

Journal of Allied Health

The Official Journal of the Schools of Allied Health Professions

The *Journal of Allied Health* publishes scholarly papers, descriptive and timely reports, and continuing information and findings related to research and development in allied health education, practice, current trends and history. The Editorial Board of the *Journal* encourages the submission of articles, letters to the editor, research abstracts, and book reviews. Of special interest are articles with a broad allied health emphasis, but articles with particular appeal to segments of our audience are also welcome. Each paper is accepted with the understanding that it is to be published exclusively in the *Journal of Allied Health*, unless other arrangements are made in advance. Please address all questions to the Editor, Kevin J. Lyons, Ph.D, at (215) 503 8188 or kevin.lyons@jefferson.edu. Electronic submission of manuscripts is preferred. All manuscripts should be submitted to Ms. Jessica Marino, Assistant to the Editor, at:

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GUIDELINES FOR AUTHORS

To be published in the *Journal of Allied Health*, an article should meet the following three criteria:

1. **Importance.** Makes a significant contribution to health professions research, theory, education, or practice. Articles that introduce novel practices or illustrate generally accepted practice in an exemplary manner are particularly desirable. Implications for other health professions are important.
2. **Relevance to Audience.** Is it relevant to health professionals in diverse fields?
3. **Methodologic Adequacy.** Manuscripts reporting empirical studies have clearly described designs and methods, and clearly formulated findings/conclusions supported by valid, reliable data. Other manuscripts (e.g., on theory development or methodologic issues) are supported by appropriate documentation, reasoning, and/or examples.

Manuscript. Electronic submission of manuscripts are highly encouraged. Authors should submit an original manuscript and one “blinded” copy, with references to the author(s) and their institutions removed, to Ms. Jessica Marino (jessicamarino@asahp.org). If submission of a paper copy is necessary, the original and “blinded” copy should be sent the *Journal of Allied Health*, c/o Association of Schools of Allied Health Professions, 1730 M Street, NW, Washington, DC. 20036. Use only 10- or 12-point font size, preferably in Microsoft Word. If the manuscript is prepared using word-processing software, do not use proportional spacing; use unjustified (ragged) right margins and letter-quality printing. **It is strongly recommended that authors identify, in their cover letter, the Feature in the *Journal* for which their manuscript is to be considered.** (See section on Features) All accepted manuscripts become the permanent property of the *Journal of Allied Health*.

Preparation of Copy. The manuscript (including references) should be **double-spaced** and typed/printed on standard-size white paper with 1-inch margins. Print on only one side of the paper. A separate cover page should indicate the title of the article and name and full academic degrees of the author(s). Choose one author to act as the receiver of all correspondence, and include his or her name, address, position, institution, telephone number, fax number, and e-mail address (if available). Identification of the author(s) should be made only on the cover page so that the manuscript may be reviewed confidentially.

Length of Manuscript. Although the information presented in the manuscript will determine the appropriate length, it is **strongly** recommended that the length not exceed 3,000 words, or approximately 12-15 double-spaced prepared pages, not including references, tables, and figures. Reviewers will closely monitor the length of manuscripts to assure adherence to this recommendation.

Style, Citations, and References. Manuscripts and citations should be prepared in accordance with standard style. *JAH* subscribes to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (updated November, 2003).

Tables and Figures. Authors are encouraged to submit tables and figures. Figures may be generated by spreadsheet or presentation software (MS Excel, Lotus 1-2-3, PowerPoint, Adobe).

Chargeable Costs. Special charges may be made if authors' alterations result in composition costs that exceed usual costs.

Proofing and Editing. Article content is the author's responsibility. Accepted manuscripts are copyedited to conform to *JAH* style, and to meet space limitations. Authors should note that the editing process is separate from and occurs after the Editorial Board review process. The corresponding author will receive a galley proof of the article and thus will have an opportunity to review editorial changes before publication. However, changes should not be altered by authors unless a scientific error has been introduced. Authors are responsible for all statements made in their work, including changes made by the copy editor and authorized by the corresponding author.

