

Author Guidelines

Manuscript Submission

International Journal of Hospital Research accepts only manuscripts through online submission system which can be accessed at Journal website <http://www.ijhr.tums.ac.ir>. The cover letter, manuscript, every piece of arts and each additional file should be uploaded as a separate file. The step by step guide for submission can be found in the web site. Once manuscript is submitted, if relevant it will be sent to a section editor and then to at least to reviewers. The authors will be notified of the submission process and editorial decision via email.

Cover Letter

A cover letter is required to be submitted by the author should provide assurance that the manuscript is an original work and it is not under review on in press elsewhere. If part of the manuscript is presented as a conference abstract or contribute to other published work, it should be mentioned in the cover letter. The cover letter also should indicate the novelty of the work and explain why the study is important to the journal readership. Necessary acknowledgements, statements and declaration of financial support, as well as article category and author s suggested reviewers should be included in the cover letter.

A statement declaring the study complies with ethical considerations should be provided in cover letter. Manuscripts reporting experimental research on human must include a statement in Methods section assuring: (1) the experiments have been performed with the approval of an appropriate ethical committed (2) informed consent was obtained from every individual enrolled in the study and (3) the study complies with the Declaration of Helsinki.

Article Type

IJHR accepts manuscripts in form of Research Article, Review, Systematic Review, Meta-analysis, Case Study, Opinion and Hypothesis, Open Debate, Short Reports, Technical Advance, Meeting Report, Book Review.

Manuscript Preparation

The manuscript and should be submitted in Microsoft Word in English and should be prepared according to the style of Uniform Requirement for Manuscripts Submitted to Biomedical Journals a copy of which can be found at www.ijhr.tums.ac.ir.

Manuscripts for Research Article

The research articles are required to be organized according to the following sections: Title page, Abstract and Keywords, Background and objectives, Methods, Results, Discussion, Conclusions, Abbreviations (if applicable), Acknowledgements, Competing interests, Authors contribution, References, Figures, Tables and Captions, Address of Additional Files.

Title page

The title page should include the following:

Title: Should be provided with the shortest adequate length to cover the main points. Only the first letter words and abbreviations should be in upper case.

Running title: a shorter version of the title, not exceeding 40 characters to be used as page header

Author(s): Full name of all authors should be mentioned.

Affiliations: Author s department, school and university/institution should be mentioned.

Corresponding author: one of the authors should be introduced as the corresponding author. Full address, telephone, fax and e-mail address should be written.

Abstract

An abstract with 250-400 words should be provided stating the reason for the study, the method used, the study findings and the conclusion. The abstracts of research articles should be structured under following headlines: Background and Objectives, Methods, Findings, Conclusions, Recommendations (if applicable), Implication for health policy/practice/research/medical education (if applicable). Authors need to be careful that the abstract reflects the content of the article accurately.

A list of 3-10 keywords must follow the abstract in the order of relative importance and relevance to the subject. The keywords should be provided according to Medical Subject Headings (MeSH) list of index medicus (<http://www.nlm.nih.gov/mesh/MBrowser.html>) to assist indexer in cross indexing the articles.

Background and Objectives

Author should provide the background to the study in a way that is accessible to researchers without specialist knowledge in that area. The background section should present the rationale, history and necessary elements that led to the decision of conducting the study. This section however should not provide an extensive review or historic evolution of the field.

Methods

In this section, author should describe the details of the study procedure to a resolution that allow the other researcher to reproduce the results with reasonable precision and without the need to communicate with the author.

If a previously published method is employed in the study it should be referred by citation. All materials, apparatus and software exploited during the research should be mentioned in this

section. If modified procedure is used only the author's modification of the previously established method is needed to be described in detail. If a database is consulted during the study, preferably cite an article that describes the database and if it is not available, the web address of the database should be cited as reference. The characteristics of the experimental subjects and their controls should be described. The level of the validity and reliability of the data provided from experiments and the methods used for data validation should be mentioned. Statistical methods should be given in detail. If data is obtained through sampling, the sampling method, the sample size and distribution of all datasets should be mentioned. The statistical test used, the level of significance decided for, the statistical significance values (P-values) and the confidence intervals are required to be included.

