

GUIDELINES FOR *JOURNAL OF SCHOOL HEALTH* PROSPECTIVE AUTHORS

These guidelines are to assist prospective authors in preparing manuscripts for the *Journal of School Health*. Failure to follow the guidelines completely may delay or prevent consideration of a manuscript. Contact the *Journal* Editor-in-Chief, Robert J. McDermott, PhD, for general inquiries: phone (813) 431-2200 or email rjmcdermott@ashaweb.org.

Mission

The *Journal of School Health* is committed to communicating information regarding the role of schools, school personnel, or the school environment in facilitating optimal growth and development of children and youth. The focus on children and youth pre-K to 12th grade encompasses a wide variety of areas including health education; physical education; health services; nutrition services; counseling, psychological, and social services; healthful school environment; health promotion for staff; family/community involvement, and others. *Journal* readership includes researchers, school administrators, health educators, nurses, physicians, dentists, psychologists, counselors, social workers, nutritionists, dieticians, and other healthcare professionals from around the world. These individuals work cooperatively with parents and the community to achieve the common goal of providing the programs, services, and environment necessary to promote healthy children and youth.

NOTE: Manuscripts that focus principally on clinical health issues, on general education issues without a health-related focus, or on collegiate audiences are not typically appropriate for publication consideration.

Manuscript Categories

Manuscripts may be submitted for possible publication in any of the following categories:

- General Articles

General articles include review, theoretical, developmental, historical and philosophical manuscripts. Review articles address topics of broad reader interest and appeal. They should provide systematic, critical assessments of the literature and creative discussion of topics relevant to children and youth pre-K to 12th grade. The manuscript should contain the following major sections **boldfaced**, in all CAPITAL letters, and appearing flush left, presented in this order: **ABSTRACT** (unstructured \leq 200 words including headings), **BACKGROUND**, **LITERATURE REVIEW** - including subsections appropriate to the theme of the manuscript, **IMPLICATIONS FOR SCHOOL HEALTH**, and **REFERENCES**. Secondary headings should be **bolded** and appear flush left. For *secondary headings*, only the first letter of each word should be capitalized. If there is a *third level of heading* it should begin the paragraph and be indented, be followed by a period, have **ONLY** the first letter of the first word capitalized, be both *italicized* and **boldfaced**, and end in a period. **DO NOT USE UNDERSCORES ANYWHERE** in the article.

- Research Articles

Most papers appearing in the *Journal* are research articles that report the findings of original, data-based research. They may use quantitative, qualitative, or mixed-methods approaches. The research should directly relate to children and youth pre-K to 12th grade. The *Journal* does not consider papers based on college samples. The manuscript should contain the following **boldfaced** sections presented in this order:

ABSTRACT (The **ABSTRACT** is structured with four **boldfaced** headings – **BACKGROUND, METHODS, RESULTS, and CONCLUSIONS** and is \leq 200 words in length, including headings). The main text of the paper should begin with an unlabeled section that is an introduction and reports background related to the paper, usually indicating the subject's significance and summarizing what is known about the subject to date, and including research questions or hypotheses being tested, and the study's purpose. Subsequent to this section should appear the following major headings appearing **boldfaced** and flush left consisting of: **METHODS** (generally including the following sub-headings: **Participants** (*not Subjects*), **Instrumentation, Procedure, and Data Analysis**), **RESULTS; DISCUSSION** (describes the *importance and contribution of the findings, limitations, and conclusion*); and **IMPLICATIONS FOR SCHOOL HEALTH** (describes how the information and data presented will help inform school health practice; this section *must be* interpretative and directive and translates the data for possible actions to be considered by school personnel; it should not merely be a gratuitous inclusion – in other words, it should present the actions that schools might undertake but recommended implications/actions should take into consideration budgetary and other constraints that influence decision making by school personnel); **Human Subjects Approval Statement** (a statement indicating approval of the appropriate institution review board or ethics committee for studies involving human participants); **ACKNOWLEDGEMENTS; REFERENCES;** and **Figures** and/or **Tables**. Research articles should include the year and time frame in which the data were collected, as well as information concerning the psychometric properties of instrumentation (validity, reliability, readability, etc.) where appropriate. For research articles, preparation of second-level and third-level headings should follow the style described above for general articles.

The outline below shows how a research article should appear when submitted. Please follow this example to minimize the chance of your paper being rejected or returned without being reviewed. Note the major headings that should appear in all CAPITAL letters.

