IJHPM Guide for Authors
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Introduction

International Journal of Health Policy and Management (IJHPM) is an international and multidisciplinary peer-reviewed journal that considers any original contribution improving or shedding lights on health policy research and practice, or providing evidence about developing, implementing, and analyzing health policies. IJHPM is intended to enhance communication among health system researchers, policy and decision-makers, legislators, professionals, and practitioners. IJHPM publishes diverse categories of articles. All types of articles are subject to peer-review. The journal publishes the following types of contribution:

IJHPM Article Types:

Editorial

Editorials are the message of the IJHPM and are written in-house by the journal's Editorial Board members. Editorials are preferably no more than 2000 words. These provide state of the art discussions on the IJHPM main scopes. An unstructured abstract is required for these types of articles.

Perspective

These articles present views or discussions (with a clear message) concerning an issue of health policy and management interest with no more than 2000 words. An unstructured abstract is required. Although these articles are mainly invited from eminent scholars in the field, suggestions for contributions are welcomed via journal@ijhpm.com

Review Article

These articles consist of systematic reviews, meta-analyses, meta-syntheses, and health system reviews. These articles may be up to 7000 words excluding abstract, tables, and references. Inclusion and exclusion criteria for studies should be described in a flow diagram. The specific type of study or analysis, intervention, population, exposure, outcomes or tests should be described for each data source or article. A structured abstract is required (see instructions for preparing Abstract).

Hypothesis

We welcome theories and ideas having a great deal of empirical and observational support. These articles should not exceed 3000 words and should include an unstructured abstract.
**Original Article**

These articles must be of primary research, methodologically accurate, and relevant to international health policy and management. They should contain no more than 8000 words excluding structured abstract, tables, and references. Each manuscript should clearly state an objective or hypothesis; the design of study and methodology (including study setting, patients or participants, inclusion and exclusion criteria, sampling and data source); data analysis and interpretations; the main results of the study, discussing the results; addressing study limitations and the conclusion. For all original articles, a structured abstract is required (see instructions for preparing Abstract). In line with the Knowledge Translation movement across the globe, IJHPM has adopted an initiative by which all original articles are required to have **Key Messages** under two separate headings namely: **Implications for Policy Makers** and **Implications for Public** (see instructions for preparing **Key Messages**).

You can submit your manuscript using the **Sample Word Template** provided [here](#).

**Short Communication**

These types of articles are not intended to publish preliminary results, but for the results which are of exceptional interest and are particularly topical and relevant. These articles should be no more than 4000 words including up to three figures or tables, references and the main text.

**Policy Brief**

Our policy briefs are intended to represent the findings and recommendations of your research project to non-specialized readers. You may write policy briefs to advice policies based on lessons learned from your research. These articles should not exceed 2500 words. Components of a policy brief are outlined in below:

- An unstructured abstract of maximum 250 words.
- Statement of the issue/problem and a short background of the problem.
- Describing the current situation of the topic
- Introducing 2-3 options including the pros and cons of each
- Identify recommended option and justify the recommendation

**Debate**

These articles are intended to discuss and challenge current and past health policies. They should not exceed 3000 words including an unstructured abstract, up to 2 figures or tables and references.
Commentary

Readers’ views and comments are of high importance in the IJHPM’s editorial policies. IJHPM welcomes comments on its published articles to provide a forum for varying perspectives. Commentaries are published either by invitation or reader’s desire. These types of articles should not be more than 2000 words including maximum 2 figures or tables with an unstructured abstract.

Correspondence

These articles are mainly written in response to published commentaries by authors whose articles have been subject to commentaries. These types of articles should not exceed 1000 words including maximum 1 table or figure, references and the main text. No abstract is required for these articles.

Letter to Editor

We welcome short letters with topics of interest to the IJHPM readership. These letters should not exceed 700 words including only one table or figure, references and the main text. No abstract is required for these articles.

