

# Qualitative Health Research

*An International, Interdisciplinary Journal*

## **QHR MANUSCRIPT GUIDELINES**

JULY, 2011

### ***NOTE TO AUTHORS:***

If answers to your questions are not found within the Guidelines, please address your inquiries to [QHR-Journal@nurs.utah.edu](mailto:QHR-Journal@nurs.utah.edu) (please do not send inquiries to other/additional *QHR* email addresses). You may also telephone our office at 801-585-5378. Thank you for your cooperation.

 When *APA* rules and *QHR* guidelines conflict, **follow *QHR***.

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## Qualitative Health Research

*An International, Interdisciplinary Journal*

### **ABOUT QUALITATIVE HEALTH RESEARCH (QHR)**

Editor: **JANICE M. MORSE, RN, PHD (ANTHRO), PHD (NURS), FAAN**  
University of Utah College of Nursing, Salt Lake City, Utah, USA

**QUALITATIVE HEALTH RESEARCH**, widely referred to as **QHR**, is an international, interdisciplinary, refereed journal for the enhancement of health care. Published monthly, it is designed to further the development and understanding of qualitative research methods in health care settings. The journal is an invaluable resource for researchers, practitioners, academics, administrators, and others in the health and social service professions, and graduate students who seek examples of qualitative methods.

#### **COMPREHENSIVE, TIMELY COVERAGE FROM A VARIETY OF PERSPECTIVES**

Issues of *QHR* provide readers with a wealth of information, including articles covering research, theory, and methods in the following areas:

- Description and analysis of the illness experience
- Health and health-seeking behaviors
- The experiences of caregivers
- The sociocultural organization of health care
- Health care policy
- Related topics

Articles in *QHR* examine an array of timely topics such as chronic illness; risky behaviors; patient–health professional interactions; pregnancy and parenting; substance abuse; food, feeding, and nutrition; living with disabilities; milestones and maturation; monitoring health; children’s perspectives on health and illness, and much more. In addition, the journal addresses a variety of perspectives, including cross-cultural health, family medicine, health psychology, health social work, medical anthropology, sociology, nursing, pediatric health, physical education, public health, and rehabilitation.

We also consider critical reviews; articles addressing qualitative methods; and commentaries on conceptual, theoretical, methodological, and ethical issues pertaining to qualitative inquiry.

#### **PUBLISHER**

*QHR* is published by Sage Publications, Inc., 2455 Teller Road, Thousand Oaks, CA 91320, USA; [www.sagepub.com](http://www.sagepub.com); telephone 800-818-7243.

# Qualitative Health Research

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**VISIT US ON THE WEB:**

<http://qhr.sagepub.com/>

**PLEASE DO**

- send all QHR-related email messages to only one of the email addresses listed above.
- direct all manuscript-related faxes to the attention of Dori Fortune.
- direct all manuscript-related documents to the attention of Dori Fortune.

**PLEASE DO NOT**

- submit manuscripts via email.
- send email messages to two or more addresses simultaneously; doing so will cause a significant delay in the QHR response.
- send email messages to “janice.morse@ . . . ” or “dori.fortune@ . . . ”; doing so will cause a significant delay in the QHR response.
- send query letters/email messages asking if we would be interested in your manuscript. After ensuring that your manuscript complies fully with these Guidelines, the only way to determine if the manuscript is suitable for *QHR* is to submit it (online) for consideration.

# Qualitative Health Research

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*Reviewers must have a strong background in qualitative health research and/or qualitative methods. They must have a willingness to share their expertise by evaluating manuscripts and providing feedback for authors to assist them in strengthening their articles.*

## ***What's in it for you?***

You have the prerogative of reading prepublication articles in your methodological or substantive areas, and assisting in molding the literature in your field. Also, we give you copies of the other reviews received, so you can review the general consensus about the decision, and in doing so improve your own research, reviewing, and writing skills.


## ***Do you have to have a doctorate?***

No—but if you are a doctoral student we recommend that you do the first few reviews jointly with your supervisor or some other experienced reviewer, so you can learn the “ins and outs.”

*Qualitative Health Research (QHR)* is an international journal published monthly by Sage Publications. Research articles, developments in qualitative methods, and *Pearls, Pith, and Provocation*—discussion articles on qualitative ethics and other issues—are reviewed. Keynote addresses, editorials, and book reviews are also published.

If you would like to join the review board for *QHR*, please email your curriculum vitae (CV) and complete contact information to [QHR-Journal@nurs.utah.edu](mailto:QHR-Journal@nurs.utah.edu).

*Thank you! We look forward to hearing from you!*



Janice M. Morse  
Editor

## COPYRIGHT PERMISSION

If your article contains any material (text, tables, photographs, images, figures) that has been published previously—even if you were the author—you might need to obtain permission to use the material in your article. For guidelines on reprint permission requirements, visit

<http://www.sagepub.com/repository/binaries/guidelines/PermissionsGuidelines.pdf>

Accepted articles requiring copyright permission will not be submitted to the publisher until written permission from the copyright holder is received by *QHR* from the author (electronic permission, such as email or a scanned document, is acceptable).

If permission is necessary, we strongly recommend that you submit your request at the earliest possible date, because the process is frequently lengthy. Permission must be requested from the holder of the copyright, which is usually the publisher, not the author or journal.

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Once you have obtained *written* reprint permission, submit it along with the original manuscript submission or, if you have obtained it after submitting the manuscript, submit it to *QHR*, being sure to refer to your manuscript ID number:

**By email:** Send it to [QHR-TE@nurs.utah.edu](mailto:QHR-TE@nurs.utah.edu)

**By facsimile:** Fax it to 801-587-9838, Attention Dori Fortune

## EXCLUSIVE LICENSE TO PUBLISH

Sage Publications requires a completed and signed *Exclusive License to Publish* (ELP) form from the author(s) of every article, keynote address, book review, letter to the editor, or other material published in *QHR*. It is to be submitted to *QHR* when notice is received that the article has been accepted for publication. The ELP, also known as a Contributor Form, is to be completed by the corresponding author on behalf of all authors.

The ScholarOne Manuscripts / SageTrack system will be triggered to automatically send you ELP information (via email), including instructions to access and complete the form, immediately after an "accept" decision is sent to you. The subject line of the email will read: "ACTION NEEDED: Contributor Form." If you do not receive this notification, or if you accidentally delete it, you may request a blank (.pdf) ELP form by contacting *QHR* at [QHR-Journal@nurs.utah.edu](mailto:QHR-Journal@nurs.utah.edu). Under these circumstances, please take the steps listed below to submit your form:

Print the form, complete it (be sure to answer all questions), and sign it. Write your manuscript ID number in the upper right corner of the first page of the form (e.g., QHR-2011-0XXX). Submit the first 2 pages only to *QHR* by one of the following methods:

**By email** (preferred): Scan the completed form, save it to your computer, and send it as an attachment to: [QHR-Journal@nurs.utah.edu](mailto:QHR-Journal@nurs.utah.edu).

**By facsimile:** If you use this method, please send an email alerting us to the pending arrival of the fax ([QHR-Journal@nurs.utah.edu](mailto:QHR-Journal@nurs.utah.edu)). Fax the completed document to:

801-587-9838

Attention: Dori Fortune

By mail/post: Mail the completed document to:

Dori Fortune  
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- Note that the *corresponding author* completes and signs the form on behalf of all coauthors of a particular manuscript; it is not necessary to obtain the signature of each author. Remember that all author names must appear on the first page of the form. *Please print legibly!*
- Submit only the first 2 pages of the completed form.
- Do not submit a completed *Exclusive License to Publish* form unless and until you receive word that your manuscript has been accepted for publication.

## JOURNAL STYLE

### GENERAL INFORMATION

This section of the Guidelines covers matters of *QHR* journal style, which are not subject to author preference; adherence is required.

**Note:** If you still have questions after carefully reading these instructions, please refer to the sample manuscripts (there are several types) beginning on page 35 before contacting the *QHR* office.

#### IMPORTANT CONSIDERATIONS

- *Qualitative Health Research* is a peer-reviewed journal. Only complete, finished manuscripts should be submitted for consideration.
- We do not publish stand-alone abstracts, *quantitative* studies, manuscript outlines, pilot studies, manuscripts-in-progress, letters of inquiry, or literature reviews. Research articles *must be pertinent to health*.
- Write both the abstract and the text of your manuscript in *first-person, active voice*.
- For best results, review this entire document prior to preparing and submitting your manuscript.
- Proper manuscript preparation will speed the peer-review process for your manuscript, and will facilitate a smoother production process if it should be selected for publication.
- Improper manuscript preparation could result in burdensome revisions, lengthy delays in the review and production processes, and the possible rejection of your manuscript.

