

Journal of Social, Behavioral, and Health Sciences Submission Guidelines for Authors

General Guidelines for Article Preparation and Development

All submissions to the *Journal of Social, Behavioral, and Health Sciences* (JSBHS) must adhere to these "Submission Guidelines for Authors."

Only original manuscripts should be submitted. Manuscripts that have been previously published or are forthcoming in an archival journal or book (print or electronic) are not eligible for submission. Manuscripts that are currently under review with another journal (electronic or print) are also not eligible for submission. **Please note:** "publication" in a working-paper series does not constitute prior publication.

Suitable Content Domains

- **Social Sciences:** Includes scholarly activities involving the relationships between individual society members and the larger social and societal context. Domains include Public Policy, Public Administration, Criminal Justice, Political Science, Criminal Justice, Anthropology, and Sociology.
- **Behavioral Sciences:** Includes empirically-oriented and theoretically-based activities that involve the study of the actions and reactions of humans and animals through non-experimental and experimental methods: Domains include Psychology, Social Neuroscience, and Cognitive Science.
- **Health Sciences:** Includes theoretically-based scholarly activities involving the study of human and animal health, the application of knowledge toward improving health, and health-care administration: Domains include Health Services, Public Health, Nursing, Pharmacology, Medicine, etc.
- **Interdisciplinary/Multidisciplinary:** Includes scholarly activities that are collaborative in nature and that integrate the analytical strengths of two or more disparate scientific disciplines to solve a given research and social problem.

There are several categories for articles published in the JSBHS. Please identify the category of your submission on the cover page and above the abstract. If no category is indicated, your submission will be returned.

The categories are:

1. **Research:** This section is for traditional empirical (quantitative, qualitative, or mixed methods) research and well-crafted, thorough, current reviews of the literature directly related to a relevant to the journal's content areas listed above. No more than 10,000 words, excluding title page, abstract, references, tables, and appendices.
2. **Brief empirical articles:** Succinct summaries of findings from quantitative, qualitative, or mixed-design research studies of minimal scope (e.g., pilot studies). No more than 5000 words excluding title page, abstract, references, tables, and appendices.
3. **Scholarly essays:** This section is for non-research but scholarly and academic insights related to issues of social, behavioral, or health sciences. These essays can be reports of innovative practice, reports of new practice, or other scholarly writing about the fields of social, behavioral and health sciences. Such essays should be written in a scholar-practitioner voice that speaks to a knowledgeable audience. No more than 5,000 words (excluding references).
4. **Comprehensive literature reviews:** Lengthier reviews or meta-analyses will be considered at the discretion of the editors. A comprehensive literature review should include a synthesis that includes (a) the authors' assessments of the current state of knowledge regarding the topic of interest, (b) critical assessments of the strengths and weaknesses of past research, and (c) the identification of limitations and gaps in the

literature as well as directions for future research. No more than 10,000 words excluding title page, abstract, references, tables, and appendices.

5. **Book reviews:** Reviews of books relevant to the disciplines. No more than 1000 words, not including title page, abstract, and references.

6. **Student research:** Empirical articles or literature reviews which the first author initiated and/or completed in an undergraduate or graduate degree program.

- *Definition:* Student work is defined as any work initiated and/or completed as part of any college or university's degree requirements, and includes theses, dissertations, class-related projects/papers, and encompasses but is not limited to case studies, empirical studies, theoretical overviews, and comprehensive literature reviews. Only completed empirical studies (quantitative or qualitative) or integrated comprehensive literature reviews will be accepted for review in JSBHS.

- *Authorship:* JSBHS strongly recommends that students work with faculty (as a co-author) in preparing their paper for submission to the journal. However, having a faculty member as a co-author is not required for publication. Please refer to the APA publication manual guidelines regarding determining authorship and order of authorship.

