of scientific misconduct or fraudulent research in submitted or published manuscripts, the IJHP Editors reserve the right to impose sanctions on the authors. This may include the following measures:

- Immediate rejection of the manuscript
- Exclusion of author(s) from submitting manuscripts to the journal for a certain period of time
- Retraction of published manuscripts
- Informing editors of other journals and publishers
- Bringing the concerns to the authors' sponsoring or funding institution, or other appropriate authority for investigation

IJHP publishes only original manuscripts and not those previously published, nor under consideration for publication through any other medium. Multiple submission or publication of manuscripts, or redundant publications (repackaging of data by the same authors with different formulation) will be rejected. Where this is detected only after publication, the journal reserves the right to retract the article and to publish an appropriate Retraction Note.

9. Retraction Policy

Serious errors or violation of professional and ethical standards in a published manuscript will result in the retraction of the article. This will occur where the article:

- Is clearly defamatory, or infringes on others' legal rights
- Is the subject of a court order, or there is good reason to believe that it will be
- If acted upon, could pose a serious health risk

In all of these cases, all co-authors will be informed about the retraction. A Retraction Note, detailing the reasons for retraction, will be linked to the original article.



10. Conflict of Interest

To encourage transparency without impeding publication, all authors, reviewers and editors must declare any association that poses a conflict of interest in connection with the manuscript.

No contractual relations or proprietary considerations that would affect the content of the publication should exist.

A conflict of interest for a scientific journal is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, review, or publication of research findings, or of articles that comment on or review research findings.

Potential conflicts of interest exist when an author, editor or reviewer has financial, personal or professional interests in a publication that might influence their scientific judgment.

It is the responsibility of the author/s to disclose any funding sources for the project, or other relevant relationships, in the Acknowledgments section.

The editors must consider whether there are any conflicts of interest relevant to themselves. Where an Editor believes that the conflict will impair his judgment, he should decline to handle the manuscript.

Reviewers must disclose all conflict of interests or relationships to the author/s. If they feel that they are unable to review a paper objectively because of any competing interest, they should notify the Editors-in-Chief.