Study Protocol

IJHPM welcomes study protocols for any study design. Protocols for studies that will require ethical approval, such as trials, will not be considered without receiving the approval. This type of manuscripts should cover the following components:

- Title: this should include the specific study type, e.g. randomised controlled trial.
- Abstract: this should be structured with the following sections. Background; Methods and Analysis; Discussion
- Background: explain the rationale for the study and the gap in the literature it may fill.
- Methods and Analysis: provide a thorough description of the study design, including sample selection; interventions to be measured; the sample size calculation; procedures, measurements and analytical techniques; a data analysis plan.
- Discussion: discuss how the methods and statistics will meet the study aims.

Book Review

These articles may be up to 2000 words including abstract, tables, and references as well as the main text. In writing a book review, please take account of the following important notes:
• Cover the book’s content without reverting to the table of contents. Please do not list each chapter with its contents; instead provide a short overview of the book’s contents and then highlights the strengths and weaknesses of the book.
• Tell how the book could be useful for the IJHPM readership including health policy makers, researchers, academics, professionals/clinicians. Make sure to address your audience: What implications does the book have for the practice of the aforementioned audience? Is reading this book worth their time?
• Draw conclusions. Please indicate what were the best and worst features of the book? Do you recommend the book to others? (Why or why not?)

Video Summary Guidelines

IJHPM has adopted a new initiative in line with the knowledge translation movements by asking authors to prepare a video summary of their articles and publishing them on the IJHPM YouTube Channel.

Our video summaries present the summary of our recently published articles, filmed by articles’ authors. By video summaries we aim to help both academics and non-academics to scan the literature promptly and understand quickly the key themes of an article without going through pages of an article. We hope that our video summaries will help our articles to be more visible, reachable, and discoverable. We also hope to provide a personalized forum for our authors to simply convey their article messages to the IJHPM global readership.

To prepare video please kindly consider the following points:

1. The length of video should be **maximum 4 minutes**.
2. The video should present the summery of article.
3. The authors are encouraged to use images, animations, and slides to increase visibility of their videos.
4. The speaker should seat at the center of the frame.
5. The camera or the smart phone must be at the same level as the speaker, not higher or lower.
6. The space at both top and bottom of the screen should be 20 cm.
7. The speaker should leave enough **pauses (5-6 seconds)** before starting and after finishing the talk.
8. To avoid camera shake, we recommend using a tripod.
9. The speaker should not seat in a place with a window at the background; we recommended seating in a place with a wall at the background.
10. The speaker should keep the noise down at the time of recording.
11. We recommend using the **MP4 format**.
12. We recommend a **landscape mode** with the **frame size of 1280*720 pixels**
13. **IJHPM Copyright Statement** is applied for the use and distribution of video summaries.
How to share the video with IJHPM:

1. Authors can upload the video in Dropbox and share the link with us via journal@ijhpm.com.
2. Once we receive your video, it will be checked and if there is no technical problem, we will edit and then publish it on the IJHPM YouTube channel.

You can watch our published videos by visiting IJHPM YouTube Channel and also by clicking here.
Ethics in Publishing

As IJHPM follows the guidelines of Committee on Publication Ethics (COPE), for information on this matter in publishing and ethical guidelines please visit COPE.

Please note that any submission that has data collected from human subjects requires ethics approval. In this case, a clear statement to this effect must be made in any submitted manuscript presenting such research, specifying that the free and informed consent of the subjects was obtained. If your manuscript does not include ethics approval, your article will not be sent out for review. For qualitative papers it is mandatory that the following general principles be considered when submitting your manuscript.

- Details of **formal ethical approval** should be stated in the main body of the paper. If authors were not required to obtain ethical approval (as is the case in some countries) or unable to obtain attainment ethical approval (as sometimes occurs in resource-poor settings) they should explain this. Please anonymize this information as appropriate in the manuscript, and give the information when asked during submission.
- Procedures for securing informed consent should be provided

**Informed consent**

According to ICMJE guidelines patients or in general research participants have a right to privacy that should not be infringed without informed consent. Identifying information, including patients’ names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify Individuals who provide writing assistance and disclose the funding source for this assistance.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt.