#### GENERAL STYLE

We ask authors considering submission to *QHR* to review these guidelines, survey several issues of the journal, and make their own decision regarding the “fit” of their article for *QHR*’s mission. *Please refrain from inquiring to ask if we are interested in your particular manuscript or idea.*

In general, *QHR* adheres to the requirements of Sage Publications, Inc., and the guidelines contained in the ***Publication Manual of the American Psychological Association*** [“*APA*”], **6th edition** (ISBN 10:1-4338-0561-8, softcover; ISBN 10:1-4338-0559-6, hardcover; 10:1-4338-0562, spiral bound), with regard to manuscript preparation and formatting. Elsewhere in these Guidelines this book is referred to as the *APA Publication Manual*, or just *APA*. Additional help may be found online at <http://www.apa.org/>, or search the Internet for “*APA* format.”

Many universities and private organizations have Web sites devoted to *APA* style. However, when guidelines found on those sites, or in the *APA Publication Manual*, conflict with *QHR* Guidelines, *you must follow the QHR Guidelines.*

## CONFIDENTIALITY AND PROTECTION OF IDENTITY

*QHR* is committed to protecting the identity and confidentiality of research study participants. With the exception of participatory action research (PAR), *no information* that could potentially allow identification of a participant—or even a specific study site—should be included in a submitted manuscript or, subsequently, included in a published article.

If the use of participant names is absolutely necessary for reader understanding, each study participant referred to in the manuscript should be assigned a pseudonym. Study sites, such as hospitals, clinics, or other organizations, should not be named, but instead should be described; for example: “Study participants were recruited from the coronary care unit of a large metropolitan hospital on the eastern seaboard of the United States.” Authors who include participant names and/or photos/images in which individuals are identifiable must submit written permission from the participants to do so—*no exceptions*. Permission to use photographs should contain the following verbiage: “Permission is granted to use, reproduce, and distribute the likeness/photograph(s) in all media (print and electronic) throughout the world in all languages.”

To protect author anonymity during the review process, author citations in the text should include only the word “Author” and the year: (*Author, 2008*). Author references in the reference list should also include only the word “Author” and the year: *Author. (2008)*. (See the section on references for more details.)

## WORD CHOICES

It is always best to use the most precise language possible to convey important data, concepts, and findings. Because *QHR* is an international journal published in U.S. English, there is the added need to avoid commonly used English terms (colloquialisms, slang) that might be misinterpreted by or confusing to readers whose first language is something other than English.

<b>Word or Phrase</b>	<b>Consideration</b>
as	Do not use this word when your meaning is <i>because</i> .
amongst	Use <i>among</i> instead.
as regards	Use <i>with regard to</i> , or <i>regarding</i> instead.
can't, don't, and so forth	Use <i>cannot</i> , <i>do not</i> , and so forth. Do not use contractions unless they are part of a quotation.
Caucasian	Use <i>White</i> instead, capitalized.
due to	Use <i>because of</i> instead.
etc.	Use <i>and so forth</i> instead.
feel	It is appropriate to use this word when referring to a physical sense or state of mind; do not use it when your intent is <i>think</i> or <i>believe</i> .
female(s)	Please use <i>woman</i> or <i>women</i> instead, whenever possible and appropriate.
firstly, secondly, thirdly	Use <i>first</i> , <i>second</i> , and <i>third</i> instead.
further	This word is appropriately used when referring to distance, or perhaps with respect to “furthering” something. At the beginning of a new sentence, when writing of something in addition to something already stated, it is more appropriate to use <i>furthermore</i> , <i>moreover</i> , <i>in addition</i> , or <i>additionally</i> .
Importantly	Do not use this word unless it is part of a quotation.
in order to	Use <i>to</i> instead.
Interestingly	Do not use this word unless it is part of a quotation.
lastly	Use <i>last</i> or <i>finally</i> instead.
male(s)	Please use <i>man</i> or <i>men</i> instead, whenever possible and appropriate.
may	Do not use this word in place of <i>might</i> . Use <i>may</i> for permission, <i>might</i> for possibility, and <i>can</i> for ability.

on the one hand / on the other hand	Do not use these terms in your writing.
over	Be careful not to use this word when the intended meaning is <i>more than</i> .
paper	Use <i>article</i> instead.
since	<i>Since</i> is the appropriate word to use when referring to the passage of time; do not use it when your intended meaning is <i>because</i> .
towards	Use <i>toward</i> instead.
upon	Use <i>on</i> instead
U.S./United States	Use <i>U.S.</i> only as an adjective; in all other instances, spell out <i>United States</i> . The same rule applies to <i>UK/United Kingdom</i> .
while/whilst	Use <i>while</i> when referring to concurrent events; do not use it when your intent is <i>whereas</i> , <i>although</i> , or <i>even though</i> . Do not use <i>whilst</i> .

## COMMON PROBLEMS

Acronyms	The full spelling of the related words must precede the first usage of an acronym (even if you think everyone knows what the acronym stands for), followed by the acronym in parentheses; e.g., <i>World Health Organization (WHO)</i> . Thereafter you may use the acronym alone: <i>WHO</i> . Avoid the overuse of multiple acronyms.
Anthropomorphism	Anthropomorphism occurs when human characteristics are attributed to things not human. For example: <i>This study used a grounded theory approach . . .</i> Obviously, a study cannot “use” anything. It would be more appropriate to write, <i>In this study we used a grounded theory approach . . .</i> Eliminate anthropomorphism from your manuscript.
Back-to-back parentheses	Incorrect: (xxx) (yyy) / Correct: (xxx; yyy)
Bad beginnings	Do not begin sentences—and especially paragraphs—with <i>and</i> , <i>yet</i> , or <i>but</i> . Use caution when beginning a sentence, and never begin a paragraph, with <i>however</i> .
Capitalization	Capitalize proper names. Do not capitalize words unnecessarily, such as titles and ranks (e.g., director, professor, doctor, chairperson), or themes, categories, concepts, and so forth. (See also Title Case, below)
Ellipses	Ellipses ( . . . ) are to be used only to represent missing words from quotations. Do not use them to represent pauses in speech.
Hyphenation	Refer to the <i>APA Publication Manual</i> , 6th edition, for an excellent explanation of the proper use of hyphens and dashes; <i>do not</i> depend on Word’s “Spell Checker” feature for decisions on hyphenation. With few exceptions (see <i>APA</i> ), words beginning with <i>co</i> , <i>non</i> , <i>pre</i> , <i>post</i> , <i>re</i> , <i>semi</i> , <i>socio</i> , and <i>sub</i> do not require hyphenation.
Horizontal lines	Do not place horizontal lines in your manuscript. If footnote separator lines appear, remove them.
Inconsistent writing style	When reviewing your manuscript prior to submission, watch for inconsistent writing style. This is especially important for manuscripts having two or more authors.
Irrelevant data	Page space in the journal is precious. Refrain from including interesting but irrelevant data or commentary.
Jargon	<i>QHR</i> readers come from a wide variety of disciplines and backgrounds, and therefore might not be familiar with the terminology related to your particular field or discipline. If you must include jargon, be sure to explain it clearly the first time a discipline-specific word is used. Avoid the overuse of jargon.

Non-English words	The first time a non-English word is used, italicize it. Thereafter, use only Roman font. All non-English words must be explained or defined in the text. Include English translations of all non-English titles in the reference list (refer to <i>APA</i> for instruction on how to do this).
Paragraph length	Paragraphs may be no longer than 1, double-spaced, 8.5 x 11-inch page. Avoid paragraphs of only two or three sentences in length; combine them as necessary to make paragraphs of more appropriate length.
Participant characteristics	Under no circumstances should you include individual participant characteristics in your manuscript. Group participant characteristics. In most cases it is best to write group characteristics into the text rather than placing them in a table (use whichever format takes the least amount of page space).
Repetition	Avoid it! Make your writing as “tight,” precise, and concise as possible. Avoid including the same facts, conclusions, or information in multiple places in the text (this does not mean you cannot summarize, of course). Avoid overuse of the same phrases, and avoid repeating certain characteristics of your sample; for example: <i>Twelve-year old boys are perceived as . . . This is often a problem for 12-year-old boys. Also, 12-year-old boys are . . .</i>
Run-on sentences	Avoid long, wordy, complex sentences.
Spacing	Use <i>no spaces</i> before, and only a <i>single space after</i> periods (.), commas (,), colons (:), semicolons (;), question marks (?), and closing quotation marks (”). All line spacing (except for text within figures) should be set at <i>exactly</i> double, with 0” before and 0” after.
Special formatting	<i>Never</i> use <i>any</i> coding or formatting in your manuscript that is not called for in these Guidelines.
Spelling	<i>QHR</i> is published in U.S. English. For best results, set the language of your document to U.S. English when you are establishing all other document setup requirements. Note the correct spelling of a few commonly misspelled words: <i>health care</i> (two words); <i>keywords</i> (one word); <i>semistructured</i> (one word, no hyphen). Also, refer to the section on hyphenation, above. <i>QHR</i> uses <i>Merriam-Webster’s Collegiate Dictionary</i> (2005) as our spelling reference.
Title Case	Title case is properly created by capitalizing: <ul style="list-style-type: none"> <li>▪ the first letter of the first word</li> <li>▪ the first letter of the first word after a colon (:), period (.), or <i>em</i> dash (—)</li> <li>▪ <u>all</u> important words, and</li> <li>▪ <u>all words containing four or more letters</u></li> </ul>
Verb tense	Things that happened, were said, or were written in the past should be written about in the past tense. When writing about what is included in your article, use the present tense rather than the future tense (e.g., <i>In this article we present</i> , rather than <i>In this article we will present</i> ).
Voice	Write in the first-person, active voice (use of third-person passive voice is not acceptable). When there are two or more authors, avoid the use of “I” statements.
Word confusion and substitution	Research studies and articles about research studies are two separate things. Do not confuse the meaning of these words in your writing.