In case the drugs and chemical are used the corresponding generic names, doses and routes of administration must be identified. Reports of experiments involving human must demonstrate the steps taken to obtain consent and to maintain confidentiality. The procedures followed must be in accordance with institutional, regional, international guidelines and conform to accepted ethical standards.

Results

Important results should be summarized in the form of text, tables and figures without any commentary material which is related to discussion section. Data should not be repeated in tables and figures. The contents of tables, graphs, illustrations should not be repeated in the text; instead a reference to them may be given. Only those parts of the results not included in the summarized format may be mentioned in the text. Presentation of the results should be concise and restricted to those necessary to argue about the thesis of the article. When possible the uncertainty related to data should be reported by appropriate inclusion of standard deviations and confidence intervals. All quantities should be reported in SI units.

Discussion

In this section author analyses and interprets the results to examine their potential to support the study hypothesis. The data in the result section should not be repeated here. Discussion should focus on the new and important aspects of the study and the implication of the results to the main question of the study. The contrasts and similarity with other works done in the field should be discussed. Unexpected results or those inconsistent with the study hypotheses or previous findings should be critically analysed and explained in terms of exceptional possibilities, insufficient knowledge or surprising observation that may lead to generation of new hypotheses. New hypotheses can be stated but with emphasize on their being merely hypotheses. Based on the generated hypotheses, recommendation for comprehensive perspective of the study in future can be given.

Conclusions

A compact summarization of the general outcome and implication of the results should be provided.

Abbreviations

If abbreviations are used in the text they should be defined in the text at first use, and a list of abbreviations can be provided, which should precede the competing interests and authors' contributions.

Competing interests

Authors are required to disclose any financial, personal or other association with other people or organizations that might pose an actual or potential competing interest in connection with the submitted article.

Authors' contributions

The individual contributions of authors to the manuscript should be specified. The authors' name should be abbreviated in this section (e.g. JMS for John Miller Smith).

Acknowledgement

Any substantive contributions from individuals and institutions including financial and material support, technical help, administrative organization, writing assistant or useful discussion should be acknowledged.

References

International Journal of Hospital Research accepts references according to a style based on Vancouver Style (with some minor changes). Vancouver is a number style following the rules established by International Committee of Medical Journal Editor. All references, including URLs, must be numbered consecutively, in square brackets, in the order in which they are cited in the text, followed by any in tables or legends. Each reference must have an individual reference number. A comprehensive IJHR reference style guide and style files for use with some popular bibliographic management software are available at:

<http://ijhr.tums.ac.ir/index.php/ijhr/about/submissions#authorGuidelines>

Some examples:

Article within a journal

Vecchio N, Scuffham PA, Hilton MF, Whiteford HA. Work-related injury in the nursing profession: an investigation of modifiable factors. *J Adv Nurs* 2011, **67**(5):1067-78.

Article within conference proceedings

Jones X. Zeolites and synthetic mechanisms. In *Proceedings of the First National Conference on Porous Sieves: 27-30 June 1996; Baltimore*. Edited by Smith Y. Stoneham: Butterworth-Heinemann; 1996:16-27.

Book chapter, or article within a book

Polanyi MFD, Frank JW, Shannon HS, Sullivan TJ, Lavis JN. Promotion determinants of good health in workplace. In: *Setting for Health Promotion: Linking Theory and Practice*. Edited by Poland BD, Green LW, Rootman I. CA: Sage: Thousand Oaks; 2000:138-60.

Whole conference proceedings

Smith Y (Ed): *Proceedings of the First National Conference on Porous Sieves: 27-30 June 1996; Baltimore*. Stoneham: Butterworth-Heinemann; 1996.

Complete book

Shulman L. *Interactional supervision*. Washington, DC: NASW Press; 1992.

Book with institutional author

Advisory Committee on Genetic Modification: *Annual Report*. London; 1999.

Reports with author(s)

Dobrev A, Haesner M, Hüsing T, Korte W, Meyer I. Pilot on eHealth indicators: 'Benchmarking ICT use among General Practitioners in Europe'. Bonn: European Commission 2006.

