



Hawai'i Journal of Health & Social Welfare (HJH&SW)

Instructions for Authors of Research Articles

The Hawai'i Journal of Health & Social Welfare (HJH&SW) publishes original research, reviews, balanced viewpoints (ie, point/ counterpoint articles), editorials, and other categories of articles. Topics of interest include medicine, nursing, public health, social work, dental hygiene, and pharmacology, with a focus on the unique, multicultural and environmental aspects of the Hawaiian Islands and Pacific Rim region. Some frequently published types of articles are described herein. Authors interested in publishing other types of articles may contact the journal.

Original articles are usually research-related, quantitative or qualitative papers.

Reviews summarize the literature, address current practice or issues within the medical or public health communities, and are intended to promote a discussion of different viewpoints.

Case Reports are original and interesting reports that contribute significantly to medical knowledge. They generally describe unreported or unusual side effects, unexpected or unusual presentations of a disease, diagnoses and/or management of new and emerging diseases, unexpected events during treatment, or observations that highlight the need for new practice standards in the management of certain disease conditions.

Viewpoints presented opinionated pieces on a topic of current controversy. Viewpoint pieces should nevertheless independently meet the scientific rigor for a published article through the inclusion of appropriate citations, and the use of non-

inflammatory language. It is the journal's policy to present balanced opinions (ie, each viewpoint article must be paired with a counter-point article).

Therefore, authors who submit a viewpoint article without the corresponding counter-point article may be delayed until an appropriate author for the counter-point piece can be found, and the article written. Authors are encouraged to work with colleagues to submit point- counterpoint articles together.

Editorials: For details about submitting editorials, please see our page Instructions for Authors of Columns/Editorials at <https://hawaiijournalhealth.org/docs/author-guide-columns-hjhs.pdf>

For authors/editors interested in commissioning a HJH&SW supplement, please view additional guidelines at <https://hawaiijournalhealth.org/docs/supplement-guide-updated2020-hjhs.pdf>

Manuscripts

Manuscripts are reviewed by the editors, the peer review panel, and other experts in the specialties. The HJH&SW only accepts articles that have not been published or currently under review by other journals.

I. Word Limit, Font, and Formatting:

- Research articles are limited to 3000 words maximum.
- Case reports are limited to 1500 words maximum.
- The title page, abstract, keyword, abbreviations, references,

and tables and figures are not included in the word count.

- Use Times New Roman font in 12-point size.
- Do not underline and do not use full caps.
- Use double spaces between lines.
- Use a single space between sentences.
- Number pages consecutively beginning with the title page.

II. Submitting Your Manuscript

Submit a Microsoft Word document of the manuscript to: hjhswhawaii@hawaii.edu. Please also include a Cover Letter and a Copyright Transfer Agreement Form.

Cover Letter

A cover letter should contain the following components:

1. The title of the submission
2. The names of all contributing authors, listed in the order in which they will appear in the manuscript. List first name, middle initial and last name of each author with the highest academic degrees; and name of department and institution to which the work should be attributed.
3. Please provide each co-author's role in the preparation of the manuscript. As needed, please 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*
4. Name of the corresponding author; include an address, phone number, and email address
5. Information on whether the article submitted is Medical, Public Health, Social Work, Nursing, Dental, Pharmacy, or Cross Cutting
6. The names of three potential peer reviewers for the article, along with their contact information (email address at minimum).

Copyright Transfer/Publishing Agreement:

The Copyright Transfer/Publishing Agreement statement must be completed by all authors. It may be downloaded from the journal website

(<https://hawaiijournalhealth.org/docs/copyright-transfer-hjhswhawaii.pdf>). **This form must accompany your submission, or it will not be accepted.**

III. Title Page, Abstract, Keywords, and Abbreviations

Title Page— The title page of the manuscript should note the title, full names and highest academic degrees of all authors and word count. On the title page, please also indicate if you are submitting an article that is medical, public health, social work, nursing, dental, pharmacy, or cross-cutting.

A few specific guidelines to consider when preparing a title:

- Keep titles concise, clear, and specific
- Avoid too much detail
- Avoid abbreviations

Abstract— The second page of the manuscript should include an abstract that highlights the essence of the authors' work. It should focus on facts rather than descriptions, briefly list the approach used for gathering data, and emphasize the importance of the findings and the conclusions drawn. The abstract must be written as a standalone paragraph, and not be broken up into sections. It should include the objective, methods, results, and conclusions of a study. ******Keep abstract to 250 words maximum.**

A few specific guidelines to consider in preparing an abstract follow:

- *Do not begin the abstract with a repetition of the title.*
- *Cite no references.*
- *Avoid abbreviations.*
- *Include major terms in the abstract, since the abstract can be text searched in many data retrieval systems.*

Keywords

Provide a short list (3-10 keywords) you believe to be the main topics in the manuscript.