**Conflict of interest**

According to ICMJE guidelines, a conflict of interest may exist when an author (or the author’s institution), reviewer or editor has personal or financial relationships that influence (bias) inappropriately his/her action (such relationships are also known as dual commitments, competing interests, or competing loyalties). These relationships vary from those with negligible potential to those with great potential to influence judgment, and not all relationships represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes...
that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

Authors must make sure that they have declared any actual or potential conflicts of interest in their manuscript when submitting their work (if any). The corresponding author is responsible for confirming with the co-authors whether they have any conflicts to be declared or not (For further information please visit ICMJE).

**Plagiarism**

IJHPM use the Cross iThenticate Plagiarism detector to screen submitted manuscripts for originality. Using this service, we can detect if a manuscript contains passages of text that appear in other publications or resources.
Language (usage and editing services)

All publications in the IJHPM are in English. Authors whose first language is not English should make sure their manuscript is written in idiomatic English before submission. Please write your text in good English (American or British usage is accepted, but not a mixture of these). No language and copy-editing services are provided by the IJHPM; hence, authors who feel their manuscript may require editing to eliminate possible grammatical or spelling errors are encouraged to obtain such services prior to submission. Authors are responsible for all costs associated with such services.
Submission Declaration and Verification

By submitting an article, you ensure that your work has not been published previously, except in the form of a conference abstract or as part of a published lecture or thesis for an academic qualification. This implies that it is not under consideration for publication elsewhere and its publication is approved by all authors and responsible authorities where the work was carried out. It is highly important that if an acceptance is offered, your work will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the Kerman University of Medical Sciences as the copyright-holder. Authors should not submit the same manuscript, in the same or different languages, simultaneously to more than one journal (For further information please visit ICMJE Recommendation).
Manuscript Submission

Submission to this journal occurs online. Please read the following instructions carefully and follow them closely to ensure that the review and publication of your article is as efficient and quick as possible. International Journal of Health Policy and Management only considers the materials submitted in electronic form via the journal's online submission system. The Editorial Office reserves the rights to return manuscripts that are not in accordance with the IJHPM instructions for authors. Once you have prepared your manuscript according to the instructions below, you can then submit your work via our online submission form.

During the online submission procedure, authors are asked to provide: a) a statement that the manuscript has been read and approved by all authors (see also section on authorship below); b) the name, affiliation, postal address, email address, telephone or fax number of the corresponding author who is responsible for negotiations concerning the manuscript; c) first and last name, email address and affiliation are also required for all contributing authors. Only those authors that their complete information has been submitted will be named in articles' homepage once accepted. Once the manuscript is submitted, the corresponding author will receive an acknowledgement receipt. Authors can check their manuscripts status via the online system.

All articles submitted to the IJHPM are checked by the editorial office for conformance to instructions specified below. Non-conforming manuscripts will be returned to authors.

Please find the IJHPM Submission Tutorial from here.
Manuscript File Format

Acceptable manuscripts' file formats include Microsoft Word and WordPerfect. Do not submit your manuscripts in PDF format. Use 12-point font size, and 1.5 spaced text.

Title Page

The title page should contain the following components:

- Manuscript Title: please keep it as precise and concise as possible and ensure it reflects the subject matter
- Corresponding author's name, qualification, affiliation, telephone number, and email address
- Each author's affiliation, email address, and qualifications
- Use 3 to 6 keywords to describe your manuscripts subject
- Acknowledgements: in this section, all sources of funding for research must be explicitly stated, including grant numbers if appropriate. Other financial and material support, specifying the nature of the support, should be acknowledged as well.
- Authors' contributions: in this section, you must specify explicitly who did what based on the substantive intellectual contribution made to the paper. It should be noted that any changes should be made by completing the Change of Authorship Form before an acceptance is granted on the manuscript.
- Conflict of interest: if your work is sponsored by a funder with a proprietary or financial interest in the outcome, please clearly state this in your manuscript.
- Ethical issues: if your manuscript is an original article you should name the ethics committee that has approved the study.
- A word count of the full article

You can submit your title page using the Sample Word Template provided here.