Disclosure Statements. Authors must submit several disclosure statements with the manuscript; the requirements are listed below. The statements regarding authorship and copyright should be submitted on separate sheets of paper, each statement should also include the title of the manuscript. Statements regarding acknowledgements and potential conflicts of interest can be incorporated into the cover letter.

1) Authorship

This follows the procedures outlined in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals." In order to conform to with these requirements, and to ensure the publication of scientific manuscripts that link credit and accountability, it is important for all authors to follow common ethical standards of the research community. All individuals designated as authors must have participated sufficiently in the work to take public responsibility for the paper. In addition, a general rule is to limit the number of authors for all articles to six, unless there are extenuating circumstances.

The following definitions are provided as a guide to help determine criteria for authorship and placement in the author listing.

Responsible (primary) author: The person who usually drafts the manuscript, contributes significantly to the published work and who, together with the Principal Investigator, assumes the public responsibility for the work. This author should be listed first on the list of authors.

Co-author: The person who has contributed data or made a significant intellectual or practical contribution to the manuscript. This author should be listed second on the list.

Significant contributor(s): One who takes responsibility for one or more of the following: contribution of experimental data or materials, conception and design, execution or direction of the study, analysis and interpretation of data, and/or preparation or revision of the manuscript. These authors should be listed in order of their contributions.

“Honorary” author: An individual who does not satisfy the criteria for authorship by making a significant contribution as defined above to the manuscript. In some scientific papers it has been customary to include individuals who have made other than intellectual contributions to the manuscript, such as providing funds or granting access to subjects. This practice is prohibited by the *Journal of Allied Health*.

All persons designated as authors must meet the criteria for authorship detailed above and must sign, date and submit a copy of the statement below with their manuscript:

- We (or change to “I”) certify that we have participated substantially in the conception and design of this work and the analysis of the data (when applicable), as well as the writing of the manuscript. We have reviewed the final version of the manuscript submitted for publication, approve it for publication, and take public responsibility for its content. Neither this manuscript nor one with substantially similar content under our authorship has been published or is being considered for publication elsewhere, except as described in an attachment.

Note: A copy of the Uniform Requirements is available through the American College of Physicians, online at: <http://www.icmje.org>

2) Copyright Transfer

The *JAH* holds the copyright on all materials published in the *Journal*. All authors **must** sign and date a copy of this statement that transfers their articles copyright to the *JAH*:

- In consideration of *JAH*'s decision to review and publish this work, the author(s) undersigned hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership to the *Journal of Allied Health (JAH)* in the event that such work is published by the *JAH*.

Manuscripts submitted by authors who were employees of the United States federal government at the time the subject of their work was investigated and the piece was written are not subject to the Copyright Act; these authors must inform the Editor of their status as federal employees. Authors who transfer their copyright will not lose the right to reprint material from the articles but will be required to acknowledge and credit the *JAH* in all reprints. If a manuscript is not accepted, or is withdrawn before publication, the transfer of copyright is null and void.

3) Conflicts of Interest

Authors must inform the Editor in writing of any financial arrangements, organizational affiliations, or other relationships that might constitute a conflict of interest regarding the subject matter of the manuscript; this information can be included in a cover letter submitted with the manuscript.

Acknowledgements

Authors may acknowledge persons who have made substantial contributions to the development of the study or manuscript, but must obtain permission from all persons named in an acknowledgement. Authors must inform the Editor in writing that such permission has been obtained; this information can be included in a cover letter submitted with the manuscript. Authors should also disclose financial support of gifts of equipment or supplies in an acknowledgement.

4) Permission to Reprint

Authors who include illustrations or tables taken from other publications in their manuscript must obtain written permission to reproduce this information from the original publisher of the source material. A copy of the reprint permission must be submitted with the manuscript.

FEATURES

1. Original Articles. This feature presents original research or scholarship that addresses an important issue in allied health. Manuscripts should report recent, original work that expands the body of knowledge in one or more allied health disciplines. The manuscript should either have implications for the improvement of practice, provide a better understanding of contemporary issues, present a program evaluation, or advance a theoretical framework. Both quantitative and qualitative research approaches are encouraged. Manuscripts reporting original research must be methodologically sound and supported by data. They should include: an abstract, an introduction stating the purpose and relevance of the study, a clear and full description of materials and methods, including criteria for subject selection, a report of the results, a discussion of the findings, and a list of references. Original articles will usually be limited to 12-15 double spaced pages.