Abbreviations and Acronyms

The manuscript should include a list of abbreviations following the keywords. All abbreviations used in the paper should be included, and the list should be alphabetized. There is no limit to how many you can include. Examples are listed below:

BP = blood pressure

CDC = Centers for Disease Control and Prevention
CKD = chronic kidney disease
FDA's = Food and Drug Administration's

Some important tips:

- Spell out the abbreviations and acronyms when they first appear in the text, followed by the abbreviation in parentheses.
- Do not over use or invent abbreviations
- Do not abbreviate days of week or months
- Do not use periods
- Do not abbreviate drug names unless the name of the drug does not fit. If abbreviated, then include a footnote with the full name of the drug

IV. Sections of the Manuscript

We recommend that articles be divided into sections with headings. The traditional layout described below may not apply to all submission types (eg, editorials or case reports). Nevertheless, the journal recommends that authors create 3-5 sections with appropriate headings to optimize the organization and flow of their manuscript. In addition, a background/review section, and a summary/discussion section are recommended for all types of articles submitted to the journal.

Introduction—Describe the purpose of the article and rationale for the study. Review the existing literature and identify any gaps in the literature that the submission seeks to fill. Define any terms or concepts discussed in the remainder of the paper, and state any hypotheses associated with the study. For case reports, it may be useful to include the current body of knowledge and/or standard practice guidelines to provide context for the case described.

Methods/Case Report—Describe the patients or experimental animals clearly. For review articles, describe the methodology used for searching and identifying the appropriate articles to include in the review. Identify the methods, data collection instruments, apparatus, and procedures in sufficient detail to allow other researchers, public health professionals, or physicians to reproduce the results. Briefly outline the statistical procedures used in the analysis and include the software used. Our editors should be able to replicate the study by reading this section,

NOTE: Ethical Approval of Studies and Informed Consent. For human or animal experimental investigations, formal review and approval, or review and waiver, by an appropriate Institutional Review Board (IRB) or ethics

committee is required and should be described in the Methods section. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. For investigations of human subjects, state in the Methods section the manner in which informed consent was obtained from the study participants (ie, oral or written). Where applicable, the manuscript must explicitly state which IRB approved the study and provide a reference number whenever possible. Authors submitting case reports are required to obtain patient consent. Authors may use the HJH&SW Patient Consent Form or a similar form from their research institution or health care facility. The HJH&SW Patient Consent Form is available at <https://hawaiijournalhealth.org/docs/HJH&SWPatientConsentform.pdf>

Results—Present the results in logical sequence. Do not repeat all the data in the text; summarize important observations. Do not include any inferences or interpretations within this section. The results section may not be appropriate for all types of contributions to the journal (for example, editorial pieces, or case reports). If the results section includes statistical analyses, please consult the HJH&SW Statistical Guidelines at <https://hawaiijournalhealth.org/docs/statistical-guide-hjhs.pdf>

Discussion—Emphasize the new and important aspects of the study and conclusions taken from them. Do not repeat data in Results section. It is important to interpret the results or observations reported in the paper in the context of the background information presented in the introductory section and discuss the implications of the results. State new hypotheses that emerge from the findings of the paper when warranted, but clearly label them as such. Please include study limitations, and recommendations that naturally flow from the conclusions.

Conclusion or Summary—The conclusion should be clear and concise and include a statement of relevance of the findings.

V. Tables and Figures:

Tables and figures may be submitted as part of your manuscript. Each table or figure should be carefully selected or designed to add value to the manuscript by showing a relationship of ideas, data, or objects that would be difficult to describe precisely or completely using words alone. Authors must be judicious in their use of tables and figures. Each table or figure must be referenced in the text.

- *All tables and figures must be identified using the word “Figure” or “Table” followed by a title and numbered consecutively. Do not mix in alternatives such as “Photo” or “Chart.”*
- *All tables and figures must be numbered sequentially, and include a caption. They must be well-labeled, stand alone, and not require the reader to refer back to the text.*
- *Tables and figures may be up to 7-1/2 inches in width.*
- *Tables and graphs must be prepared in Microsoft Word, PDF, or Excel.*
- *Flow charts, diagrams, drawings, maps, and photos must be submitted as a high resolution (300 dpi is optimal) in JPEG, TIFF or PDF format.*
- *Data points on graphs should be labeled. Numerical data should accompany graphs.*
- *Do not embed tables, figures, and graphs within the text; their placement must be at the end of the manuscript.*

Acknowledgments—Acknowledge only persons who have made substantial contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name; readers might believe those acknowledged are endorsing the study and conclusions. This section may include additional information about the authors not included on the title page, information about the manuscript, and/or acknowledgement of other contributors. If there has been a death of an author, that information can be included here. For example,

Additional information: Author John Doe, MD, died (insert date).