## BASIC DOCUMENT PREPARATION

**See also** a variety of sample manuscripts beginning on page 35.

**Note:** Do not use any coding or formatting that is not described within these Guidelines!

### DOCUMENT SETUP AND FORMATTING

Document file type	Submit <i>only</i> documents created in <b>Microsoft Word</b> , and only with the regular file extension of <b>.doc</b> (do not submit documents with <i>.docx</i> , <i>.docm</i> , <i>.rtf</i> , <i>.pdf</i> or other extensions).
Paper size	Letter, 8.5 x 11 inches, with portrait orientation
Margins	1 inch (1") on all sides
Line numbers	None
Line spacing	Exactly "double," with 0" before and 0" after

### ORDER OF MANUSCRIPT ELEMENTS

Compile the elements of your manuscript in the following order:

Document 1:

Title page (required)

Document 2:

Abstract and keywords (required)

Main manuscript text (required)

Notes (if any)

References (required)

Appendices (if any)

Tables (if any)

Document 3:

Figure 1 (if any)

Document 4:

Figure 2 (if any; and so forth, with each subsequent figure in a separate document)

### FORMATTING OF MANUSCRIPT ELEMENTS

**Note:** For ease in locating needed information, the various elements are listed below in alphabetical order, and not in the order of anticipated use.

Dialogue	Presentation of participant dialogue (i.e., two or more "speakers") should be set as block quotes/excerpts, indented by ½ inch from the left margin. Do not use bullets or hanging paragraphs. Begin the narrative of each speaker on a new line. The first time a speaker name is used, type it in full, followed by an appropriate abbreviation in parentheses prior to the colon; thereafter, use only the abbreviation for the speaker name. Refer to the sample manuscripts for an example of dialogue presentation.
Ellipses / ellipsis points	<p>Almost every manuscript contains ellipses. They are used to indicate missing words in quotations, and are to be created in a very specific manner. The proper way to create ellipsis points is as follows:</p> <p>Three (3) dots, preceded, divided, and followed by spaces (i.e., space dot space dot space dot space), like . . . this.</p> <p>If it is necessary to indicate missing words between sentences (instead of in mid-sentence):</p> <p>Place a period (full stop) at the end of the first sentence, then format the ellipsis points as noted, and begin the next sentence (with a capital letter) immediately after the last space (i.e., period space dot space dot space dot space). . . . Like this.</p>

Font size: text	Use 12-point font for <i>everything</i> except text in tables, figures, and (if applicable) conversation analysis.
Font size: tables and figures	Use only 8-point font in tables and figures.
Font style: headings, title page, abstract, keywords, tables, and figures	Use Gill Sans font style for all of these. This includes figure/table numbers, titles, text within the figures/tables, and citations or explanatory notes below the figures/tables (if any). <i>Note:</i> If you do not have Gill Sans font on your computer, please use Arial instead.
Font style: main manuscript	Use Times New Roman font for the main body text. Also, use Times New Roman font for the <i>text</i> (not the headings) of author's notes, acknowledgments, declarations of conflicting interests, funding statements, footnotes, and bios.  <i>Italics</i> should be used only <ul style="list-style-type: none"> <li>▪ as appropriate in the reference list (see <i>APA</i>);</li> <li>▪ as appropriate in level-2, -3, and -4 headings; and</li> <li>▪ to introduce non-English words, or <i>unusual</i> new concepts (2 to 3 words), and then only when the new word or concept is first introduced in the manuscript; subsequent use of the same word(s) should be in regular Roman font.</li> </ul>
Headings	All headings, without exception, are to be set in Gill Sans, 12-point font. (Use Arial if you do not have Gill Sans on your computer.) <i>QHR</i> uses 4 distinct levels of headings (H = Heading), including:
<u>H Level</u>	<u>Formatting</u> (Note: All headings should be double-spaced, just like the regular text)
H1	<b>Flush Left, Bold Text, in Title Case</b>
H2	<i>Flush Left, Italicized Text, in Title Case</i>
H3	<i>Flush left, italicized text, in sentence case, ending with a period.</i> At this level, the paragraph text begins immediately after the heading, instead of on the next line. The heading is part of the paragraph. Use this heading only if you have a total of four (4) heading levels. <b>Note: Try to avoid the use of H3 if possible, and use only H1, H2, and H4 (see below).</b>
H4	<i>Indented (.5"), italicized text, in sentence case, and ending with a period.</i> At this level, the paragraph text begins immediately after the heading, instead of on the next line. The heading is part of the paragraph.
	Use <i>at least two</i> heading levels:  For manuscripts with 2 heading levels, use H1 and H2 For manuscripts with 3 heading levels, use H1, H2, and <b>H4</b> [not H3] For manuscripts with 4 heading levels, use H1, H2, H3, and H4  Be aware of limitations on the use of heading levels H2, H3, and H4: You are not required to use an H2 heading below any given H1 heading, but if you do, you must use two or more H2 headings; you cannot use just one. The same is true for H3 headings below any given H2 heading, and for H4 headings below any H2 or H3 heading.
Justification of margins	All text should be <i>left justified</i> .
Length of manuscript	<b><i>There is no predetermined word or page limit.</i></b> Provided they are "tight" and concise, <i>without unnecessary repetition</i> and/or irrelevant data, manuscripts should be as long as they need to be.  The editor might require a reduction in length if the manuscript contains material that does not add anything useful to the topic being discussed. Limits might be imposed on the number/size/length of tables, figures, reference lists, and appendices.
Line spacing	<b><u>Everything, in all elements of the manuscript,</u></b> from the title page through the references and tables (if any), must be <u>exactly double spaced</u> . The only exception: Text within a figure should be single spaced.

	To set double spacing, go to Format > Paragraph > Line spacing > Double. (Note that the “Before” and “After” settings should both be “0 pt”.)
Lists	Vertical lists (i.e., listed down the length of the page) should be either simple dot bullets or bullets numbered 1., 2., 3., and so forth. Leave a blank, double-spaced line after all lists.
Paragraphs	<p>Paragraphs are to flow, one after the other, without additional line breaks (with few exceptions; see below), and with <u>no extra space between paragraphs</u>.</p> <p>Leave a blank (double-spaced) line between the abstract and the keywords.</p> <p>Leave a blank line <i>after</i> (not before) each block quote, numbered list, or bulleted list.</p> <p>Leave a blank line between block quotes if you have placed two or more in succession.</p> <p>Indent the first line of every new paragraph by ½ (.5) inch, <i>except</i>:</p> <ul style="list-style-type: none"> <li>▪ the first line of the abstract or the keywords.</li> <li>▪ the first (opening) paragraph of the manuscript text.</li> <li>▪ paragraphs immediately after level-1 and level-2 headings.</li> <li>▪ paragraphs beginning with level-3 headings.</li> </ul> <p>Use Word’s Format &gt; Paragraph function to set paragraph first-line indentations, <i>but apply this paragraph by paragraph, and not to the entire document</i>.</p> <p>Use Word’s Format &gt; Paragraph function to set block quote/excerpt and bulleted/numbered list indentations; note that block quotes/excerpts and lists are to be <i>completely</i> indented (not just the first line) by .5 inches from the left margin only; <i>do not indent from the right side</i>.</p>
Quotation marks	<p>In general, use double quotation marks (e.g., “Xxxx.”) to set off quotations appearing within regular paragraphs, and to set off words being used with “special” meaning (or unusual spelling to convey special meanings within the text; e.g., “busy-ness”). Do not use quotation marks around quotations presented as block quotes/excerpts.</p> <p>In regular paragraphs, use single quotation marks to set off a quote within a quote (e.g., “Xxx, ‘Yyy,’ xxxx.”).</p> <p>Note that when <i>closing</i> quotation marks coincide with a comma or period (full stop), the quotation marks go outside (after) the comma or period: “Quotation. . . last word.”</p>
Quotations	<p>Quotations of fewer than 40 words should be surrounded by double quotation marks (“”) and included within the regular sentences of a paragraph. Internal quotations within quotations of fewer than 40 words should be set apart with single quotation marks (‘’).</p> <p>Quotations of 40 or more words should be set as separate paragraphs, with the entire quotation indented .5 inches from the left margin (this is also referred to as a “block quote” or “excerpt”). Do not use quotation marks for block quotes unless there is a separate, internal quotation within the larger quotation; in that case, use double quotation marks (“”) for the internal quotation only. <i>Make sure all quotations are properly capitalized and punctuated</i>.</p> <p>Format the indentation for block quotes with Word’s Format &gt; Paragraph feature.</p> <p>See the special section, below, for instructions on formatting <i>conversation analysis</i>.</p>
Seriation	Seriation refers to “numbered” lists appearing in sentences of regular text (in other words, across the page rather than in a vertical list). The proper seriation style for manuscripts submitted to <i>QHR</i> is (a), (b), (c), and so forth (lower case letters, enclosed in parentheses).
Spelling	See “Common Problems,” above. Exceptions to the use of U.S. English include (a) direct quotes from <i>written, published material</i> , and (b) titles in the reference list (which should be spelled exactly as published).