- *Acknowledgement:* As per the APA Publication Manual, student work must be acknowledged as such in an author note on the title page (in the final, published paper, it is not necessary for early drafts) and include the institution and major professor associated with the work. An example of such an author note is as follows:

This manuscript was completed in partial fulfillment of the Ph.D. requirements in Industrial/Organizational Psychology at the University of Albany, SUNY, under the direction of Kevin Williams, Ph.D.

In all cases, articles must exhibit a scholar-practitioner's voice as when speaking with a well-informed peer. Pedantic claims, ill-defined or ill-defended assertions, and summations that are more suited to an informal environment will not be considered. While current students are encouraged to submit their work, it must be specifically crafted for the Journal and be written using a scholar practitioner's voice. Entire dissertations, doctoral studies, master theses, and other capstone projects are not acceptable. Reviewers judge articles on their merit and whether they stand up to professional scrutiny.

Your Article's Structure

As you think about developing an article, think about the structure in the following way:

Start with a problem or situation that exists and is clearly identified as needing attention. State your purpose and the perspective you are bringing to the problem and show how that perspective furthers understanding of the problem or how it might be addressed. Suggest how your article contributes to potential solutions or new insights. Sufficiently explain it so the reader will see the value in reading your work. Keep it short and clear.

Manuscripts, including all text, references, figures, illustrations, etc., should be within the word limits noted above for the particular type of submission. Submissions are to use Times New Roman 12 point type (or similar) and conform to 6th edition style guidelines of the American Psychological Association. Respecting these limits and guidelines is essential for consideration of a manuscript.

Manuscripts should keep the reader's attention and sufficiently answer the reader's ultimate concern: "so what?" The manuscript must add to the reader's understanding of the subject. Particular emphasis and priority will be awarded NEW insights and the Journal expects that authors will contribute something of value to the literature.

Focus should be placed on what the reader will learn and how that knowledge will contribute to an improved understanding of the research topic that could favorably impact the content areas of the journal in general. Conclusions should address the implications for practitioners, policy makers, and/or suggestions for further research.

When a well-informed reader finishes an article in the JSBHS, he or she should: a) have learned something new and important, b) have gained an insight that is different in a way that stimulates further thinking, or c) be inspired to take action or investigate further.

Follow a logical and thorough conceptual map as you structure your paper so that it moves clearly and coherently from the identification of your problem/situation – the why of the paper – to your conclusions. When you finish a draft, it may help to leave it for a few days, then edit and polish it.

Please think carefully about the title of your article. Although "catchy" titles are permissible, even desirable in some cases for conference presentations, the title of your article should be more academic in nature, allowing the reader to determine at once what subject the author(s) are addressing. It should be brief, preferably without subtitles, and no longer than 12 words.

Please proofread your article carefully. Promising articles have been rejected because authors did not spend enough time proofreading the manuscript. Proofreading includes not only reading for accuracy but for readability, flow, and clarity. Authors are encouraged to have several colleagues read the article before it is submitted. Whether you are a native speaker of English or not, ask a colleague whose native language is English to proofread your article to be sure that the text sounds idiomatic and that punctuation and spelling are standard.

If you have any questions about the appropriateness of an article for the *Journal of Social, Behavioral and Health Sciences* feel free to write to JSBHS@waldenu.edu.

Article Submission Guidelines and Procedures

All articles will be evaluated by at least two doctoral level peer reviewers. Reviewers will be looking for these key elements:

1. Appropriateness for JSBHS and its readership
2. Meets the JSBHS author guidelines
3. Significance of the article to the content area.
4. Clear statement or indication of research problem or need for the article; contribution to the literature and field.
5. Quality of research design, as appropriate, including purpose, methodology, questions, data collection, and analysis.
6. Quality of the literature review, including key findings, theories, and relevance to the topic area.
7. Quality of conclusions, recommendations, and discussion resulting from the findings.
8. Quality of the contribution to the journal.
9. Quality of writing (APA style, organization, clarity, format, etc.).
10. Inclusiveness with regard to gender, ethnicity, multicultural awareness.

