

Qualitative Health Research

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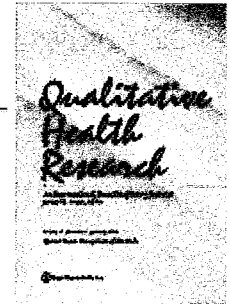
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Author Guidelines



Qualitative Health Research

Author Submission Guidelines

Qualitative Health Research is a peer-reviewed journal. Do not send abstracts or letters to QHR inquiring about the suitability of your article for the journal. You should decide whether the fit is good by examining several back issues, which you can obtain at your local library or through interlibrary loans.

Submitting Manuscripts for Review

Please e-mail manuscripts as attachments (MS Word or rich text) to QHR (qhr@ualberta.ca). Everything should be in one file, including graphics. You will receive an e-mail confirmation, which will contain a manuscript number. Keep track of this number for future correspondence; all inquiries must contain this number.

How long should the article be? We have no predetermined page length. Manuscripts must be “tight” and as long as they need to be. Do not over-reference.

Manuscript Requirements

General remarks. You should write in the active voice, avoiding anthropomorphisms, and use U.S. spelling. Merriam-Webster, available online at no charge (www.m-w.com), is the reference we use. The literature review must be synthesized; avoid beginning sentences with “Author (date) . . .” Our style allows for the use of italics for emphasis only in quotations.

Format. The entire document should be double-spaced and left-justified, with a ragged right-hand margin (not full justification). You should use 12-point Times New Roman font and order your manuscript as follows: cover page, abstract, text, end notes, references, appendix(ces), tables, and figures. The pages should have consecutive numbering.

Style. The manuscript, including references, should be consistent with the style set

forth in the Publication Manual of the American Psychological Association (5th Edition). You should pay close attention to the style for in-text citations and references; however, we ask that you use underlining instead of italics.

Title. The title/cover page should include all authors' names, affiliations, addresses, phone numbers (work and home), fax numbers, e-mail addresses, vacations or other dates when authors might be unavailable and addresses and phone numbers for those dates, and any other pertinent contact information. Place author acknowledgements at the bottom of this page.

Biographical information. On the title page, provide a brief biographical statement for each author in the following format: "Mary T. Jones, [degrees earned], is [position] at [institution, location]."

Abstract. The abstract should begin on a new page. It should be one paragraph of 150 words or less, and written in the active voice. Please take care that you do not repeat the first paragraph of your article. Do not use headings in the abstract (such as, Method, Results, etc.). At the end of the abstract, list 3 to 5 keywords.

Method. Methods should be adequately developed, so that the reader understands the process used. All manuscripts must contain a description of the ethics review and consent process. To maintain anonymity, we do not publish tables that list participants and their characteristics individually; this information must be grouped, preferably described in the text.

Results. Indent participants' quotes of more than 40 words. We discourage the labeling of quotations by participant numbers or pseudonyms.

Discussion. Critique your study—what new information does it add? What are its limitations? Show how the study fits into, and contributes to, the literature. What would you do differently? Describe the next study.

References. Authors should verify carefully that there is a reference for every in-text citation, and vice versa.

Tables and figures. Use tables and figures only when absolutely necessary. We discourage the use of lengthy tables. Figures should be in a digital format, preferably JPEG or TIF, and appear exactly as they will in the journal (black and white). When submitting files for an accepted article do not embed figures in the main document; instead, send them as separate graphic files. Our page print area is about 12.7 _ 17.75 cm (5 _ 7 inch), and the image will be enlarged or reduced to fit that space. Ensure that text will be legible if the figure will be reduced. Use Palatino Linotype font in camera ready figures. Figures prepared as overhead transparencies are not suitable for print publication.

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named as follows: MS 12345 Smith (for main document), MS 12345 Smith Figure 1, MS 12345 Smith permission, and so on. You must submit written, signed permission for any copyrighted materials when you submit the final manuscript.

Accepted articles are edited, returned to the author for corrections, and then queued for publication. Once they have been submitted to Sage, they are copy-edited and typeset. You receive proofs at this stage, for your final approval. Once any corrections are made to the proofs, the issue is then published. Authors receive a complimentary copy of the journal.

Writing Hints:

- All articles should be professionally edited prior to submission. A well written article increases your chance for acceptance.
- Wise writers have their articles peer reviewed prior to submitting.
- In the text, do not refer to your article as a "paper" - it is/will be an article.
- Avoid anthropomorphisms like "This article argues..."; rather, write "In this article, I argue..."
- Do not prepare a table listing participants and their demographic characteristics line by line. It is a threat to anonymity, and it will not be published. Describe participants as group data. For similar reasons, do not "tag" each quotation by participant, thereby linking the quotations throughout the article to a particular participant.

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