## CONVERSATION ANALYSIS

**Note:** This specific instruction *does not pertain* to “regular” quotations, excerpts, or block quotes. If you have not conducted conversation analysis in your study, *do not* use this formatting for your quotations.

For your excerpts of conversation analysis, you will need to create tables with very specific formatting. Use a level-2 heading, but bolded, with the word “Extract” and the extract number. You may also use a colon with a subheading, if you wish. Use the following steps to format your sections of conversation analysis.

Create a table with the left border of the table aligning with the left margin of the page. Set only two columns. Highlight the entire table and set the font for Courier style, 9-point font (this is critical).

In column 1, number the lines, beginning with “1.” When you have numbered as many lines as you think you will need, drag the column separator as far to the left as it will go without forcing double-digit numbers onto two lines (i.e., make the first column as narrow as possible). Then, drag the far right border of the table to the left, narrowing the table so that the entire width of the table is exactly  $3\frac{1}{8}$  inches wide.

Begin typing the excerpt on line 1 of column 2. If you need to use speaker names, place them in this same space, followed by a colon and a single space, before the quotation begins. Use abbreviations for speaker identification as much as possible, to conserve space (see the sample, below). Type across the line, ending as close to the right edge as possible, then drop down to the next line and continue typing. Do not allow the typing to “wrap” within the same row. After typing the entire excerpt, you might need to go back and manually change the first letter of some rows (if your computer automatically capitalized it) to lower case letters (see below).

Manipulate the text within the rows of column 2 to achieve your desired alignment. Place the symbols for your chosen transcription conventions in the type as you go.

To delete rows, highlight the selected row(s), and to go Table > Delete rows. To add rows, place your cursor in the last line of the table, and hit the tab key until you have as many rows as you need. “Hide” the lines of the table. Format the entire table for double line spacing (do not use hard returns).

Sample excerpt of conversation analysis:

### **Excerpt 1: Emilie**

```
1 Interviewer (I): What happened after
2 that?
3 Emilie (E): Well, after that I
4 walked to the corner without my
5 friend, because he took too long
6 getting ready to go.
7 I: How did you feel walking there
8 by yourself?
9 E: I was a little bit nervous,
10 'cause I'm not used to going places
11 by myself.
```

Note that the sample does not contain transcription symbols. When these symbols are used, cite and reference the transcription style, add a note explaining the symbols if only a few are used, or add a note advising the reader to contact the corresponding author for a key to the symbols.

## WHAT YOU SHOULD **NOT** DO

- Conversation analysis
  - Do not include a list of the transcription conventions in the manuscript if more than 5 symbols have been used.
- Ellipses
  - Do not use the “Insert > Symbol” function in Word to enter ellipses.
  - Do not use ellipses to indicate pauses in speech.
  - Do not place ellipses within parentheses ( . . . ) or brackets [ . . . ]; the only exception to this is in conversation analysis, as appropriate for the conventions used.
- Emphasis
  - Do not use *italics*, **bolding**, underlining, or ALL CAPITAL LETTERS for emphasis.
  - Do not use *italics* for quotations (long or short).
  - Do not use **bolding** except for level-1 headings, as appropriate (see below).
- General formatting
  - Do not add any special formatting to the document, such as increased line space before and/or after headings.
- Headings
  - Do not follow *APA* guidelines for headings; format your headings *only* as described in these *QHR* Guidelines.
  - Do not use any headings (such as Introduction or Background) at the beginning of the manuscript.
- Line spacing
  - Do not create double spacing with hard returns (by striking the “enter” key twice).
  - Do not leave blank lines between paragraphs (with the exceptions of after block quotes/excerpts, bulleted or numbered lists, or sections of conversation analysis; see below).
- Margins and indentations
  - Do not use full justification for any portion of your manuscript. The text at the right-hand margin *should be uneven (irregular)*.
  - Do not make indentations using tabs, or by using two, .25” indentations to achieve a .5-inch indentation.
  - Do not change margins to create indentations.
  - Do not change the margins for block quotes (margins should remain at 1” on all sides).
- Quotations
  - Do not use any quotation marks for block quotes *unless* there is a separate, shorter quote contained within the larger quote; in such a case, use double quotation marks (e.g., Xxxxxx, “Yyyy,” xxxxx.) only for the “inner” quote.
- Seriation
  - Do not use numbers of any type for in-text seriation; use only (a), (b), (c), and so forth.

## “REVIEW” YOUR MANUSCRIPT

One common reason for “revise” decisions is that authors are sometimes so immersed in their data and findings that they lose track of

- whether the information presented contributes new knowledge
- whether the appropriate method and design have been used
- whether ethical standards have been met
- whether the information is presented in a complete, concise, and logical manner, with attention to writing style, and
- what the reader needs/wants to know (remember that *QHR* readers have expertise in diverse areas, and therefore many will not be familiar with concepts and terminology common to your research area)

Before submission, we recommend an informal peer review of your article, using the criteria shown on page 55.

## PRIOR TO SUBMISSION

- Make sure your entire manuscript is prepared in accordance with these Guidelines in every respect.

- Have your manuscript *professionally* edited by an expert in the English language. This is especially important if English is not your first language. Remember to inform your editor of the need to use U.S.-English spelling, and provide him or her with a copy of these Guidelines.
- Proofread your manuscript aloud; doing so will help you identify awkward phrasing, run-on sentences, incomplete sentences, improper punctuation, missing text, and much more. We recommend that the corresponding author and all coauthors proofread the entire manuscript (including abstract and references) from a paper copy rather than a computer screen.

## KEYWORDS

Your keywords are words related to the article topics that readers or researchers could search on to find your published article. They are also used to assist *QHR* in selecting appropriate reviewers for your manuscript during the review process.

Keywords should follow on the same page as the abstract. Leave a blank, double-spaced line between the abstract and the keywords (see the sample manuscripts beginning on page 35).

Include keywords *selected only from the QHR Keyword List*, below. List them exactly as they are shown in the keyword list, in lowercase letters (except for proper names), horizontally across the page, *in the order in which they appear on the keyword list*. Try to select at least five keywords. Use the most specific keywords possible from the list provided.

Individual keywords should be separated by semicolons; note that some keywords are actually two or more words, and might include commas. Do not capitalize the first keyword unless it is a proper name (i.e., Africa), and do not add a period (full stop) at the end of the keywords.

You may request that new keywords be added to the list, but the words should be *general* in nature, and not specific to a narrow topic. New keywords will be added at the editor's discretion.

### QHR KEYWORD LIST

*Note: We recommend reading the entire list to identify the most relevant keywords.*

*Remember that the keywords might not be listed exactly the way you think of them (the specific words and the order of words might be different).*

Aboriginal people, Australia	Alzheimer's disease
Aboriginal people, North America	America, Central
abortion	America, North
abuse, child	America, South
abuse, domestic	anesthesia
abuse, emotional	animal-human interactions
abuse, physical	anorexia / bulimia
abuse, sexual	anthropology
addiction / substance use	art
adherence / compliance	arthritis
adolescents / youth	Asia
adolescents / youth, at-risk	Asia, Central
adolescents, pregnancy / parenting	Asia, Eastern
Africa	Asia, South / Southeast
Africa, North	Asian people / cultures
Africa, South	asthma
Africa, sub-Saharan	attachment / bonding
Africa, West	attention-deficit hyperactivity disorder (ADHD)
African Americans	autism
aging	autoethnography
alcohol / alcoholism	behavior change
altruism	bereavement / grief

biographical analysis  
 bipolar disorder  
 bisexuals  
 blood  
 body image  
 boundaries  
 brain injury  
 breastfeeding  
 burn injury, burns  
 burnout  
 cancer  
 cancer, breast  
 cancer, genetics  
 cancer, psychosocial aspects  
 cancer, screening and prevention  
 caregivers / caregiving  
 Caribbean people / cultures  
 case studies  
 cerebral palsy  
 childbirth  
 children  
 children, disability  
 children, growth and development  
 children, illness and disease  
 China, Chinese culture  
 clinical supervision  
 CNAs  
 coding  
 cognition  
 Colaizzi  
 comfort / comforting  
 communication  
 communication, medical  
 community and public health  
 community capacity and development  
 community-based programs  
 comparative analysis  
 complexity  
 concept analysis  
 concept development  
 concept mapping  
 confidentiality / privacy  
 constant comparison  
 constructivism  
 consumerism / marketing  
 content analysis  
 contraception  
 conversation analysis  
 coping and adaptation  
 crisis management  
 critical incident technique  
 critical methods  
 culture / cultural competence  
 cystic fibrosis  
 data collection and management  
 death and dying  
 decision making  
 delirium  
 Delphi technique  
 dementia  
 depression  
 descriptive methods  
 developing countries  
 diabetes  
 diaries / journals  
 dignity  
 dimensional analysis  
 disability / disabled persons  
 disability, developmental  
 disability, learning  
 discharge planning  
 discipline / subdiscipline  
 disclosure  
 disfigurement  
 Down syndrome  
 dramaturgical analysis  
 eating disorders  
 education, patient  
 education, professional  
 embodiment / bodily experiences  
 emergency care  
 emotions / emotion work  
 empathy  
 end-of-life issues  
 enduring  
 environment  
 epidemiology  
 epilepsy  
 epistemology  
 ethics / moral perspectives  
 ethnicity  
 ethnography  
 ethnomethodology  
 ethnoscience  
 ethnosemantics  
 ethology  
 Europe, Eastern  
 Europe / Europeans  
 Europe, Western  
 euthanasia  
 event analysis  
 evidence-based practice  
 exercise / physical activity  
 exercise / physical activity, older people  
 experiential methods  
 exploratory methods  
 falls / falling  
 families  
 families, caregiving  
 families, high-risk  
 fathers, fathering  
 fatigue / exhaustion  
 feminism  
 fertility / infertility  
 fibromyalgia  
 focus groups  
 Gadamer  
 gays and lesbians  
 gender  
 genetics

