

Guide for Authors

- **Manuscript Submission**

Submission to this journal occurs online. Journal of Health and Development (JHD) only considers the manuscripts submitted in electronic form via the journal's online submission (http://jhad.kmu.ac.ir/form_send_article.php?&slct_pg_id=22&sid=1&slc_lang=en). The Editorial Office reserves the rights to return manuscripts that are not in accordance. Once you have prepared your manuscript according to the instructions below, you can then submit your work via our online submission form.

Before submitting your manuscript, please insure that you have carefully considered the following points:

- **For all articles**

- The manuscript should include:
 - 1) Title page.
 - 2) Abstract (up to 250 or 300 words subdivided into Introduction, Methods, Results, Conclusion).
 - 3) Keywords (minimum 3 and maximum 5 words).
 - 4) Main text including: a) Introduction, b) Methods, c) Results, d) Discussion, e) Conclusion.
 - 5) Ethical issues.
 - 6) Author's contributions.
 - 7) References.
 - 8) Tables and/or Figures.
 - 9) Separate the title page with all authors' affiliations clearly given.
 - 11) Title should be maximum 110 characters and spaces.
 - 12) Ethics statement should be included in main body.
 - 13) The corresponding author will be contacted to submit an electronic copyright form, if not submitted previously.
 - 14) References should be in correct Journal style, as below:

Articles in Journals:

List the first six authors followed by et al.

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25;347(4):284-7.

More than six authors:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

Organization as author:

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002;40(5):679-86.

Books and Other Monographs:

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.

Chapter in a book:

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

Conference proceedings:

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

Conference paper:

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

Dissertation:

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

Dictionary and similar references:

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. Filamin; p.675.

Journal article on the Internet :

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>Article

Homepage/Web site :

Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01[updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Part of a database on the Internet :

MeSH Browser [Internet]. Bethesda (MD): National Library of Medicine (US); 2002 - . Metaanalysis [cited 2008 Jul 24]; [about 2 p.]. Available from: http://www.nlm.nih.gov/cgi/mesh/2008/MB_cgi?mode=&index=16408&view=concept
MeSH Unique ID: D017418.

Blogs :

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct - [cited 2009 Feb 13]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

KidneyNotes.com [Internet]. New York: KidneyNotes. c2006 - [cited 2009 Feb 13]. Available from: <http://www.kidneynotes.com/>.

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 - [cited 2009 Feb13]. Available from: <http://blogs.wsj.com/health/>.

For further guidance, please refer to:
http://www.nlm.nih.gov/bsd/uniform_requirements.html

- **Articles would be in one of the following types:**

Original articles: Text should be up to 8000 words; A structured abstract should be 250 words; maximum number of tables/figures should not be more than 6; maximum number of references should not be more than 40.

Case reports: Text should be up to 4000 words; A structured abstract should be 125 words; Maximum number tables/figures should not be more than 3; Maximum number of references should not be more than 20.

Short communication: Text should be up to 4000 words; A structured abstract should be 125 words; Maximum number tables/figures should not be more than 2; Maximum number of references should not be more than 20.

Correspondence, Letter to Editor: Text should be up to 1000 words; Maximum number of references shouldn't be more than 15.

Review articles: Text should be up to 7000 words; A structured maximum abstract should be 300 words; Maximum number of tables/figures shouldn't be more than 8; Maximum number of references shouldn't be more than 90.

- **Abbreviations and symbols**

Use only standard abbreviations. Avoid using them in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement (For further information please visit [ICMJE Recommendation](#)).

- **Ethical guidelines**

In the Journal of Health and Development (JHD) Ethical Issues is an obligatory section in all types of articles. If there is no ethical issue to be considered, please declare it as "Not applicable" or "None to be declared". Every experimental or clinical study may raise controversial ethical issues (e.g., Institutional Ethical Approval for working with animal or human subjects). Thus, JHD expects all authors, reviewers and editors to consider *COPE (Committee on Publication Ethics)*, *ICMJE* and [Equator Network](#)'s reporting guidelines in medical ethics plus scientific writing. If any, authors should state related declaration(s), unless otherwise the following sentence should be given "None to be declared". Ethical considerations must be addressed in the main body. 1) Please state that informed consent was obtained from all human adult participants and from the parents or legal guardians of minors. Include the name of the appropriate institutional review board that approved the project. 2) Indicate in the text that the maintenance

and care of experimental animals complies with National Institutes of Health guidelines for the humane use of laboratory animals, or those of your Institute or agency.

Please take a look at the following guidelines provided by COPE for editors and reviewers that may be helpful for authors, too:

- ***Flowcharts shows how we behave with unethical papers***
- Redundant (duplicate) publication in ***submitted manuscript*** and ***published article***
- Suspected plagiarism in ***submitted manuscript*** and ***published article***
- Suspected fabricated data in ***submitted manuscript*** and ***published article*** and [See more](#)

- ***Financial support***

In case of any financial support, it is important to mention the name of the respective organization/institute and the project number at the end of the manuscript.

- ***Conflicts of interest***

Authors must acknowledge and declare any sources of funding and potential conflicting interest, such as receiving funds or fees by, or holding stocks and shares in an organization that may profit or lose through publication of your paper. Declaring a competing interest will not lead to automatic rejection of the paper, but we would like to be made aware of it.

- ***Pay charges***

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- ***Peer review process***

All manuscripts are considered to be confidential. They are peer reviewed by at least 2 anonymous reviewers selected by the Editorial Board. The corresponding author is notified as soon as possible of the editor decision to accept, reject, or require modifications.

- ***Plagiarism***

JHD is committed to publish the original studies and timely reviews that have neither been published nor is under review elsewhere, and all the submitted manuscripts are subjected to CrossCheck. All plagiarized materials will incur the “Plagiarism Sanctions”. Submitted manuscripts (MS), which are found to be published or under review elsewhere, will be sustained and experience the “Duplicated Publication Sanctions”. Submitted MSs, which are found to include either fabricated or falsified data including the manipulation of images, will confront with the “Data Fabrication/Falsification Sanctions”.

- ***Misconduct***

The Journal of Health and Development will follow the [COPE guidelines](#) to deal with cases of potential publication misconduct.

- ***Retraction***

Based on the *COPE guidelines*, JHD will consider retracting a publication if:

- It has clear evidence that the findings are unreliable, either as a result of misconduct (e.g. data fabrication) or honest error (e.g. miscalculation or experimental error).
- The findings have previously been published elsewhere without proper cross-referencing, permission or justification (i.e. cases of redundant publication)
- It constitutes plagiarism.
- It reports unethical research.

- ***Sanctions***

In the case of occurrence of documented violations of the aforementioned policies of the JHD, it is the JHD’s right to apply the following sanctions:

- JHD keeps all the rights to retract the infringing published works at any time found based on the

COPE guideline for retracting articles.

- Immediate rejection of the infringing manuscript and sanction of the infringed author(s).
- Prohibition against all authors for any new submissions to JHD for a minimum of 24 months.
- Prohibition against all infringed authors from serving as a reviewer or acting as a member of the Editorial Board of JHD for a minimum of 36 months.
- In cases of occurrence of violations found to be particularly ostensible, JHD reserves the right to apply additional sanctions beyond the aforementioned actions.

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