2. Research Notes. This feature is used to publish pilot or other small scale research studies. These should be investigations that address a contemporary issue in allied health, but for one reason or another, such as small sample size, would not meet the requirements of a research article. These studies may highlight an important research question and stimulate others to conduct larger studies. While not generalizable, they must be methodologically sound and data driven. Research notes will usually be limited to 5-6 double spaced pages.

3. Commentary. This feature is used for the presentation of scholarly discussion of an issue of interest to allied health professionals. Manuscripts can focus on such topics as applications of theory to practice, a critique of current practice, recommendations for change, or contemporary controversial issues. Manuscripts accepted in this category may generate a point-counterpoint discussion.

4. Methodologist's Corner. This feature provides opportunities for discussions of new or innovative approaches to research. Manuscripts submitted may address such areas as new statistical techniques, recruitment strategies, approaches to analyses or other methodological issues.

5. Potential Patterns. Manuscripts submitted for potential patterns should describe change-oriented projects, usually related to an issue in allied health education or practice. Manuscripts can address clinical issues, programmatic change, new approaches to teaching or other creative approaches to the education of students or to clinical practice. They may describe on-going or completed projects. While the focus can be on one discipline, preference will be given to those involving more than one. Submit manuscripts to John Hedl, Jr., PhD, professor and chairman, Department of Health Services Administration, The University of Texas Southwestern Medical Center at Dallas, 5323 Harry Hines Boulevard, Dallas, TX 75390-9089.

6. Allied Abstracts. This feature presents abstracts key articles that deal with current thinking in allied health education and practice. Appropriate articles may be found in the professional journals of the individual allied health disciplines and in journals with a wider spectrum of interest. Topics might include, but not be limited to, research and development in allied health education and practice, current trends and history in allied health, health care policy and planning, legal and political issues in allied health, interpersonal skills development, simulation, and unique audiovisual approaches. Abstracts should be limited to 200-250 words and should include title, author, journal name, volume and number, and year of publication of the article. Contributors should list their name and affiliation at the end of the abstract. Send one copy to H. Duane Akroyd, PhD, RT(R), associate professor and director, Health Occupations Education, College of Education and Psychology, North Carolina State University, Box 7801, Raleigh, NC 27686-7801.

7. Book Reviews. Readers are invited to review current books, monographs, or audiovisual materials of general or specific interest to the allied health community. This material may be from a single discipline or be of interdisciplinary interest. Reviews should contain the following information: title, author, publisher, city and state of publication, year of publication number of pages, and price. The review should include a description of the central theme of the work, a brief objective summary of the content and a critical analysis regarding the potential value of the material to allied health education and/or practice. The review should not exceed two double-spaced pages. Send one copy of the review to H. Duane Akroyd, PhD, RT(R), associate professor and director, Health Occupations Education, College of Education and Psychology, North Carolina State University, Box 7801, Raleigh, NC 27686-7801.

8. Special Features/Contemporary Issues. This feature is reserved for special topics of potential interest to the allied health community, chosen at the discretion of the Editor. Features may include such things as summaries of proceedings of conferences, abstracts of submitted papers, speeches, Executive summaries of government reports and summaries of special studies related to important issues in allied health. It is used primarily to communicate significant matters to the allied health community. Suggestions for items may be sent to Kevin J. Lyons, PhD, Editor, *Journal of Allied Health*, Thomas Jefferson University, Jefferson College of Health Professions, Suite 720 Edison, 130 South 9th Street, Philadelphia, PA 19107: email; kevin.lyons@jefferson.edu, Phone; (215) 503-8188, or fax; 215 503 2348.

INSTRUCTIONS FOR REVIEWERS/AUTHORS

The *Journal of Allied Health* invites manuscripts from all of the health professions. Topics of the manuscript should address contemporary issues of interest to researchers, practitioners or educators in the health professions. While discipline-specific articles are acceptable, preference is given to manuscripts addressing those issues that have broad appeal and the potential to make a significant contribution to advance practice, education and the scientific base of practice. Also preferred are research articles describing demonstration projects that are supported by appropriate documentation, reasoning, and/or examples.