geriatrics  
 Giorgi  
 grounded theory  
 group interaction  
 healing  
 health and well-being  
 health behavior  
 health care  
 health care administration  
 health care disparities  
 health care professionals  
 health care screening  
 health care, access to  
 health care, alternative and complementary  
 health care, acute / critical  
 health care, culture of  
 health care, economics of  
 health care, international  
 health care, interprofessional  
 health care, long-term  
 health care, managed  
 health care primary  
 health care, remote / rural  
 health care, teamwork  
 health care, transcultural  
 health care, users' experiences  
 health care, work environment  
 health informatics  
 health information seeking  
 health insurance  
 health outcomes  
 health policy / policy analysis  
 health promotion  
 health seeking  
 health, determinants of  
 hearing / deafness  
 heart health  
 Heidegger  
 hepatitis C  
 hereditary diseases  
 hermeneutics  
 heuristic techniques  
 HIV/AIDS  
 HIV/AIDS prevention  
 holistic care  
 homelessness  
 hope  
 human resources  
 humanistic perspectives  
 humor  
 Huntington's disease  
 Husserl  
 hypertension  
 illness and disease  
 illness and disease, chronic  
 illness and disease, experiences  
 illness and disease, infectious  
 illness and disease, life-threatening / terminal  
 illness and disease, prevention  
 illness and disease, progressive  
 illness and disease, social construction  
 immigrants / migrants  
 immunization  
 induction  
 infants  
 infants, high-risk  
 instrument development  
 intensive care unit (ICU)  
 Internet  
 interpretative phenomenological analysis (IPA)  
 interpretive description  
 interpretive methods  
 intervention programs  
 interviews  
 interviews, electronic  
 interviews, semistructured  
 interviews, unstructured  
 knowledge construction  
 knowledge transfer  
 knowledge utilization  
 language / linguistics  
 Latino / Hispanic people  
 lay concepts and practices  
 legal issues  
 leukemia  
 library methods  
 life history  
 literature  
 lived body  
 lived experience  
 longitudinal studies  
 marginalized populations  
 masculinity  
 medical record  
 medicalization  
 medication  
 medicine  
 medicine, traditional / folk  
 memory  
 men's health  
 menopause  
 mental health and illness  
 mental health and illness, children / adolescents  
 mental health nursing  
 mentoring  
 Merleau-Ponty  
 meta-analysis  
 meta-ethnography  
 metasynthesis  
 Mexican Americans  
 Mexico, Mexicans  
 Middle East, Middle Eastern people  
 midlife  
 midwifery  
 minorities  
 model building  
 mothers, mothering  
 motivation  
 multiculturalism  
 multiple sclerosis (MS)

musculoskeletal disorders  
narrative inquiry  
naturalistic inquiry  
nephrology  
network analysis  
neurology  
neuropsychology  
nursing  
nursing, community  
nursing, cross-cultural  
nursing, maternity  
nursing, palliative care  
nursing, pediatric  
nutrition / malnutrition  
obesity / overweight  
observation  
observation, participant  
occupational health  
older people  
oral health / dentistry  
organ donation  
organizations  
Pacific / Pacific Islanders  
pain  
pain, chronic  
palliative care  
parenting  
Parkinson's disease  
participation, social  
participatory action research (PAR)  
pediatrics  
performance  
perinatal health  
pharmacology  
phenomenography  
phenomenology  
philosophy  
photography / photovoice  
physical therapy  
politics  
postpartum care  
posttraumatic stress disorder (PTSD)  
poverty  
power / empowerment  
practice guidelines  
pregnancy  
pregnancy, unwanted  
pregnancy, high-risk  
prisons, prisoners  
problem solving  
program evaluation  
psychiatry  
psychology  
psychosocial issues  
qualitative analysis  
quality improvement  
quality of care  
quality of life  
race  
racism

recovery  
reflexivity  
refugees  
rehabilitation  
relationships  
relationships, health care  
relationships, parent-child  
relationships, patient-provider  
relationships, primary partner  
relationships, research  
reliability  
religion / spirituality  
reproduction  
research design  
research evaluation  
research participation  
research, access to participants  
research, action  
research, clinical  
research, collaborative  
research, cross-cultural  
research, cross-language  
research, dissemination and utilization  
research, interdisciplinary  
research, mixed methods  
research, online  
research, qualitative  
research, quantitative  
research, rural  
resilience  
resource allocation  
respiratory disorders  
review  
Ricoeur  
risk  
risk, behaviors  
risk, perceptions  
ritual  
safety, patient  
SARS  
schizophrenia  
self  
self-care  
self-efficacy  
self-harm  
self-help  
sensitive topics  
sex workers  
sexual harassment  
sexuality / sexual health  
situational analysis  
sleep / sleep disorders  
smoking cessation  
social constructionism  
social development  
social equality / inequality  
social identity  
social issues  
social services  
social support

social work  
sociology  
sorrow  
spinal cord injury  
statistics  
stigma  
stories / storytelling  
stress / distress  
stroke  
suffering  
suicide  
surgery  
surgical enhancement  
surveys / questionnaires  
survivorship  
symbolic interactionism  
symptom management  
systematic reviews  
teaching / learning strategies  
technology  
technology, assistive  
technology, institutional  
technology, medical  
technology, use in research  
theory development  
tobacco and health  
translation

transplantation  
transsexuals  
trauma  
triangulation  
trust  
tuberculosis (TB)  
uncertainty  
urban issues  
validity  
van Manen  
violence  
violence, against women  
violence, domestic  
vision  
visual methods  
vulnerable populations  
war, victims of  
weight management  
women's health  
women's health, midlife  
women's issues  
workplace  
wound care  
young adults

June 14, 2011

## MANUSCRIPT PREPARATION

### ELEMENTS OF A MANUSCRIPT

**Note: Some instructions differ for *accepted manuscripts*; please refer to page 28.**

The following elements are **required** for each manuscript, and should be compiled in the following order:

Title page	Submit the title page as a <i>separate document</i> .
Abstract	The abstract is placed on page 1 of the main document.
Keywords	Place the keywords below the abstract, on the same page. Leave a (double-spaced) blank line between the abstract and the keywords.
Main manuscript	The main text of the manuscript begins on page 2 of the main document.
References	References begin on a new page, after the end of the manuscript text, or after the notes, if any ( <i>do not</i> submit references in a separate document).

The following elements are **optional**, and may be included in your submission:

Notes	Place notes (also known as endnotes or footnotes) after the main text, before the first page of references.
Tables	Place tables, <i>one per page</i> , at the end of the main manuscript document, after the references ( <u>do not submit tables as separate documents</u> ).
Figures	Submit each figure in a <i>separate document</i> , in order, by number.
Appendices	Appendices are published <i>only at the editor's discretion</i> . Place any appendices after the reference list, and before any tables (place them before the bios in accepted manuscripts).

## PREPARATION OF MANUSCRIPT ELEMENTS

A maximum of four (4) *types* of documents should be submitted: (a) title page; (b) main manuscript; (c) figures (if any); and (d) permissions (if needed). Despite what the online submission system (ScholarOne Manuscripts / SageTrack) might allow, *do not submit such elements as abstracts, references, and tables in separate documents*. Be sure to refer to the sample manuscripts, beginning on page 35.