Reports without author(s)

WHO. World Health Statistics 2011. Geneva: World Health Organization 2011.

PhD thesis

Wilson K. Does safety culture predict clinical outcomes? *PhD Thesis*. University of Central Florida, Department of Psychology 2007.

Link / URL

Agency for Healthcare Research and Quality: Hospital Survey on Patient Safety Culture 2010 [<http://www.ahrq.gov/qual/patientsafetyculture/>]

Link / URL with author(s)

Neylon C. Open Research Computation: an ordinary journal with extraordinary aims. [http://blogs.openaccesscentral.com/blogs/bmcblog/entry/open_research_computation_an_ordinary]

Tables

Tables should be submitted as separate files in word format.

Figures

Figures must be submitted in separate files in the forms of tiff (.tif), jpeg (.jpg), png (.png) or Photoshop (.psd). Authors should declare in cover letter that all figures included in their manuscript are original. If the figures have been reproduced from another source a copyright authorization letter is required. Letters, numbers, and symbols should be clear, uniform in size, and large and dark enough to be legible when the size of the figure is reduced to fit column width in the journal. Titles and detailed explanations should appear in the legends rather than in the figures. Dotted lines and decimal points should be dark enough to reproduce well. A resolution of 300 dpi for photographs/illustrations and 1200 dpi for line art is required.

Additional files

Although International Journal of Hospital research does not restrict the length and quantity of data included, an author may prefer to provide large data sets, tables, movies or other information in additional files. The maximum size for additional files is 10 MB and files must be virus scanned on submission. Additional files should be named "Additional file 1" and so on and should be referenced explicitly by file name within the body of the article, e.g. Additional File 1 provides the details of calculations .

Peer-review process

Manuscripts will be assigned to an Assistant Editor who will supervise the review process and provides recommendations on acceptance to Editor-in-Chief who will then make the final decision. The manuscripts considered suitable for peer review will then be subject to two or more expert reviews. The journal aims for an initial decision within 4-8 weeks. Upon receiving reviewer comments authors are required to submit the revised manuscript and the reply to reviewers within 72 hours.

Proof

Gallery proof will be sent to corresponding author. The proof should be returned within 72 hours from receipt.

Reporting standards

International Journal of Hospital Research follows the guidelines provided with initiatives that aim to improve reporting of biomedical studies:

Good Medical Publication Practice (GMPP2) for all types of study

STROBE for observational studies

STARD for diagnosis accuracy studies

CONSORT for clinical trial studies

PRISMA for systematic reviews and meta-analyses

RATS for qualitative studies

Authors are requested to make use of these guidelines when drafting the manuscripts and the peer reviewers will also be asked to refer to these checklists when evaluating these studies. Checklists for the mentioned reporting standards are available on IJHR website.

Editorial standards

International Journal of Hospital Research considers guidelines provided by International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE), World Association of Medical Editors (WAME), and European Association of Science Editors (EASE) and request authors to meet these guidelines.

Ethical considerations

The International Journal of Hospital Research policy regarding suspected scientific misconduct including plagiarism, fabricated data, falsification, and redundancy is based on the guidelines on good publication practice of the Committee on Publication Ethics (COPE; <http://www.publicationethics.org>). The Journal requires all authors to comply fully with current ethical standards for publication in their disciplines. Authors are responsible for the originality of manuscripts submitted to journal and the original data based on which the manuscript is provided must be available upon on editor request. All authors should have agreed to and be aware of the manuscript submission. The corresponding author must have the authority from all authors to act on their behalf in all matter related to publication of the manuscript. Authors are responsible for the contents of their manuscript, including article claims, conclusions, and appropriate citation, acknowledgments, and author contribution. The journal office will receive the manuscript based upon the perception that authors have the authority for publishing the work and that they guarantee that the manuscript, or one with substantially the same contents was not published previously or is not under review for publication elsewhere. Upon submission of the paper, it is expected that the authors will provide written assurance for the originality and the novelty of their work in a covering letter.