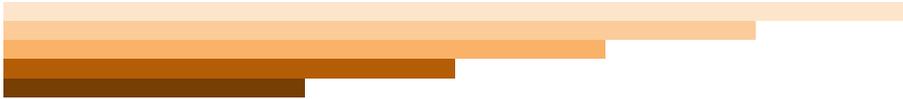


# Submission Guidelines



Prepared for and by  
the Interdisciplinary Journal of Health Sciences  
(la Revue interdisciplinaire des sciences de la santé)



## Table of contents

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Table of contents .....	2
Definitions.....	3
Eligibility.....	4
Submission criteria.....	5
Submission deadlines.....	6
Associated costs .....	6
Formatting the manuscript.....	7
Format of the file.....	7
Structure of Manuscripts .....	8
How to submit.....	10
Preliminary steps.....	10
Completing the Online Submission System (OSS) .....	10
Follow-up steps.....	10
Help with the Online Submission System.....	11
To contact an editor .....	13

## Definitions

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Terms and acronyms used in this document:

- ◆ **IJHS:** the Interdisciplinary Journal of Health Sciences
  - **RISS:** *la Revue interdisciplinaire des sciences de la santé* (its French name)
  
- ◆ **OSS:** the Online Submission System
  - **SSL:** *le Système de soumission en ligne* (its French name)
  
- ◆ **Semester:** reference time period in university calendars, a group of four particular consecutive months
  - **Fall semester:** from September 1<sup>st</sup> to December 31<sup>th</sup>
  - **Winter semester:** from January 1<sup>st</sup> to April 30<sup>th</sup>
  - **Spring/Summer semester:** from May 1<sup>st</sup> to August 31<sup>th</sup>

# Submitting to the IJHS

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The Interdisciplinary Journal of Health Sciences is devoted to showcasing and disseminating the original research of students. The IJHS values a truly interdisciplinary approach and, for this reason, has been organized in a manner that is consistent with the determinants of health.

## Eligibility

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### Conditions for eligibility

While Interdisciplinary Journal of Health Sciences welcomes submissions from *students* (at the time of submission) from all Faculties, Schools and Departments of all universities, the journal also accepts submissions from any individual interested in advancing research in health sciences.

We accept submissions with multiple authors – all authors must be mentioned at the time of submission.

### Limitations to eligibility

In times of great affluence, the Editorial Board holds the right to limit the number of submissions one can send at once for review and, ultimately, for publication.

## Submission criteria

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### Subjects and fields of interest

Submission criteria are based on the twelve determinants of health as defined by Health Canada and the Public Health Agency of Canada ([link to their page](#)). Ideally, anyone seeking to submit their original work should clearly identify which determinant of health is associated to their manuscript and the nature of the relationship – *how is the subject related to human health through the chosen determinant of health?*

If more than one determinant of health can be associated to the manuscript, the author should decide which determinant is the most closely related to the subject of study.

The Public Health Agency of Canada lists the following determinants of health:

- ◆ Income and Social Status
- ◆ Social Support Networks
- ◆ Education and Literacy
- ◆ Employment/Working Conditions
- ◆ Social Environments
- ◆ Physical Environments
- ◆ Personal Health Practices and Coping Skills
- ◆ Healthy Child Development
- ◆ Biology and Genetic Endowment
- ◆ Health Services
- ◆ Gender
- ◆ Culture

**Source:** CANADA. 2012. "What determines health" on the website of the Public Health Agency of Canada. Last modified on 2011-10-21. Consulted on 2012-05-04.

URL: <http://www.phac-aspc.gc.ca/ph-sp/determinants/>

The Abstract, the Introduction and the Conclusion of the manuscript should clearly express the relationship between the subject of study and the chosen determinant of health. In these sections, it is acceptable to relate the subject of study to more than one determinant of health.

## Types of submission

We accept many types of submissions, but we strongly favour original articles that represent greater investment of its author(s). The following types of submission are accepted by the IJHS:

- ◆ **Original articles:** (3000 word limit)
  - Either quantitative or qualitative approach
  - This category includes also Review articles, Case reports, Literature reviews and Clinical experiments.
- ◆ **Article, Book or Media reviews:** (750 word limit)
- ◆ **Essay:** (750 word limit)

The word limit does not include abstract or references. Shorter manuscripts are preferred. There is no explicit minimum word count, but the length of the article may be a criterion of selection.

Other types of submissions to the journal which were not mentioned should also be in a format similar to that mentioned above. Please contact an editor for more information.

## Submission deadlines

We accept submissions year round, including spring and summer.

