



HJH&SW

Hawai'i Journal of Health & Social Welfare

Author Checklist

This checklist is intended to serve as a guide to authors to ensure that all requirements are made before submitting to the HJH&SW. Authors are encouraged to follow this so the editors can focus more on the content and implications of the research rather than the formatting. This will hopefully decrease revision time to publication for the manuscripts.

All manuscripts are subject to an in-depth review dependent on this checklist before being sent to the editors.

1. For New Submissions (scroll further if submitting revision)

Required supplemental documents:

- Cover letter ([Appendix A](#))
- [Copyright Transfer Agreement](#) with all author's signatures
- For Case Reports:* [Patient Consent Form](#)

Formatting per Journal and AMA Style:

- All authors are listed under the title with their affiliations
- Word count (not including the title page, abstract, keywords, abbreviations, references, and tables & figures) is within limits (Note: Research Articles—3000 words, Case Reports—1500 words, and Columns—2000 words)
- Times New Roman font in 12-point size
- List of keywords (3-10), if applicable
- List of abbreviations in alphabetical order, if applicable
 - Spell out at first mention in text

Abstract

- 250 words maximum
- No references
- Avoid abbreviations

Tables & Figures

- Each table or figure is referenced in text
- Numbered followed by a title that is title case
 - Example: Table 1. Comparison of Elective Joint Arthroplasty Patient Demographics for Phases 1 through 3 – Mean (SD)
- 7.5 inches in width
- Figures are high resolution (300 dpi is optimal) and in JPEG, TIFF, or PDF format
- Placed at the end of the manuscript (Note: they will be embedded during layout process)

References

- Listed in numerical order according to when they appear in the text
- Unlinked from Endnote or other software ([see here for resource](#))
- Unlink Word number referencing tool and manually insert reference numbers
- Formatted in AMA style
 - [Citing Journals](#)
 - [Journal name abbreviations](#)
 - [Citing websites](#)

In-Text Citations

- Superscript Arabic numerals
- Citations are placed outside of periods and commas, and inside colons and semicolons
- Multiple nonconsecutive references cited with commas. Multiple consecutive references cited with hyphens

2. For Submission of a Revision

Required supplemental documents:

- A letter or table addressing point by point all questions, comments, edits, or concerns noted by the peer reviewer(s) and the editors
- A copy of the manuscript with the changes tracked
- A clean copy of the manuscript with all edits addressed and accepted without mark-ups
- If substantial revisions:* Response to Editor document with explanation of how each edit was addressed
- If formatting of manuscript was noted to be fixed, please carefully review [“For New Submissions”](#) portion of this document

Appendix A – Cover Letter Template

Title of the submission

Authors names in order (First, Middle initial, Last, highest academic degrees, name of department and institution in which work should be attributed)

Each co-author's role in the preparation of the manuscript. If applicable, identify the primary author responsible for each of the following areas:

- *Guarantor of integrity of entire study*
- *Study concept design*
- *Data acquisition/analysis*
- *Manuscript drafting/revisiion for intellectual content*
- *Literature review*
- *Clinical studies*
- *Statistics*
- *Manuscript editing*

Name of the corresponding author, address, phone number, email address

Type of article: Medical, Public Health, Social Work, Nursing, Dental, Pharmacy, or Cross Cutting

Three potential peer reviewers for the article: contact information (email address at minimum).