VI. Conflict of Interest and Disclosures

In order to facilitate the citation and indexing of articles for MEDLINE and for full-text access on PubMed Central, the National Library of Medicine requires that disclosure information be provided by each author. This disclosure information must be specific and address any financial relationship with the sponsoring organization, any interests represented, and/or products discussed or implied. These statements should appear within the paginated text of the article. This is to promote transparency and allow PubMed users to judge the value of findings in published articles.

While you may file ICMJE (International Committee of Medical Journal Editors) Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf), a simple

statement disclosing all relationships that could be viewed as presenting a potential conflict of interest would be sufficient. Authors must disclose all relationships that could be viewed as presenting a potential conflict of interest. This includes a financial disclosure statement pertaining to grants, honoraria, royalties, payments for manuscript preparation or other activities, patents, stock options, travel expenses, gifts, and so on. Further, this includes:

- Any persons involving the work under consideration for publication
- Any relevant financial activities outside the submitted work
- Any other relationships or activities that could have influenced the work

A disclosure can be a team statement such as: “None of the authors identify any conflict of interest.” Or, “Dr. XXX reports serving on the scientific advisory boards of XYZ Company. Dr. YYY reports serving on...Associated honoraria for Drs. XXX and YYY are paid to...No other authors reported any financial disclosures.” Or “This work was supported by grant ABC from ...Treatment and placebo capsules were donated by XYZ Company...” Please refer to JAMA or NEJM for model statements.

VII. Citing References

The HJH&SW follows the style of the American Medical Association (AMA). For more details, please consult The AMA Manual of Style, which can be found online at this link:

<https://www.amamanualofstyle.com/> (subscription required). References should be listed at the end of a manuscript, in numerical order according to when it appears in the text and with Arabic numerals, and contain only texts that have been approved for publication.

Authors who use Endnote or other software to organize their references are asked to please “unlink” the references section before submitting the manuscript; please contact the journal if you have any questions about this. Instructions on how to do this can be found by going to this link:

<https://guides.library.manoa.hawaii.edu/endnote/removecodes>

In-text Citations:

- Identify references with superscript Arabic numerals corresponding to the item in your reference list.
- If you are using the same citation in more than one location within the paper; you can refer to the same citation number.
- Whenever possible, place citations outside of periods and comments and inside of colons and semicolons
- Cite multiple references within text using commas without spaces for nonconsecutive references and hyphens for consecutive references

Examples

1. National research by social epidemiologists on Asian Americans before the pandemic demonstrated that exposure to racial and ethnic discrimination, measured as self-reported unfair treatment was associated with a greater risk for depression, anxiety, and other mental disorders, as well as elevated levels of psychological distress.^{3,4}
2. Exercise attenuates cancer-related fatigue and depression and improves QOL,²⁻⁵...
3. Persons with COVID-19 should isolate for 10 days.³
4. Key results included⁹:

Creating your References:

List the citations in their order of appearance within your paper. If there are more than 6 authors, put *et al.* after naming the third author. Please include the digital object identifier (DOI) when available. DOIs and websites should appear at the end of the references without a final period.

Examples of reference style:

1. Dieli-Conwright CM, Courneya KS, Denmark-Wahnefried W, et al. Aerobic and resistance exercise improves physical fitness, bone health, and quality of life in overweight and obese breast cancer survivors: a randomized controlled trial. *Breast Cancer Res.* 2018;20(1):124. doi: 10.1186/s13058-018-1051-6
2. World Health Organization *COVID-19 Dashboard*. Updated May 6, 2021. Accessed May 7, 2021. <https://covid19.who.int/>
3. Hawai'i Health Data Warehouse. Hawai'i State Department of Health, Behavioral Risk Factor Surveillance System. HIV-ever been tested (18-64), 2016-2018. Updated June 15, 2020. Accessed November 20, 2020. https://hhdw.org/report/query/result/brfss/HIVTest18_64/HIVTest18_64Crude11_.html
4. Irwin K, Mossakowski K, Specer JH, et al. Do different dimensions of ethnic identity reduce the risk

