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# HJH&SW WRITING CONTEST SUBMISSION GUIDELINES

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## Cover Letter

A cover letter is required and should contain the following:

1. Title of the submission
2. Authors' names, listed in the order in which they will appear in the manuscript.
  - Include the highest academic degree(s) earned
  - Include department and institution affiliations
  - Identify the advisor/mentor.
3. Additional applicant information:
  - Address, phone number, email address
  - Indicate whether the applicant is an (1) undergraduate, (2) masters- or doctoral-level student, or (3) post-doctoral fellow or resident.

## Word Limit and Formatting

- Submissions may be up to 3,000 words long (title page, abstract, references, tables/figures not included)
- Use 1-inch margins, 12-point Times font, and double spacing
- Do not use underlining or full capitalization to add emphasis
- Number pages consecutively beginning with the title page.
- The acceptable document formats are **.doc** and **.docx**

## Tables & Figures

Tables and figures should be carefully selected and add value to the manuscript by showing relationships between ideas or data that would be difficult to describe precisely or completely using words alone.

- Illustrations (ie, graphs, diagrams, drawings, maps, and photographs) should be identified using the word "Figure." Do not use alternative labels such as "Photo" or "Chart."
- Figures must be submitted in high resolution (**300 dpi**) in JPEG, TIFF or PDF format.
- Figures may be up to 7-1/2 inches in width.
- Figures must be referenced within the text, numbered sequentially and include a caption.
- Figures must be well-labeled and able to stand alone (the reader should not need to refer back to the text).
- Do not embed Tables and Figures within the text. Place them at the end of the manuscript.

## Sections of the Manuscript

The journal recommends that authors divide their articles into sections with appropriate headings to optimize organization.

## Title Page

The title page should note the title, full names and highest academic degrees of all authors and word count.

## Abstract: 250-Word Limit

The second page of the manuscript should include an abstract that highlights the essence of the work. It should focus on facts rather than descriptions and should emphasize the importance of the findings. It should briefly list the approach used for gathering data and the conclusions drawn.

- Must be written as a single, standalone paragraph. Do not separate into sections.
- Avoid abbreviations and do not cite references.
- Avoid the use of trademarks or manufacturers' names unless they are essential to the study.
- Include major or key terms.

## Introduction

Describe the purpose of the article and rationale for the study. Review the existing literature and identify knowledge gaps that the submission seeks to fill. Define the terms and concepts that are discussed in the paper. State hypotheses. For case reports, include the current body of knowledge and/or standard practice guidelines to provide context for the case described.

## Methods

Describe the patients or experimental animals. Identify the methods, apparatus, and procedures in sufficient detail to allow other researchers or professionals to reproduce the results.

**NOTE:** For human or animal investigations, formal review and approval, or review and waiver, by an Institutional Review Board (IRB) or ethics committee is required and should be described in the Methods. For investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. For investigations involving human subjects, state in the Methods section the manner by which informed consent was obtained (ie, oral or written). Where applicable, the manuscript must explicitly state that IRB approval was obtained, and provide a reference number whenever possible.

For authors submitting a case report, our [patient consent form](#) must be completed. Due to COVID-19 physical distancing guidelines, we will accept a verbal consent from the patient, as long as this is documented as such on the patient consent form.

## Results

Present the results in logical sequence. Do not repeat all of the data in the text. Summarize important observations. Do not include inferences or interpretations within this section. If the Results section includes statistical analyses, it may be helpful to additionally consult the HJHSW Statistical Guidelines at <https://hawaiijournalhealth.org/docs/statistical-guide-hjhsw.pdf>.

## Discussion

Emphasize the new and important aspects of the study and conclusions taken from them. Avoid repeating the data given in Results section. It is important to interpret the results or observations 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.

## Acknowledgments

Acknowledge persons who have made substantial contributions to the work. Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may believe those acknowledged are endorsing the study and conclusions.

## Disclosure/Conflict of Interest Statement

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.

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A disclosure can be a team statement such as: "None of the authors identify any conflict of interest." Or, "[INITIALS] reports

serving on the scientific advisory boards of YZ Company, no other authors reported any financial disclosures." Please refer to JAMA or NEJM for model statements.

## References

Use AMA style for in-text citations and references. For more details, please consult the AMA Manual of Style.

- *Number citations in order of their appearance in the article.*
- *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, refer to the same citation number.*
- *Place citations outside of punctuation marks.*

*Additional AMA style Tips:*

- *Standard Error, SE; Standard Deviation, SD; Relative Risk, RR*
- *Title of books and journals should be italicized*
- *Use the objective case, such as "the team determined" or "the study involved," not I or we, and avoid medical or epidemiological 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 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, 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 for numbered items (1), (2), (3).*

## Copyright Transfer/Publishing Agreement

The Copyright Transfer/Publishing Agreement statement **must accompany your submission or it will not be accepted.**

## Submitting Your Manuscript

Submit one electronic copy of the manuscript and supporting documents to **[hjhswhawaii.edu](mailto:hjhswhawaii.edu)**.

Use the subject line "HJHSW Writing Contest."

A complete application includes:

1. Cover Letter
2. Manuscript (up to 3,000 words)
3. Signed Advisor/Mentor Agreement Form
4. Signed Copyright Transfer/Publishing Agreement Form