### TITLE PAGE

The title “page” may be longer than one page. To maintain author anonymity during peer review, it is submitted as a *separate document*. Title page information *should not be included* in the main manuscript document. *Do not format a running header*. The title page should include the following, *in this order*:

Article title	<p>A title should convey, as clearly and <i>succinctly</i> as possible, the main idea, focus, or content of a manuscript. It should be clear in meaning even when standing alone.</p> <p>Make your title 10 to 12 words (or fewer) in length; avoid long, “wordy” titles.</p> <p>Avoid titles with colons or quotations unless they are <i>necessary</i> to convey an important concept or idea in the article.</p> <p>Type your title in <i>Title Case</i>; this means you should:</p> <ul style="list-style-type: none"><li>* capitalize the (first letter of) the first word</li><li>* capitalize all important words</li><li>* capitalize <i>all words that have four (4) or more letters</i></li><li>* capitalize the first word after a colon (:), period (.), or em dash (—)</li></ul>
Author names	<p>List the name (not just initials) of each author, <i>without credentials</i>, in order, horizontally across the page.</p> <p>If there are two authors, list them as follows: Janice M. Morse and Author Two</p> <p>If there are three or more authors, list them as follows: Janice M. Morse, Author N. Two, Writer Three, and Fourth Author (and so forth)</p> <p>After each name (or <i>after</i> the comma following a name, if applicable), use a superscript number to link that particular author with his or her <i>primary</i> affiliation (see the section on author affiliations, below).</p>
Author affiliations	<p>Using the same superscript numbers as used with the authors’ names (see above), list <b>only the primary affiliation</b> of each author, not multiple affiliations (see the sample manuscripts).</p> <p>Spell out all city, state, and country names (exception: use USA instead of United States). Spell out any organization or institution names (for example, <i>University of Utah</i> instead of <i>U of UT</i>, or <i>World Health Organization</i> instead of <i>WHO</i>).</p>
Corresponding author information	<p>Use <i>only</i> the following format for the corresponding author information, and <i>do not</i> include any information that is not listed below. List information only for the individual who should be contacted by readers after (if) the article is published. Note that this should be a <i>mailing/postal</i> address. Example:</p> <p>Janice M. Morse, University of Utah College of Nursing, 10 S. 2000 E., Salt Lake City, UT 84112-5880, USA Email: QHR-Editor@nurs.utah.edu</p>
Author’s / Authors’ Note	<p><i>This is optional</i>. This is the place to mention, perhaps, that portions of the article were presented at a professional meeting, or other information of that sort.</p>
Acknowledgments	<p><i>This is optional</i>. The section is limited to two (2) or three (3) <i>brief</i> sentences. Overlong acknowledgments will be reduced at the copyeditor’s discretion. Do not include long descriptions of persons being acknowledged, and do not include roles, titles, or credentials.</p>

	Avoid phrases such as <i>We wish to thank</i> , <i>We would like to thank</i> , and <i>We want to thank</i> ; just use a simple, <i>We thank</i> , or <i>We acknowledge</i> .
Declaration of conflicting interests	<p>You must use one of the following statements, in the <b>exact words</b> shown below.</p> <p><i>If you have no conflicts of interest (or potential conflicts of interest):</i> The author(s) declared no conflicts of interest with respect to the authorship and/or publication of this article.</p> <p><i>If you have conflicts of interest:</i> The author(s) declared a potential conflict of interest as follows: [Then, <b>in sentence form</b>, list all specific author relationships with organizations and/or products that were declared].</p>
Funding	<p>You must use one of the following statements, in the <b>exact words</b> shown below.</p> <p><i>If you did not have financial support:</i> The author(s) received no financial support for the research and/or authorship of this article.</p> <p><i>If you did have financial support:</i> The author(s) disclosed receipt of the following financial support for the research and/or authorship of this article: [Then list, <b>in sentence form</b>, all entities/organizations that funded the research and/or authorship].</p>
Bios	<p>Bios are <i>simple and concise</i>, 1-sentence statements about each author. Long bios will be reduced by the copyeditor. In this space you may include department or division names, and secondary affiliations (if any). Use only the format shown below for your bios. Note that <i>primary credentials</i> (the <i>most important</i> only, with a limit of three per person; <i>QHR</i> does not publish long credential strings) and <i>current positions</i> (or affiliations or professional pursuits) are <i>required</i>.</p> <p><b>Janice M. Morse</b>, PhD, FAAN, is a professor and presidential endowed chair at the University of Utah College of Nursing in Salt Lake City, Utah, USA.</p> <p>[Template: <b>Name, bolded</b>, credentials, role or title, affiliation (here you may include department, school, division, and so forth), city, state or province (if any), country.]</p>

## ABSTRACT AND KEYWORDS

The abstract should be placed at the top of page 1 of the main manuscript document. It should be a single paragraph, no more than 150 words in length, and briefly describe your article. It should not contain headings or citations, and should not be divided into sections. Place your keywords below the abstract, on the same page (see “Keywords,” above).

Double space the entire abstract page (including the keywords). Briefly state the purpose of your research, the main findings, and your primary conclusions. Make sure the abstract is written in the first-person, active voice.

## MAIN MANUSCRIPT

Note that the sample manuscripts beginning on page 35 are abbreviated for illustration purposes, and might not contain all optional elements that could be included in an actual manuscript. The sample articles contain all four heading levels.

The main text of the manuscript begins at the top of page 2 of the document, immediately after the abstract page. *Write your article in the first-person, active voice.*

The main text of the manuscript should be broken into appropriate sections by the use of section headings. Sections should flow in a logical sequence, and include, at a minimum, *Methods*, *Results*, and *Discussion* (these are all level-1 headings); other level-1 headings and subheadings may be used at the author’s discretion. The author may choose to use different names for the three main sections, but the basic content should be that which would appropriately fall under the headings of *Methods*, *Results*, and *Discussion*.

There are very specific requirements for the preparation of in-text citations; refer to the *APA Publication Manual*, 6th edition, for details. Every in-text citation should have a corresponding reference in the reference list—*no exceptions*.

During the review process, author citations should include only the word *Author* and the year: (*Author, 2008*). If and when the manuscript is accepted for publication, the missing information can be restored.

Double space the entire manuscript document, *except for text contained in figures*. Use only U.S.-English spelling (except in the references, as appropriate, and for direct quotations from published written sources). Use U.S.-English translations of non-English quotations or excerpts. Use a minimum of two (2) heading levels.

Attend to copyright regulations and permission requirements (*required*). Submit, at the time of manuscript submission, written permission for the use of any names, photographs, or copyrighted tables, figures, and/or text; written permission must come from the person(s) depicted in the photographs, or in the case of copyrighted work, from the copyright holder (which is not necessarily the author or the journal in which it is published; see page 7).

## REFERENCES

*Note:* Proper formatting of the reference list is the responsibility of the *author*, NOT journal personnel.

The reference list (also known as a bibliography) should include complete references for the sources used in the preparation of your manuscript. *Every reference* must be cited in the text.

The reference list should begin on a separate page (not in a separate document) following the last page of manuscript text (or after the notes, if any). Each type of reference (journal article, book, chapter in edited book, newspaper, online reference, and so forth) must be formatted in accordance with the precise guidelines contained in *APA*, 6th edition.

*Elements such as listing order, spelling, punctuation, spacing, capitalization, and the use of italics or Roman (regular) font are as important as the content of the reference.* Note that if an author has two or more initials, there should be spaces between the initials; incorrect = X.Y.Z.; correct = X. Y. Z.

References should be listed in hanging paragraph format (with indentations at ½ inch), in alphabetical order by the last name of the first author; additional considerations might apply (see *APA*). The hanging paragraphs should be created by using Word's Format > Paragraph feature.

During the review process, author references in the reference list should include only the word "Author" and the year: *Author. (2008)*. To prevent author identification during the review process, do not include the article title, journal name, or any other part of the reference. Do not place these references in alphabetical order in the reference list; place them at the very beginning or very end of the list. If and when the manuscript is accepted for publication, the missing information can be restored and properly placed.

*Avoid the use of unnecessary references and lengthy reference lists.* Extensive bibliographies will not be published; articles should include only the "essential" or key references. If the author wishes to offer a secondary reference list (for example, references used in meta-analysis), it should be so stated in a footnote, and made available to readers by contacting the author directly. Do not include such a list in the manuscript document, but it may be submitted separately for purposes of review.

Use *only* the 6th edition of the *Publication Manual of the American Psychological Association (APA)* as your source of instruction for references (this is critically important). Translate non-English titles into English (see *APA* for instruction on how to do this). Reference and cite all other studies mentioned in the article. Test all Internet URLs (Web addresses) immediately before submission to ensure that they are accurate, and that the sites are still accessible; do this prior to submission of all revisions and accepted manuscripts, as well.

## APPENDICES

Appendices are not encouraged, and are published only at the editor's discretion. If included, appendices should be placed in the main manuscript document following the reference list, and before any tables (place them before the bios in an accepted manuscript). *Appendices must be referred to in the text.*

## WHAT YOU SHOULD **NOT** DO

- Title page
- Do not type your title in ALL CAPITAL letters (this is especially important when entering the article title in the ScholarOne Manuscripts / SageTrack system).
  - Do not place a period (full stop) at the end of your title.
  - Do not include unnecessary words, such as *A Qualitative Study, A Doctoral Student's Investigation of, An Ethnographic Study*, and so forth.
  - Do not list secondary or additional author affiliations (departments, divisions, hospital units, and so forth).
  - Do not use abbreviations (except USA).
  - Do not include department or division names, or secondary unit names.
- Abstract
- Do not include the manuscript title on the abstract page.
  - Do not indent the first line of the abstract.
  - Do not include citations.
  - Do not show the word count.
  - Do not repeat text from the manuscript in the abstract.
- Main document
- Do not include the manuscript title.
  - Do not include any author-identifying information.
  - Do not include participant identifiers (name, pseudonym, age, and so forth) except to identify a particular category of respondent (e.g., males age 18 to 24; community professional; psychologist; and so forth), and even then, include identifiers only when *necessary* for reader understanding.
  - Do not include names of specific study sites (hospitals, organizations, small towns or villages).
  - Do not use *any* headings (such as "Introduction" or "Background") at the beginning of the manuscript.
- References
- Do not format the hanging paragraphs with hard returns ("enter") and tabs.
  - Do not submit the reference list as a separate document (except for lists such as meta-analysis references, as noted above).
- 

## FINAL CHECKLIST FOR SUBMISSION

**GOAL:** To submit the perfect manuscript. This checklist is intended to facilitate the swift internal review of your manuscript prior to submission.