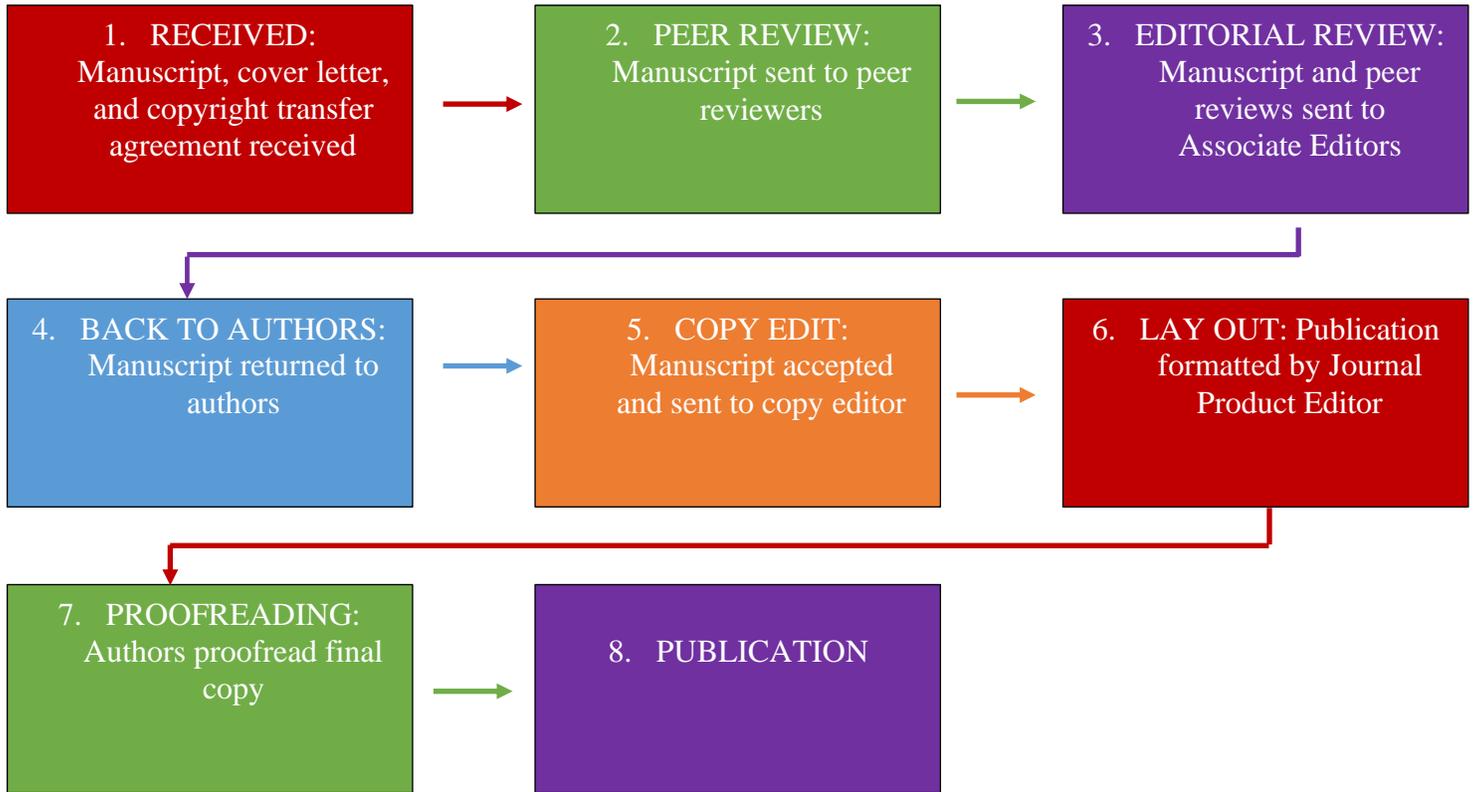
of violence among Asian American and Pacific Islander adolescents in Hawai'i? *J Human Behav Soc Environ.* 2017;27(3):151-164. doi:10.1080/1099359.2016.1262806

Additional AMA Styling Tips:

- Spell out number when it begins a sentence, title or heading; if a well-known fraction; ordinals first through ninth; and if the number is in quotes. All other numbers can be written as the numeral.
- Statistical Probability *P* (upper case, italics)
- Standard Error SE
- Standard Deviation SD
- Relative Risk RR
- Title of books *Italics*
- Title of Journals abbreviated and in *Italics*
- Use the objective case, such as “the team determined” or “the study involved,” not I or we, and avoid medical jargon.
- Use generic drug names unless citing a brand name relevant to your findings.
- Do not use abbreviations in the title and limit their use in the text.
- Use human terms, ie, men and women instead of males and females.
- Use a comma before the conjunction (and, or, nor, but) that precedes the last item in a series.
- Do not use periods with eg, ie, etc, vis, et al, or similar abbreviations. Follow these with a comma and enclose the entire expression in commas or parentheses — (eg, eggs, apples, and nuts)
- Use closed parentheses in numbered items (1), (2), (3), etc.
- Use the salt or ester of drug at first mention. If an isotope is mentioned, when first used spell out the name of the element and then, give the isotope number.
- Avoid the use of trademarks or manufacturers' names unless they are essential to the study.

Reprints

Authors will be able to download a PDF file of the Journal. A high-resolution PDF file will be available upon request.



***Please note: most articles repeat steps 3 and 4.**