ABSTRACT

BACKGROUND: (concluding with purpose of the study)

METHODS:

RESULTS:

CONCLUSIONS:

Key words: (select from dropdown list)

BACKGROUND (If your paper is accepted for publication, no actual heading will be used in the published version; it is useful to include during the review process but it is not required; if you prefer, just begin with the main body of the manuscript text to address the relevant literature in review, research questions, and purpose of study)

METHODS

Participants

Instrumentation

Procedure

Data Analysis

RESULTS

DISCUSSION

Limitations

Conclusions

IMPLICATIONS FOR SCHOOL HEALTH

Human Subjects Approval Statement

ACKNOWLEDGEMENTS (Grants or sponsoring/funding agencies should be acknowledged. Generally, the *Journal* will not include acknowledgements or personal recognitions to individuals. If upon initial submission of your paper it is important to keep these acknowledgements blinded, you may submit them on the separately uploaded author/title page as a supplemental file not visible to reviewers. If your paper is accepted, they can be incorporated into the main paper as indicated above.)

REFERENCES

Graphics, including tables, figures, charts, photos, and diagrams should follow **REFERENCES**. These features should be appended to the manuscript after the **REFERENCES**, and **NOT SUBMITTED AS SEPARATE FILES**. Number tables consecutively as they are referred to in the text (eg, Table 1, Table 2, Table 3 and so on; and not Table 1a, Table 1b, etc.). **ALL TABLES AND FIGURES SHOULD BE GRAY-SCALED**. Do not number tables and figures using Roman numerals. **CAPITALIZE** the first letter of each word in the title of a figure or table unless the word is a small word such as an article (eg, a, an, the) or conjunction (eg, and, or, but). **YOU MUST LIMIT THE NUMBER OF GRAPHICS TO NO MORE THAN 5**. For examples of correctly prepared graphics, see recent issues of the *Journal of School Health*.

Preference is given to research manuscripts ≤ 4000 words in length (not including references and graphics).

• Commentaries

Commentaries include position papers, viewpoints, point-counterpoint papers, analyses of current or controversial issues, and creative, insightful, reflective treatments of topics related to healthy children and youth pre-K to 12th grade. Generally, commentaries are ≤ 2000 words and contain no abstract, headings, sub-headings, or graphics. They may contain references.

• School Health Policy

School Health Policy articles present an interdisciplinary analysis of policies affecting children and youth pre-K to 12th grade. Manuscripts should focus on policy reviews that shed light on important debates and controversies. They should provide insightful, thought-provoking

examinations of policies and analyses of controversial policy issues that have the potential to affect the health, safety, or general well-being of students or school staff. The focus on policy may be from a policy-making, policy-implementation, or policy-impact perspective. Contributions may also analyze legislation, regulations, or judicial rulings that potentially affect the health or safety of pre-K to 12th grade students or school staff. School Health Policy articles are ≤ 2000 words and require a structured abstract ≤ 200 words. If data-based, please submit under the category of Research Articles.

- Health Service Applications

Health Service Applications are practical papers of interest in school nursing, medicine, dentistry, counseling, social work, or food service aspects of the school health program. They are ≤ 2000 words in length and require no abstract. If data-based, please submit under the category of Research Articles.

Submission of Manuscripts

All submissions are made electronically through the *Journal of School Health* submission website (<http://mc.manuscriptcentral.com/josh>). By accessing this website you will be guided stepwise through the creation and uploading of files. The website provides a box into which you will be asked to cut and paste your abstract, but when submitting your manuscript, be sure that your blinded main document file also includes your abstract (if the type of manuscript you are submitting requires one). File designations are for labeling your files as: Main Document, Title Page, Table, Figure, and Supplemental File. The Save in folder has categories for Manuscript files for review (which is what your main document, tables, and figures will be) and Supplemental files not for review (which is what your author/title page and any additional documents should be submitted as). Please append all figures, tables, or other graphics (maximum of 5) to the main manuscript at the end of the paper, following the references with each graphic clearly labeled with a stand-alone descriptive title. The author/title page requires the name, degree(s), title, mailing address, email address, telephone number, and FAX number of ALL AUTHORS. The person assuming the role of corresponding author should be designated clearly on this page. Please review the checklist for authors at the bottom and be sure that all steps have been completed. For assistance, contact Scholar One technical support at 434-817-2040 or email: support@scholarone.com. Improperly submitted manuscripts will be returned to the corresponding author.