The review process of a manuscript may not begin immediately after it has been submitted. The corresponding author – "Author 1" in the OSS – will be informed once the Editorial Committee begins to review the submission. It should happen within two months, following the submission; or within three months during the Spring/Summer semester.

## Associated costs

It does not cost anything to submit. As an open access journal, **we currently charge a \$20 (CAD) fee** upon acceptance for publication. This fee allows the IJHS to make print copies and to advertise each author's work. Details will be discussed with each author once the manuscript has been approved.

## Formatting the manuscript

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### Format of the file

The manuscript should be in Microsoft Word Format (DOC or DOCX) or in Rich Text Format (RTF). No other format will be accepted: ODT, WPD, PDF, XPS etc. are **not accepted**.

The manuscript should also be named as "lastname\_firstname\_date.doc" (date: YYYYMMDD).  
Eg., doe\_john\_20120127.doc.

The manuscript page settings should be in Standard format (usually carried by default on Microsoft Word):

- ◆ 8.5 x 11" pages (Letter)
- ◆ Margins set at 1 inch (2,54 cm)
- ◆ Text in Times New Roman, and size 12 pt.
- ◆ The entire manuscript must be double spaced
- ◆ Paragraphs should be indicated with an indent of ½ inch

Only ONE file can be submitted for review to the RISS - IJHS. It must contain the manuscript and all associated figures, tables, illustrations and graphics.

## Structure of Manuscripts

A model of manuscript is available in the *Document Centre* online.

### I. Title page (page 1)

The Title page is the first page of the manuscript. It must contain:

- ◆ Title of the manuscript/submission;
- ◆ Complete list of authors (first name, middle name initial(s), LAST NAME, academic degrees); if a professor is associated as a secondary author, provide as well professional associations, designations, associated departments, and her/his professional correspondence email;
- ◆ Faculty (or faculties), department(s), and division(s) in which the described research took place (if pertinent, for example in case of *an honours project*);
- ◆ Correspondence information (of "Author 1") including correspondent name, phone number, and email address.

**Please note that the remainder of the manuscript must be free of the authors' names.**

### II. Abstract and Key words (page 2)

The second page of the manuscript should include an Abstract and Keywords.

- ◆ **Abstract are required for original articles.** They are not required for other submission types. Their maximum length is 200 words. Please limit the use of acronyms and abbreviations unless they are defined or explained at some point in the manuscript.
- ◆ **Key words are required for all submission types.** After the abstract, include three to five keywords that describe the manuscript and that can be used to find the article on other online index.

### III. Suggested format of manuscript text (page 3+)

#### *Text and structure*

The text of the manuscript should start on the third page with the following headings:

- ◆ Introduction
- ◆ Materials and Methods
- ◆ Results
- ◆ Discussion
- ◆ Conclusion
- ◆ Acknowledgements\*

Section names should be indicated on a separate line with text in bold.

Subsections may be used in the Materials and methods, Results, and Discussion sections if appropriate. Subsections names should be indicated on a separate line with text in bold or underlined.

\* Anybody (professor, professional, undergraduate / graduate student etc.) who contributed to your manuscript must be named in the “Acknowledgments” section unless they explicitly state otherwise. In this section, you thank every individual who contributed to your manuscript and who are **not** the authors.

#### *Illustrations*

All illustrations are to be submitted **in the same file**. Their respective position in the text should be noted appropriately in the text.

All figures should be of appropriate resolution and appropriate for spanning one, two, or three columns.

Each figure should have accompanying text (a legend) describing the panel. All tables, charts, and illustrations should be numbered and referred to sequentially (“Figure 1” or “Table 1”).

### IV. **References (last page)**

References should be cited using **APA style**, <http://library.concordia.ca/help/howto/apa.pdf>

Example of references: [www.referenceexample.com](http://www.referenceexample.com)

## How to submit

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### Preliminary steps

1. The author(s) must make sure the manuscript follows **all of our submission criteria and required format**:
  - The author(s) clearly related the subject of study to a determinant of health (in the Abstract, Introduction and Conclusion sections) → [review this criteria](#)
  - The manuscript falls into one of the types of submission → [review this criteria](#)
  - The manuscript is structured following the standard publication format → [review this criteria](#)
2. In case of a submission with multiple authors, **all authors must agree to submit the manuscript for publication in the RISS - IJHS**
  - If an author disagree, her/his part in the article must be taken out without altering the validity of the study

### Completing the Online Submission System (OSS)

All manuscripts must be submitted through the OSS on the journal's website. Interactive presentations are available online to help students with the submission process.