Important Note: While submitting your manuscript please bear in mind to upload the Authorship Form as well (this form must be completed and signed by corresponding author).

Manuscript Components

The manuscript should follow through these sections: Abstract (no more than 350 words), Key Messages (only for Original Articles), Background, Methods, Results, Discussion, Conclusion, and References. However, it may be appropriate to combine the discussion and conclusion sections in some articles. Tables and Figures should be inserted within the text as close as possible to where they are referenced. Authors should not upload them as separate files.
Abstract

Include a structured abstract of no more than 350 words for original articles and reviews. An abstract is often presented separately from the article, so it must be able to stand alone. It should state briefly and clearly the purpose and setting of the research, the principal findings and major conclusions, and the article’s contribution to knowledge. Abstracts should be prepared in IJHPM style including background, methods, results and conclusion. For other manuscripts, include an unstructured manuscript of no more than 300 words that summarizes the objectives and background, main points and conclusions of the article. Abstracts are not required for correspondence, and letters to editors.

Keywords

Up to 6 keywords are entered separately into the online system during submission, and should accurately reflect the content of the article. Abbreviations/acronyms could be used with their expansions. The keywords will be used for indexing purposes.

You can submit your Original Article using the Sample Word Template provided here.

Formulas

- Equations should be typed only in MathType (Download the software from http://www.dessci.com/en/products/mathtype/).
- Graphical objects should not be used.
- Your equations should be editable.
- If you have used built-in equation editing tool in Microsoft Word, the equations will become unusable during the typesetting process. To resolve this problem, please re-key your equations using MathType.
- Long equations should be set off from the text and numbered sequentially.
- If you cannot avoid using many equations or schemes, you can collect them in a table of equations and shot them as a framed figure to avoid typesetting errors.
Tables

- Should be prepared left to right and cell-based (i.e., created in Word with the Tables tool).
- Table number and caption always appear above the table. Leave 2 line spaces between the table and the caption.

![Correct Table]

- Should be editable and upright on the page, not on sideways.
- Should be prepared with real rows and columns and not aligned with tabs, returns, or spaces.
- Multi-part tables with varying numbers of columns or multiple footnotes should be organized as separate tables.
- Should be plain with NO colors, shading, or graphics.
- Should not contain inserted text boxes, tables within tables or cells within cells.
- Should be cited in numerical order upon their first mention.
- Symbols and abbreviations should be defined immediately below the table, followed by essential brief description.
- All tables should be inserted within the text as close as possible to where they are referenced. Authors should not upload them as separate files.

Figures/illustrations

- All figures/images must be cited within the main text in numerical order.
- All figures/images must be centered. Figure number and legend always appear below the figure. Leave 2 line spaces between the figure and the legend.
- Figures must be prepared in one of the following formats: Adobe Portable Document Format (PDF) for photography or microscopy, Encapsulated PostScript (EPS) for illustrations or diagrams, Tagged Image File Format (TIFF), EPS, or PS. Files prepared with Adobe Illustrator, Corel Draw or Adobe Photoshop should be uploaded in these native file formats.
All digitized images must be of high quality; that is, resolutions of at least 300 dpi for color figures, 600 dpi for greyscales and 1200 dpi for line arts.

Histograms should be prepared in a simple, two-dimensional format, with no background grid.

Make sure that any specific patient/hospital details are removed or blacked out (e.g., X-rays, MRI scans, etc).

If photographs of patients are used, they should not be identifiable. However, do not use a black bar to obscure a patient’s identity.