Electronic manuscripts must be double spaced in **12-point font** throughout, including the abstract and references. Times New Roman font is preferred. **DO NOT USE BLOCK PARAGRAPH STYLE.** Tables and figures may use a smaller font size but only if legibility is not adversely affected. Number all pages consecutively with the abstract page as page one, with text, references, and visuals/graphics following in numerical order. The electronic submission form requires the name, mailing address, email address, telephone number, and FAX number of all authors [including the corresponding author].

All correspondence, including the Editor's decision and request for revisions, will be by email. Any queries should be directed to the Editor-In-Chief, Robert J. McDermott, PhD, rjmcdermott@ashaweb.org. Manuscripts must be in English and submitted exclusively to the *Journal of School Health*. If accepted, papers become copyright of the *Journal* and the American School Health Association. Authors must give signed consent for publication by submitting a Copyright Assignment Form, but permission to use material elsewhere (eg, in

review articles) will normally be granted upon request. The Copyright Assignment Form need ONLY be submitted if the paper is accepted.

Manuscript Length

Commentaries, Health Service Applications, and School Health Policy papers should be \leq 2000 words, not including references and visuals/graphics. Other articles should not exceed 4000 words, not including references and visuals/graphics. The Editor may extend those limits in special circumstances, but only when the authors have received the Editor's consent in advance. *Journal* space is a critical consideration so authors may be asked to revise, condense, or eliminate text and lengthy or complex graphics even if the overall number of graphics does not exceed the limit of five.

Author/Title Page

An author/ title page must be submitted with full author contact information separate from your main document to blind it for review. Submit your author/title page as the title page for document type. Please make sure that each author is identified by name in order with their degree(s), title, institutional affiliation, address, phone number and email address, using the format below.

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Authorship

The International Committee of Medical Journal Editors (ICMJE) has established uniform requirements for manuscripts submitted to biomedical journals, including that each author of a manuscript must have made a substantial contribution to each of the following 3 criteria to qualify for authorship: (1) conceiving and designing the work represented by the article or analyzing and interpreting the data; (2) drafting the article or revising it critically for important intellectual content; and (3) giving final approval of the version to be published. The *Journal* prefers to limit the number of authors per article to \leq 6 authors. In cases where $>$ 6 authors are listed, the Editor-In-Chief may require the delineation of each author's specific contribution, as it relates to the aforementioned criteria.

Style

For the most part, prepare manuscripts using the American Medical Association (AMA) stylebook – 2007 edition. Manuscript titles should be brief and specific. Manuscripts may be written in the first or third person and avoid sexist language. All acronyms should be preceded by their full title following first usage with the acronym or abbreviation in parentheses. Acronyms should be kept to a minimum. Footnotes should be not be used. Avoid overuse of jargon and numerous references to “ie” or “eg” in the text of your paper.

Cite references in the text in numerically consecutive order with superscript numbering. Abbreviate journal titles according to PubMed / Index Medicus format. DO NOT MAKE UP ABBREVIATIONS; USE ONLY THE LEGITIMATE ABBREVIATIONS. Italicize the journal title. For article titles, capitalize ONLY the first word of the title unless the word is a proper noun; do not capitalize the first word appearing after a colon in the title of an article. Capitalize and italicize each word of a book title. For journals – give the year and both the volume and issue number as well as inclusive page numbers – eg, *J Sch Health*. 2011;81(6):245-261. There should be a period at the end of the italicized journal title and NO SPACES between the year and the volume, issue number, and page numbers as shown above. List up to 6 authors of an article or book before using “et al.” Make sure that ALL references are cited correctly, are IN THE STYLE OF THE JOURNAL, and are COMPLETE. No paper will be accepted with improperly cited or incomplete references – the burden is entirely on the authors to verify reference accuracy and errors will not be fixed by copyeditors. For assistance with journal title abbreviations go to <http://www.ncbi.nlm.nih.gov/pubmed> and type in the title of the journal whose abbreviation is being sought. If no abbreviation is reported, then use the full title of the journal. Authors are responsible for the accuracy of all references. Some common examples of correct reference style are illustrated below.