3. The author(s) must complete the form: → [get help with this](#)
  - The corresponding author ("Author I") with the information required for correspondence with the IJHS Editorial Board
  - In case of a submission with multiple authors, the required information about all the other authors (**all participating authors must be cited**)
4. The author(s) must read the journal's Condition of Use (they are short and easy to read)

### Follow-up steps

An editor will give a notice that the submission has started the review process to the corresponding author. Subsequently, the authors may be required to adjust or make some changes to the original manuscript to follow publication requirements.

5. The author(s) must make the required changes and keep in touch with the editor he/she is in contact with in a timely manner (**a timeframe for changes will be given**).

## Help with the Online Submission System

The Online Submission System is available in English and in French (French name: *Système de soumission en ligne – SSL*). Authors can use it in the language they prefer: we will assume the chosen language is the preferred language of correspondence. *E.g.*, if you choose to submit your manuscript through the OSS (English version), we will assume that you prefer English as a language of correspondence.

One cannot submit her/his manuscript more than once: we will only consider the first one we receive. **Review the form carefully before you send it.**

All entered information must be true and verifiable. Failure to comply will jeopardize the entire submission process and permanently prevent the author from submitting to the RISS - IJHS again.

Help to complete every question with examples:

- ◆ **Author I's names:** corresponding author's LAST NAME (in Capitals), First name, Middle name initials
  - DOE, John, M.
  
- ◆ **Author I's occupation:** corresponding author's current occupation. Students should precise their university level (*undergraduate, graduate...*). Individuals committed to a full-time employment or who has experience gained from employment should select "*Professional*". University and college professors should select "*Professor*".
  
- ◆ **Author I's university or workplace:** students should indicate the name of the university to which they are actually registered; professors, the name of the university or college in which they work; professional, the name of the institution they work for. Professors and professional may precise the department/unit they work for in parentheses.
  - University of British Columbia (Faculty of Sciences)
  - Ottawa General Hospital
  
- ◆ **Author I's email:** corresponding author's email address (an address checked on a regular basis)
  - jdoe012@uottawa.ca
  
- ◆ **Names, occupation and university/workplace of Authors 2 and 3** must be provided in case of submissions from multiple authors, in the same way as for Author I.
  - For a professor:
    - Her/his name
    - Occupation: Professor
    - University: University of Ottawa (Faculty of Health Sciences)

- ◆ **Names, occupation and university/workplace** of all subsequent authors must be provided in case of submissions from multiple authors. Each category should be separated by a semi-column ( ; ).
  - DOE, John, M.; Undergraduate student; University of Ottawa; ODE, Jamie, E.; Professor; University of Ottawa (Faculty of Arts).
- ◆ **Title of the submission:** this is the title that will appear once published, check for mistakes, typos and misspelling.
  - A Review of the Effects of Psychological Interventions on the Quality of Life for Children with Atopic Dermatitis
- ◆ **Which determinant of health is mainly associated with your submission:** if more than one determinant of health is associated with the manuscript, choose the determinant of health the most closely related to the subject of study
- ◆ **Attach your submission here:** browse for the file you wish to submit. We only accept DOCX, DOC and RTF file formats. Please name your file as "lastname\_firstname\_date"
  - doe\_john\_20120127.doc
- ◆ **CAPTCHA:** type what you read in the CAPTCHA section
- ◆ **Check box "I assure [...]" and "I identified [...]":** those statements must be understood and agreed on prior to submission
- ◆ **Conditions of use:** short and easy to read, they will appear as a floating box (compatible with most recent Internet browsers – they may require that you confirm the use of an Active X plugin) or as a Popup window (if you click on "Popup").

If successfully sent, a confirmation message will appear below the "Send" button. *Please wait until this message appears – do not refresh or change the page.*

If encountering an issue or a problem with the OSS, please report the issue and seek assistance from our editors at [riss.ijhs@gmail.com](mailto:riss.ijhs@gmail.com)

## To contact an editor

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For any inquiry about the journal, you can ask your question(s) or give your comment(s) / suggestion(s):

- ◆ On our Facebook page ([link to the page](#))
- ◆ By email:
  - For general inquiries, contact the Editor in chief at:  
[riss.ijhs.editorinchief@gmail.com](mailto:riss.ijhs.editorinchief@gmail.com)
  - To report an issue with the *Online Submission Form*, contact us at:  
[riss.ijhs@gmail.com](mailto:riss.ijhs@gmail.com)

We will do our best to reply promptly. For general questions, we suggest you use our Facebook page - you are more likely to receive a faster answer.

We wish you the best publishing experience, and look forward to your contribution to the Interdisciplinary Journal of Health Sciences!



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All photographic credits go to the Microsoft Office Online database  
This document has been prepared and last modified by Gatien de Broucker  
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