Original data from which the images were prepared should be available, as the editors may request to see these data (e.g., Office, SPSS and other line art images).

Lettering in figures (e.g., labeling of axes) should be in lower-case type, with the first letter capitalized and no full stop. All text should be in a sans-serif typeface, preferably Arial with size 8 pt.

Avoid using the touch-up tools, such as cloning and healing tools in Photoshop, or any feature that deliberately obscures manipulations.

Graphics downloaded from Web pages should not be used.

Please remember that Vector drawing data is absent from these files: png, jpeg, tiff, or bmp. Subsequently resaving any of these files as a PDF or EPS will not produce a vector drawing in these files. Please supply the original EPS, ai, or PDF file versions of artwork.

Figures/images should be inserted within the text as close as possible to where they are referenced. Authors should not upload them as separate files.

**Acceptable digital formats are:**

1. Corel Draw
2. Adobe Illustrator
3. Unlocked PDFs created from a vector program
4. Microsoft PowerPoint, Excel, and Word as long as graphs are not placed into these programs as rasterized images

**Not acceptable file formats are:**

1. Canvas
2. DeltaGraph
3. Tex
4. ChemDraw
5. SigmaPlot

Note: Convert these files to PDF, EPS or postscript formats before submission.
**Figure requirements in brief:**

<table>
<thead>
<tr>
<th>Color mode</th>
<th>RGB (8 bit/channel) or grayscale only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-panel figures</td>
<td>Figure file must contain all parts in one file</td>
</tr>
<tr>
<td>White space</td>
<td>Crop out excess from around image content</td>
</tr>
<tr>
<td>File size</td>
<td>Under 10 MB</td>
</tr>
<tr>
<td>Orientation</td>
<td>Vertical, not turned sideways</td>
</tr>
<tr>
<td>TIFF Resolution</td>
<td>300-600 dpi</td>
</tr>
<tr>
<td>Layers</td>
<td>Flattened, no layers</td>
</tr>
<tr>
<td>Alpha channels</td>
<td>No alpha channels</td>
</tr>
<tr>
<td>Compression</td>
<td>LZW required</td>
</tr>
<tr>
<td>Background color</td>
<td>White, not transparent</td>
</tr>
<tr>
<td>EPS Text</td>
<td>Must be converted to outlines or saved with embedded fonts</td>
</tr>
</tbody>
</table>

**References**

- Arrange references as a simple list at the end of your manuscript based on our Endnote style which is downloadable through [IJHPM Endnote Style](https://www.IJHPM.com).
- Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted.
- Only one publication can be listed for each number.
- Published conference abstracts, numbered patents and preprints on recognized servers may be included in reference lists, but text, grant details and acknowledgements may not citing in the text.
- Cite references in the text, tables, or figures in consecutively numerical order by means of superscript Arabic numerals. It is acceptable for a reference to be cited only in a table or a figure legend and not in the text if it is in sequence with references cited in text.
- Use Arabic superscript numerals outside periods and commas, inside colons and semicolons.
- Two references are cited with a comma and no space. Three or more consecutive references are cited in a range with dashes.
- References in tables, figures, and panels should be in numerical order according to where the item is cited in the text.
- Please note that if references are not cited in order the manuscript may be returned for amendment before it is passed on to the Editor for assessment.
- Only papers published or in press should be included in the reference list. Personal communications or unpublished data must be cited in parentheses in the text with the name(s) of the source(s) and the year. Authors should request permission from the source to cite unpublished data.
In reference list:

List the surnames and initials of first names of all authors if there are 6 or fewer; otherwise list the first 3 and add ‘et al.’ Use one space only between words up to the year and then no spaces. The journal title should be in italic and abbreviated according to the style of PubMed. If the journal is not listed in PubMed, then it should be written out in full. Check journal abbreviations using PubMed.

General rules from the 10th edition of AMA

- Items are listed numerically in the order they are cited in the text.
- Include up to 6 authors.
- For more than six, provide the names of the first three authors and then add et al.
- If there is no author, start with the title.