ESSENTIAL CRITERIA

To be published in the *Journal of Allied Health*, an article should meet the following three criteria:

Importance. Makes a significant contribution to health professions research, theory, education or practice. Articles that introduce novel practices or illustrate generally accepted practice in an exemplary manner are particularly desirable. Implications for other health professions are important.

Relevance to Audience. Is it relevant to health professionals in diverse fields?

Methodological Adequacy. Manuscripts reporting empirical studies have clearly described designs and methods, and clearly formulated findings/conclusions supported by valid, reliable data. Other manuscripts (e.g., on theory development or methodological issues) are supported by appropriate documentation, reasoning, and/or examples.

OTHER IMPORTANT CRITERIA

If an article meets the essential criteria described above, there are three additional criteria to consider. Since these criteria deal with how well written the manuscript is, it is important that reviewers provide specific suggestions that will serve to correct deficits in these areas.

Interesting Presentation. The manuscript captures and holds the reader's attention.

Orderly and Logical. The manuscript is easy to follow. The central idea is clear and supported. The manuscript flows smoothly and logically, with the sentences, paragraphs and sections fitting together and carrying the reader forward comfortably.

Mechanical Adequacy. Spelling, grammar, and syntax are correct and appropriate; unusual technical terms are clearly defined; jargon is minimized or eliminated so content will be intelligible to readers in diverse fields. There are few typographical errors.

GENERAL CRITERIA FOR THE SELECTION OF MANUSCRIPTS

Content

- Does the manuscript fit one of the areas desired by the *Journal of Allied Health*?
- Does the manuscript contribute new research knowledge, new approaches to facilitate learning, or new approaches to the delivery of healthcare?
- Does the manuscript make the reader think or inspire the reader to apply or use the information?
- Does the manuscript address important and contemporary issues for the health professions?
- Does the manuscript reflect scholarly and/or scientific rigor?

Style

- Is the manuscript ready for publication without major revision?
- Is the manuscript of appropriate length?
- Is the manuscript readable and clear in its presentation?
- Is the manuscript unified with a coherent introduction and conclusion?
- Are charts, diagrams, and other illustrative materials significant and integral parts of the manuscript?
- Is the quality of writing appropriate for a scientific audience?

Scholarship

- Is the manuscript original as opposed to a restatement of previously published ideas?
- Are assertions and conclusions substantiated by relevant, reliable source and by logical reasoning?
- If it is a research manuscript, is the collection and analysis of data defensible?

JOURNAL OF ALLIED HEALTH

Manuscript Review Form

Manuscript Number: _____

Reviewer: _____

Signature: _____

Title: _____

Sent: _____

Return: _____

Please rate each of the criteria below on a scale of 1 – 5, the extent to which:

(5 = outstanding, 4 = good, 3 = acceptable, 2 = fair, and 1 = unacceptable, NA = not applicable):

- _____ 1. the manuscript addresses an important issue in the health professions.
- _____ 2. the topic of the manuscript is useful to health professionals in diverse fields.
- _____ 3. the topic is clearly described and logical.
- _____ 4. the design and method are clearly described and appropriate (empirical studies).
- _____ 5. the conclusions are supported by valid and reliable data (empirical studies).
- _____ 6. the conclusions are supported by appropriate documentation (non-empirical works).
- _____ 7. the manuscript holds the reader's attention.
- _____ 8. the manuscript follows an orderly and logical sequence and is easy to follow.
- _____ 9. the manuscript is grammatically correct and is generally free of spelling mistakes, typographical errors and jargon.

RECOMMENDATION: (check one)

Publish as is.

Publish with **minor revisions** (changes can be made within the present structure and presentation).

Major revisions are required prior to a final publishing decision (major changes must be made in presentation, emphasis, content or reasoning).

Do not publish.

Manuscript more appropriate for Commentary? _____ Potential Patterns? _____ Research Note? _____

Compared to other manuscripts you have reviewed how would you rate this manuscript?

_____ outstanding, _____ good, _____ acceptable, _____ fair, _____ unacceptable

Reviewer's Comments