

Instructions for Authors

1. About

Before you submit a manuscript for publication, please read the Instructions for Authors and the Editorial Policy. Submission of a manuscript to International Journal of Health Professions (IJHP) implies that its author(s) understand and accept the policies of the journal and have complied with and followed the Instructions for Authors. All manuscripts must be original and not previously published or under consideration for publication in any other medium. For each manuscript submitted one corresponding author acts in behalf of all the co-authors of an article.

2. Scope

The International Journal of Health Profession (IJHP) is an academic open access journal with principle focus on interdisciplinary and interprofessional collaboration of health professionals in research, practice and education.

IJHP calls for original articles (research studies, reviews, theoretical and methodological topics) on health professions and health care issues with an interdisciplinary or interprofessional perspective in the areas of:

- patient perspective and participation in inter-professional health care
- decision making science and development of evidence in health care provision
- studies of inter-professional collaboration from practice; problem-based and case-based collaboration; error and error management culture in inter-professional collaboration
- interfaces in sequential collaboration (patient pathways, treatment chains)
- cooperation and innovation in integrated health care, managed care, case management, e-health
- interdisciplinary clinical studies, assessments and outcomes
- promotion of self-determined participation in social activities, health and functioning in daily life from an interdisciplinary perspective
- Innovation in interdisciplinary research methods
- health policy, health economics with interdisciplinary/ inter-professional relevance
- higher educational didactics and educational issues with interdisciplinary/ inter-professional relevance

3. Language

IJHP publishes articles in English and German.

Title, abstract and keywords are required both in English and German language. Please use the appropriate fields during online submission (e.g. "Full Title" for the English title, and "Secondary Full Title" for the German Title) .



The Editors strongly encourage authors to submit their manuscripts in English because it facilitates the reception in the international scientific community.

4. Categories of Manuscripts

The following types of manuscripts are considered for publication:

- **Original research articles:** should include introduction, method, results and discussion (incl. limitations) sections
- **Reviews:** based on systematic literature search (e.g. potential analysis, study protocols).
- **Case studies:** should include introduction, method, selection of observations, results and discussion (incl. limitations) sections
- **Theoretical and methodological topics:** based on systematic literature search
- **Invited editorials:** the editors can invite experts for an invited editorial. The editors-in-chief decide upon authors and topics.

The type of manuscript must not be specified during the online submission of the manuscript in the editorial manager.

5. Length

Complete manuscripts have a maximum length of 50'000 characters (including blanks).

Manuscripts contain text body and bibliography. Tables and figures are submitted separately.

Title, subtitle (optional), authors and affiliations, abstract (max. 250 words), keywords (3-8) are included separately during the submission process.

6. References

Proper formatting of the references and bibliography is crucial. References and bibliography must be formatted in APA Style (Sixth Edition of Publication Manual) with one exception: The sources (book titles, journal names) are *not presented in italics* but in standard fonts.

Please pay particular attention to spelling, capitalization and punctuation. References and bibliography must be finalized and fully formatted before submission. Manuscripts with incomplete or incorrect references or bibliography will be sent back to the authors before peer review.

Instructions and examples can be found at www.apastyle.org or blog.apastyle.org

7. License to publish

In behalf of all the co-authors the corresponding author has to sign a License to Publish that is available on the webpage of IJHP (www.ijhp.info). The signed license must be scanned and send to the journal during the manuscript submission process.



Please note, that no article will be published unless the Open Access License is signed.

8. Acknowledgments and ethical considerations

All authors must disclose any financial support (including grant supports from federal, private and commercial organizations, scholarships, honoraria). Authors acknowledge the participation of patients in studies, scientific and/ or technical support of their colleagues not listed as co-authors. Ethical considerations must be mentioned (including the name of the body which gave approval, with a reference number), if appropriate. Clinical studies have to be registered following the WHO guidelines (<http://www.who.int/ictpr>) if appropriate.

9. Review process

Submitted manuscripts undergo a two step review process.

In a first step two members of the editorial board decide, if a manuscript fulfils the content and formal criteria for the second step.

If the criteria are met, the manuscript will undergo a double blind peer review process. The reviewers receive the manuscript with a cover sheet without names and affiliated institutions of the authors. No further measurements for anonymization are carried out. The authors don't know the names of the reviewers.

Manuscripts are refereed by a minimum of two reviewers.

Details of the whole review process are explained in the Editorial Policy.

10. Submission

All manuscripts must be submitted electronically. Find the link to the online editorial manager at www.ijhp.info.

In case of technical problems, please contact the Editor of this journal at: editorial.manager@ijhp.info

Steps

1. Register in the Editorial Manager. You will receive a username and a password by email.
2. Log in with your username and password as author (-> Choose „Author Login“).
3. The Editorial Manager system leads you step by step through the submission process.

The journal does not have article processing charges (APCs) nor article submission charges.



11. Manuscripts

Manuscripts must be submitted as Word-files (.doc, .docx).

Author's name(s) and institutional affiliation(s) etc. must not be mentioned in the manuscript. The manuscript contains only the titles/subtitles, the text (including remarks, acknowledgments etc.), and the references. Tables and images are to be submitted as separate documents (see below).

The word document with the manuscript has the following formats:

- Page layout: A4
- Margins: 2 – 2.5 cm
- Text in one column
- Pagination at the bottom in the middle
- Font: Arial, Times or another commonly used font
- Body text: left alignment, size: 11 – 12 pt.; line spacing: 1.5; paragraph spacing: 6-12 pt. after
- Titles and subtitles: same font and size as text, **FAT AND CAPITAL LETTERS** for titles; **fat and use of small letters** for subtitles. No numbering of titles and subtitles.

Tables and images

- Create a separate document for each table or image with consecutive numbering (e.g. table_1.xlsx, table_2.docx etc.).
- Tables may be submitted in Excel-format or in Word-format. Images, graphs etc. must be submitted in one of the following formats: TIFF, .GIF, .JPG; (min. 200 dpi).
- In the document each table/image has a consecutive number followed by a meaningful title e.g.
Table 1: Job satisfaction of therapists in hospitals and nursing homes
- Refer in the body text to tables/images and mark the place where they shall be inserted with a note in parantheses e.g. (insert table 1 here).

See example on the last page.

12. Submission of manuscripts after revision

If a revision of the manuscript is necessary after the review process, the following documents have to be uploaded:

- A cover letter with a brief response to all recommendations and criticisms of the reviews and a short summary of the changes made in the revised manuscript
- the revised version of the manuscript with the revised portions clearly indicated (tracked changes)



- a clean version of the revised version of the manuscript without the indicated changes.



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Introduction

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