1. Bryant CA, Courtney AH, McDermott RJ, Alfonso ML, Baldwin JA, Nickelson J, et al. Promoting physical activity among youth through community-based prevention marketing. *J Sch Health*. 2010;80(5):214-224.
2. Wilson T, Steiner AR, Lopez JM. *Health Promotion in Schools*. Chicago, IL: Professional Publications; 2001;120-126.
3. Degner LF, McWilliams ME. Challenges in conducting cross-national nursing research. In: Fitzpatrick JJ, Stevenson JS, Polis NS, eds. *Nursing Research and its Utilization: International State of the Science*. New York, NY: Springer; 1994:211-215.
4. Alfonso ML, Thompson Z, McDermott RJ, Bryant CA, Courtney AH, Jones JA, et al. Vigorous physical activity among tweens, VERB Summer Scorecard program, Lexington, Kentucky, 2004-2007. *Prev Chronic Dis*. 2011;8(5):A104. Available at: http://www.cdc.gov/pcd/issues/2011/sep/10_0173.htm. Accessed October 3, 2012.
5. King MW. The Medical Biochemistry Page. <http://themedicalbiochemistrypage.org>. Updated July 14, 2009. Accessed July 14, 2009.
6. Protection of Pupil Rights Amendment, 20 U.S.C.S. §1232h (2006).
7. *Fields v. Palmdale Sch Dist*, 427 F.3d 1197 (9th Cir. 2005).
8. *Goss v. Lopez*, 419 U.S. 565 (1975).
9. Utah Code Ann. §53A-13-302 (2005).

Editing

All manuscripts are subject to editing for style, length, and clarity. Corresponding authors are given the opportunity to review PDF page proofs before publication. E-proof notification is sent directly from the publisher to each corresponding author via email. If the corresponding author does not respond as requested, the article may be printed as it appears on the proof or as revised by the Editor. Costs for changes requested after the proofing period are billed to the author.

For non-native English speaking authors:

Authors who have English as their second language who have their manuscripts edited prior to their submission to the *Journal of School Health* will dramatically improve their chances of receiving a favorable review by peer examiners. Professional editing is available from Palladian Partners, Inc. For information or assistance, call (301) 650-8660 or email GetPublished@palladianpartners.com.

Graphics and Visuals

Use visuals only when necessary. Incorporate basic information into the text in narrative form where feasible. Each chart, graph, diagram, table, and figure should have a brief, self-explanatory, stand-alone title. When visuals are used, they must be mentioned in the written text but submit each visual as a separately numbered page at the end of the manuscript.

Submit original line art, prepared in the required *Journal* format, using the Helios Condensed typeface or the equivalent. Center visual titles in 9 pt. Helios Bold Condensed font. Depending on the size of the visual, use a width of 19 picas unless the visual contains ≥ 6 separate columns, in which case, use a width of 40 picas to accommodate the *Journal* column format. Further information on the submission of electronic artwork can be found at <http://authorservices.wiley.com/bauthor/illustration.asp>.

Peer Review

Contributed manuscripts normally receive a blind peer review from ≥ 2 reviewers. Reasons for rejection include insufficient relevance to school health, lack of originality and uniqueness, improper format and style, faulty research design, poor writing, and space limitations.

Sometimes worthy manuscripts are rejected because of publication priorities. The *Journal* Editor-in-Chief makes the final decision concerning acceptance of manuscripts.

Checklist for Authors

- The manuscript topic is appropriate for the *Journal*.
- Name, degree(s), current job title, professional affiliation, mailing address, phone number, fax number and email address are provided for all authors. All co-authors should be listed with full contact information on the author/title page which is submitted and saved in the Supplemental files not for review.
- A structured abstract ≤ 200 words in length is included (where appropriate).
- Abstract is uploaded into the appropriate box as well as in the main document when applicable.
- A copyright release statement signed by the corresponding author only, but not until the paper has been approved for publication. **This is found on ScholarOne Manuscripts Main Log In page under Resources and the instructions and forms link.** Copyright release forms should be downloaded, completed, signed, scanned and emailed to the Editor (rjmcdermott@ashaweb.org) as an attachment. They should *not* be faxed or sent by conventional mail/post. They need be submitted **ONLY** after a manuscript has been accepted for publication.
- The AMA stylebook was followed for format, references, and documentation.

- Manuscripts may be written in the 1st or 3rd person but not mixed style; avoid sexist language.
- Personal acknowledgments are not included.
- Footnotes are not used anywhere.
- Please omit the use of parenthetical statements and discontinue the use of such features as “ie” and “eg” in the paper.
- Manuscript length and number of visuals conform to requirements for the category.
- The manuscript title is brief and specific. Manuscript titles are subject to editing for brevity.
- All pages are numbered consecutively.
- Visuals are prepared on separately numbered pages and placed at the end of the manuscript.
- The manuscript has been checked thoroughly for style, readability, and quality of writing.

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Author Services enables authors to track their article - once it has been accepted - through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production so they don't need to contact the production editor to check on progress. Visit the Website <http://authorservices.wiley.com/bauthor> for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.