### **GENERAL MANUSCRIPT PREPARATION**

Refer to the instructions contained in the *QHR Manuscript Guidelines*. Review the section addressing *QHR* style, beginning on page 8.

#### **AVOID COMMON PROBLEMS:**

- Refer to your article as an *article*, not as a paper or a study.
- Avoid anthropomorphism. Neither your study nor your article conducted the research: you did. Neither your study nor your article considered, chose, utilized, explored, selected, or took any other type of action: you did.

#### **CHECKLIST:**

- Consistently use the first-person, active voice in your writing.
- Be accurate and consistent with verb tense: things that happened, were written, or were said in the past should be written about in the past tense.

- Submit the title page as a separate document.
- Obtain (and submit) any needed permissions for use of copyrighted work and/or for the use of photographs/images.
- Obtain an informal peer review of your manuscript prior to submission (see the review criteria on page 55).
- Have your manuscript professionally edited prior to submission. If English is not your first language, make certain your editor is an expert in the English language.

### QUOTATIONS

Read the instructions regarding quotations on page 14 of the *QHR Manuscript Guidelines*.

#### **AVOID COMMON PROBLEMS:**

- Participant identifiers and/or codes included with quotations pose a potential threat to participant confidentiality; do not use them. Even pseudonyms should be used with caution, especially if it is possible for the reader to “track” multiple comments presented from a particular participant.
- Ellipses/ellipsis points ( . . . ) are to be used only to represent deleted words or phrases, and not pauses in speech.

#### **CHECKLIST:**

- Set quotations of fewer than 40 words within regular sentences. Set quotations of 40 or more words as block quotes. (Use Word’s “Word Count” feature.)
- Indent block quotes by ½ inch from the left margin only. (Use Word’s “Format > Paragraph” feature to create the indentation.)
- Type your quotations in 12-point Times New Roman font, double spaced. Do not use italics.
- Cite and reference all quotations taken from sources other than research participants, and include page numbers in the citations.
- If you add words of explanation or comment within quotations, place those words in [brackets] rather than (parentheses).
- Properly capitalize and punctuate all participant quotations.

### REFERENCES & CITATIONS

See page 24 in the *QHR Manuscript Guidelines*. Follow the sixth edition of the *APA Publication Manual*.

#### **AVOID COMMON PROBLEMS:**

- *APA* has stipulated a particular format for each specific reference type; be sure to use the correct format. Note that not all types of periodicals are referenced in the same manner as journal articles.
- References and citations should be prepared with exactness and attention to detail. The order of listing, spelling, punctuation, spacing, capitalization, and use of italic or Roman font are all important.

#### **CHECKLIST:**

- Spell out all journal names, and provide complete page numbers (e.g., 172-185 rather than 172-85).
- “Blind” your personal (author) references and citations as noted in the *Guidelines*.
- Double check the spelling of all reference author names, and ensure that both spelling and years of publication are consistent between the reference list and the in-text citations.
- Provide English translations for all non-English titles (retain the original titles).

- Format your references in hanging-paragraph style and double line spacing. Indent the “hanging” text by ½ inch, using Word’s “Format > Paragraph” feature.

## TABLES

**GOAL:** To organize and present relevant data that would be too cumbersome or complex to write into the text. Our standard is space. If your material can be more efficiently presented as text, do not make a table. A table must not duplicate material already appearing in the text.

Read the instructions for table preparation on page 29 of the *QHR Manuscript Guidelines*. Place each table on a separate page at the end of your manuscript document.

**AVOID COMMON PROBLEMS:**

- The typesetting process removes all bullets from tables (whether numerals, letters, or dingbats); do not use them.
- The use of underlining, all uppercase (capital) letters, and italics can make a table look busy and cluttered, and can obscure important data. Use these features sparingly or not at all. Use bold font sparingly.

**CHECKLIST:**

- To maintain anonymity, present participant characteristics in aggregate (group) form, and refrain from listing individual participant characteristics.
- Make sure your table has a minimum of two (2) columns, a minimum of two (2) rows, and a clear and concise heading for every column. Double space the table.
- Create your table in “portrait” orientation on the page, within the regular 1-inch margins of the document.
- Give your table a clear, descriptive, and concise title.
- Place individual data items or grouped data in separate rows of the table, rather than placing multiple items in a single row.

## FIGURES

**GOAL:** To create useful and coherent figures that clarify complex concepts or accurately illustrate models and/or processes.

See the instructions for preparing figures on page 31 of the *QHR Manuscript Guidelines*. Make your figure simple, clear, and easy to read and understand.

**AVOID COMMON PROBLEMS:**

- Put your efforts into presenting clear, meaningful data rather than “fancy” or artistic creations. Achieving simplicity, accuracy, and clarity should be your goals.
- Do not use shading, color, or bolded font.
- Too many lines and arrows, and especially lines and arrows that cross each other or cross text boxes, can lead to confusion and make a “muddle” of a figure, obscuring rather than revealing intended meaning. Do not use “heavy” or “bolded” lines and arrows.

**CHECKLIST:**

- Prepare and submit each figure in a separate document.
- Create your figure to be read from left to right and from top to bottom.
- Arrange text boxes in an orderly fashion, making them no larger than necessary to contain your text.
- Make your lines and arrows the proper length, so their beginnings and endings join the cells and clearly indicate direction.
- Use single line spacing for the text, and place the text in a horizontal orientation so it is not necessary to turn the document to read the figure.

- Give your figure a clear and concise title or legend. Include any notes after the title or legend rather than placing them below the figure.
- If using a participant's artwork, be sure the lines are sufficiently distinct and dark enough to reproduce well if printed in the journal.

## INSTRUCTIONS FOR ACCEPTED MANUSCRIPTS

If your manuscript has been accepted pending minor revision, the instructions for placement of certain manuscript elements differ from those for manuscripts under review. See the sample manuscript beginning on page 42. When preparing your final manuscript, compile and submit the various manuscript elements in the following order:

1. TITLE PAGE **Required**  
 Insert your title page at the very beginning of your manuscript, before the abstract page; *do not submit it as a separate document*. Move other elements from the title page to other places, as instructed below, leaving only the following on the title page (in this order):
  - Article title
  - Author names
  - Author affiliations (Note: List *primary* affiliation *only*, e.g., university)
  - Corresponding author information
2. ABSTRACT & KEYWORDS **Required** except for book reviews, letters to the editor, and guest editorials  
 Start the abstract at the top of the page after the title page. Leave a blank, double-spaced line between the end of the abstract and the beginning of the keywords.
3. MAIN MANUSCRIPT TEXT **Required**  
 Start the main manuscript text at the top of the page after the abstract and keywords page.
4. AUTHOR'S/AUTHORS' NOTE **Optional**  
 At the end of the manuscript text, simply hit "enter" (or "return"), and begin the author's/authors' note (if any), with the heading and text on separate lines.
5. ACKNOWLEDGMENTS **Optional**  
 At the end of the author's note (or the end of the manuscript text, if there is no author's note), hit "enter" and begin the acknowledgments (if any), with heading and text on separate lines.
6. DECLARATION OF CONFLICTING INTERESTS **Required**  
 At the end of the acknowledgments (or author's note, if there are no acknowledgments, or the end of the manuscript, if there are neither acknowledgments nor author's notes), hit "enter" and type the conflicting interests heading and appropriate statement (on separate lines). *Note*: You are required to use the *specific language* designated in the "Preparation of Manuscript Elements" section, beginning on page 22.
7. FUNDING **Required**  
 At the end of the conflicting interests statement, hit "enter" and place the funding heading and appropriate statement on separate lines. *Note*: You are required to use the *specific language* designated in the "Preparation of Manuscript Elements" section, beginning on page 22.
8. NOTES **Optional**  
 After the funding statement, hit "enter" and place the numbered notes on separate lines. Do not use superscript numbers in the notes list.

9. REFERENCES **Required**  
Begin the references on a new page (but not in a separate document).
10. APPENDICES **Optional** [published at the discretion of the editor]  
Begin each appendix on a separate page, with an appropriate appendix number, followed by the title of the appendix (required).
11. BIOS **Required**  
At the end of the references (or appendices, if any), hit “enter” and place the biographical statements, one per line.
12. TABLES **Optional**  
Place each table on a separate page after the bios. Be sure to place your tables in the main manuscript document, and *not* in separate documents.
13. FIGURES **Optional**  
Figures are to be submitted *in separate documents* (one figure per document), and formatted as describe in the “Figures” section, page 31. Include the figure number in the document (file) name (i.e., Figure 1.doc).