Examples of IJHPM End Note Style:

- Journal article (1-6 authors)


- Journal article (more than 6 authors)


- Book


- Book Section


- Newspaper article – in print
Wolf W. State’s mail-order drug plan launched. *Minneapolis Star Tribune*. May 14, 2004:1B.

- Newspaper article – online


- Websites


- Thesis


- Conference proceedings


**Statistics**

For the reporting of statistical analyses please consider the following points:

- Focus the statistical analysis at the research question.
- Report simple analyses first, then only more sophisticated results.
- Provide information about participation and missing data.
- As much as possible, describe results using meaningful phrases (E.g., do not say "beta" or "regression coefficient", but "mean change in Y per unit of X"). Provide 95% confidence intervals for estimates.
- Report the proportions as N (%), not just %.
- Maintain the consistency of reporting all decimal places across the manuscript (either one decimal or two decimal places).
- Report p values with 2 digits after the decimal. e.g. 0.54, 0.03.
- Always include a leading zero before the decimal point (e.g. 0.32 not .32).
Abbreviations and Symbols

Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement (For further information please visit ICMJE Recommendation).
Guide to Write Key Messages Section
(only for Original Articles)

IJHPM has adopted a new initiative in line with knowledge translation movements across the globe by which authors of original articles should add the following two sections to their manuscript namely:

1. Implications for policy makers
   For this section, authors should provide maximum 5 blueprints as practical recommendations for policy makers; i.e. how policy makers could benefit from the results of their research.

2. Implications for public
   For this section, authors should write a short summary/story, maximum 150 words, and let the public know how your research results could possibly benefit them.
Reviewers

During submission you will be asked if you wish to suggest the names and email addresses of potential reviewers. Note that the editor-in-chief retains the sole right to decide whether or not the suggested reviewers are invited.
Authorship

All contributing authors should qualify for authorship. The order of authorship should be a joint decision of the co-authors. Sufficient participation in the work is of utmost importance (see the Sample Authorship Form). Authorship credit should be based on substantial contribution to conception and design, execution, or analysis and interpretation of data. All authors should be involved in drafting the article or revising it critically for important intellectual content, must have read and approved the final version of the manuscript and approve of its submission to this journal. Any change in authorship following initial submission would have to be agreed by all authors as would any change in the order of authors (For further information please visit ICMJE).

Changes to authorship

This statement concerns the addition, deletion, or rearrangement of author names in the authorship of submitted manuscripts as described in below:

After the manuscript is submitted or accepted for publication, the corresponding author is required to send a request to add or remove an author, or to rearrange the author names of the submitted/accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) signed IJHPM Change to Authorship Form by all authors that they agree with the addition, removal or rearrangement. Requests that are not sent by the corresponding author will be forwarded by the Journal Managing Editor to the corresponding author, who must follow the procedure as described above. No authorship change is allowed after publication of manuscript.
Funding Source

Authors are requested to clearly identify who provided financial support for the conduct of research and/or preparation of the article and briefly describe the role of the funder/sponsor in any part of the work including design and conduct of the study, data collection, data management, data analysis and interpretation, preparation, review and approval of the manuscript. The following rules should be followed:

- The sentence should begin with: ‘This work was supported by …’.
- The full official funding agency name should be given, i.e. ‘the National Cancer Institute at the National Institutes of Health’ or simply 'National Institutes of Health' not ‘NCI'(one of the 27 sub institutions) or 'NCI at NIH'.
- Grant numbers should be complete and accurate and provided in brackets as follows: ‘[grant number ABX CDXXXXXX]’
- Multiple grant numbers should be separated by a comma as follows: ‘[grant numbers ABX CDXXXXXX, EFX GHXXXXXX]’
- Agencies should be separated by a semi-colon (plus ‘and’ before the last funding agency)
Proofs

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