Initial Submission

All submitted manuscripts will be subject to a blind review. To facilitate this review, please do not include any identifying information about the authors, as the article submitted will be sent to reviewers.

Develop the following items as you prepare to submit your article, which must be included in the initial submission

1. A cover letter (see below)
2. An abstract of your article, no more than 250 words, clearly summarizing the article contents.

Cover letter: All cover letters must include the following information

- Title of manuscript
- Type of article (note one of the categories listed above)
- Names, addresses, affiliations, and contact information (email address and phone number) of all authors.
- Word count of manuscript.
- Statements indicating that proper Institutional Review Board approval was obtained for all data collection involving human and animal participants. Please specify the institution that approved the research.

Title page: The title page should include the following:

Title (no more than 12 words, if possible; no abbreviations)

Make sure there is no direct reference to the author(s) in the manuscript to be read by the reviewers. References to a particular institution, when it is obvious that the institution is that of the author, should be avoided as well.

Language and Formatting Requirements

- All submissions must be in English. Avoid the use of foreign words and phrases. (If they are used, they must be clearly defined). Authors should use proper, standard English grammar. The *Publication Manual of the American Psychological Association* (6th ed.) provides detailed guidance on grammar and style.
- All margins (left, right, top and bottom) should be 1 inch (2.54 cm), including tables and figures.
- Use a single column layout with left justification.
- All text should be double-spaced with no extra line spacing between paragraphs or between headers and paragraphs.
- Indent the first line of all paragraphs ½ inch. Please use the tab or indent function of your word processor; do not use character spaces.
- Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below. All text should be left-justified (i.e., flush with the left margin—except where indented).
- Use page breaks, not line spaces, if starting material on a new page, such as tables.
- Manuscript font type and size: Times New Roman 12 point or the closest comparable serif font available.
- Tables and figures should appear in the document near where they are referenced in the text.

Do not split tables or figures across pages.

Authors are required to obtain written permission for the use of any table, figure, or extensive text extract (more than 50 words) from a source that is owned or copyrighted by a party other than the author. This requirement pertains to both direct reproduction and derivative reproduction when the author has created a new table or figure that was derived substantially from a copyrighted source. A statement of permission must be included in the Figure Caption (for a Figure) or in a Note (for a Table). A copy of the publisher's written permission must be provided to the editor immediately upon acceptance for publication.

- Acronyms should be avoided unless it is a commonly recognized acronym, such as IQ, or when used to shorten the names of the instruments used to measure constructs, such as the Minnesota Multiphasic Personality Inventory (MMPI).
- Use italics to indicate text you wish to emphasize rather than underlining it or setting it in quotations. The use of color and underlining to emphasize text is discouraged.
- Review and proofread your manuscript carefully prior to submission for spelling, grammar, and formatting.
- All elements should be consistent with the *Publication Manual of the American Psychological Association* (6th ed.).

Plagiarism

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source, which includes:

- copying passages from works of others without acknowledgment;
- Using the views, opinions, or insights of another without acknowledgment;
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.

Authors are encouraged to review their manuscripts carefully for potential plagiarism. Previous published work used by the author must be appropriately cited as such consistent with citation requirements.

Please use the following naming conventions for documents:

For Initial Submissions:

1. Cover letter (if uploaded): “coverletter + *_selected key_words_from_title*”
2. Article: “*selected_key_words_from_title*”

Article Revisions Based on Editorial Review

Subsequent revisions must include the following:

1. A response to the reviewers, responding to all of the reviewers’ comments.
2. Revised article, using the same title as the original submission, followed by R1 (if first revision; R2 if second revision)

Again, thank you for your interest in submission of an article to the *Journal of Social, Behavior, and Health Sciences*. If you have any questions, please visit the Journal’s site at <http://scholarworks.waldenu.edu/JSBHS/> or email the editor at JSBHS@waldenu.edu