## TABLES

*Note:* QHR personnel neither create nor make significant revisions to tables; this is the responsibility of the author.

Tables organize *relevant, essential data* that would be too awkward or too lengthy to include in the text, and should be used *only* to provide data not already included in the text. For example, grouped participant demographics take less space presented in a descriptive paragraph than they do as a table.

Tables are to be accompanied by both their number (Table 1, Table 2, and so forth) and their title (*required*).

Tables and table placement are mentioned in the text, but the tables themselves are placed at the very end of the main manuscript document. The author should designate placement of each table within the manuscript by entering (flush left, on a separate line between paragraphs), INSERT TABLE I ABOUT HERE. *Table callouts should be placed following the paragraph in which they are first mentioned.*

Create the table the way it should appear when published, then double space all text, including column headers and notes.

Use Gill Sans font style for table numbers, titles, content, and any explanatory notes. Use 12-point font for the table number and name, and use 8-point font for table content and explanatory notes.

“Hide” all vertical lines and all horizontal lines except the following: top line of table, bottom line of table, and line below the main column headers. Multiple tables within the same manuscript should be similar in appearance and design. (See the sample table, below.)

Considerations:

- Make sure that what you are trying to create actually *is* a table; all tables must have column headings, at least two (2) columns, and at least two (2) rows. Most simple lists do not qualify as tables.
- You must *actually create a table*, even though most lines will be hidden.
- Put each table on a separate page (*not* in a separate document).
- Use only *portrait* orientation for your tables.
- Include only necessary data.

- Ensure that all abbreviations are explained in the notes.
- Ensure that the table is clear and comprehensible even without the surrounding article text (it should be able to “stand alone”).
- Make your table titles *concise* and *descriptive*.
- Keep your table as small as possible; use only the space necessary to contain your data. To fit within a single column of the journal, the table should be no wider than 3 $\frac{1}{8}$  inches; to fit across both columns it should be no wider than 6 inches. Narrow the table columns to eliminate unused “white” space.
- Place explanations, clarifications, citations and source notes, symbol and abbreviation identification, and other “nondata” information in notes below the table.

**WHAT YOU SHOULD NOT DO**

- Do not use shading or color, or overuse bolding and/or italics (which can detract from a table, making it look “busy” without enhancing it in any way); do not use “heavy” or bolded lines.
- Do not list participants individually; instead, present group characteristics.
- Do not set tables in landscape orientation.
- Do not use bullets or numbered lists in tables.
- Do not make simple lists into tables; instead, place the lists in the manuscript text.

Sample table:

**Table 1. Name of the Table, Bolded, in Title Case**

Column Heading	Column Heading	Column Heading	Column Heading
Data <sup>a</sup>	Data	Data	Data
Secondary line of data	Data	Data	Data
Data	Data	Data	Data
Data	Data <sup>b</sup>	Data	Data
Data	Data	Data	Data

<sup>a</sup>Place notes here

<sup>b</sup>Second note

# FIGURES

*Note:* QHR personnel neither create nor make significant revisions to figures; this is the responsibility of the author.

Like tables, figures should be used *sparingly*, and only when it is *necessary* to clarify complex relationships or concepts.

Use Gill Sans font for the figure number, title, text, and notes (if any). Single space all text contained *within* a figure (but not the figure number, figure title/caption, and notes, which should be double spaced).

Figure placement should be mentioned in the manuscript text, but *each figure is to be submitted in a separate document*, with the figure number and figure title on the first page, followed by the figure itself on the second page. Figure titles/legends should be *concise* and *descriptive*.

The author should designate placement of each figure within the manuscript by entering (on a separate line between paragraphs) INSERT FIGURE I ABOUT HERE. Figure callouts should be placed following the paragraph in which they are *first* mentioned.

*Note:* Regular Word.doc documents are *strongly preferred* over .jpg or other document types, and are easier to revise, if necessary.

See *APA* for requirements regarding the use or adaptation of copyrighted (previously published) material.

## CONSIDERATIONS:

- In the published journal, photographs and other images are referred to as “figures.”
- Use only Gill Sans font for figure numbers, titles, text, and notes (if any).
- Put each figure in a separate document.
- Use only 8-point font for figure text and notes.
- Make sure your figure is created to be read from *left to right*, from *top to bottom*.
- Use sufficient space between figure elements to ensure clarity, but eliminate unnecessary space.
- Make sure that hand-drawn figures (such as participant artwork) are dark enough to reproduce clearly when published.
- Use bolding and italics *sparingly*, and underlining only if absolutely necessary.
- Place your figure number and title/legend on the first page of the figure document (use Gill Sans 12-point font, double spaced).
- Place the figure itself on the second page of the figure document.
- Make sure your figures have “crisp,” clean lines and text. “Fuzzy” figures are not acceptable, and scanned figures are generally fuzzy.
- *Keep figures simple*, with as few lines, boxes, and arrows as possible; use plain arrows and solid, nonbolded lines. The style of the various elements of your figure must be consistent. Be careful about spacing and alignment of elements, including beginnings and endings of lines and arrows.
- Be aware that QHR does not publish in color; hand-drawn artwork and all photographs will be published in black and white only.

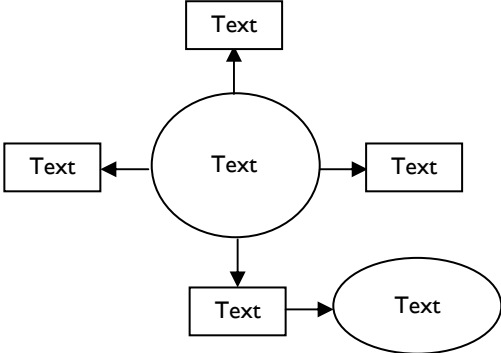
## WHAT YOU SHOULD **NOT** DO

- Do not double space text within figures.
- Do not use shading or color.
- Do not place your figure inside an invisible “box” or “frame”; in other words, do not save the figure as a single item; save it as a collection of discrete elements, each of which can be corrected if necessary.
- Do not include your figures in the main manuscript document.

Sample figure, page 1 of figure document:

**Figure 1.** Name of figure here, in sentence case

Sample figure, page 2 of figure document:



# BOOK REVIEWS

## MANUSCRIPT PREPARATION

See the sample book review beginning on page 49. In all essential ways, document setup for book reviews is the same as for regular article manuscripts, except that

1. fewer manuscript elements are needed; and
2. the manuscript elements are compiled in a different order.

Compile your book review as follows, in this order:

- **Book Information**
  - Use Gill Sans font for this section
  - Line 1: Name of book author(s) or editor(s)
  - Line 2: Name of book, in italics, in title case
  - Line 3: City and state or city and country of publication, and the name of the publisher
  - Line 4: Year of publication. Number of pages. List price. ISBN number
- **Reviewer Information** (the person who wrote the review)
  - Use Gill Sans font for this section.
  - Reviewed by: (in bolded font), followed by the reviewer's name, then the *primary* affiliation organization (e.g., university) and country, in italics
- **Review Text**
  - Use Times New Roman font for this section.
  - Do not indent the first line of the opening paragraph.
  - Indent the first line of all subsequent paragraphs by .5 inches from the left margin.
- **References** (if any)
  - Put the References heading in Gill Sans bolded font.
  - Format the reference list exactly as you would for an article, in Times New Roman font and *APA* style (6th edition).

# LETTER TO THE EDITOR

## MANUSCRIPT PREPARATION

In all essential ways, document setup for a letter to the editor is the same as for regular article manuscripts, except that fewer elements are needed.

- Letters to the editor must have a title.
- The following elements are *not* needed in a letter to the editor:
  - Abstract
  - Keywords
  - Headings
  - Declaration of Conflicting Interests
  - Funding statement
- Format references, if any, in the normal manner.
- All other formatting rules that apply to article manuscripts apply to letters to the editor.

**NOTE:** Guest editorials are published *by invitation only*.  
Do not submit unsolicited editorials.

## MANUSCRIPT PREPARATION

In all essential ways, document setup for editorials is the same as for regular article manuscripts, except that fewer manuscript elements are needed.

Compile your guest editorial as follows, in this order:

- Line 1, in Gill Sans font: editorial title (required)
- Line 2, in Gill Sans font: name of the guest editor, with a superscript “1” linking to the corresponding author information
- Line 3, in Gill Sans font: superscript number “1”, followed by the guest editor’s *primary* affiliation (do not include department or division information here), city, state (or province; spelled out), country
- All in Gill Sans font, corresponding author information:
  - Line 4: “Corresponding Author”, bolded, and followed by a colon
  - Line 5: Name of guest editor, *primary* affiliation, department or division (if any), street address, city, state (or province; use abbreviations for this), postal code, country [this is your *mailing address*]
  - Line 6: Email: with email address
- An abstract and keywords are not necessary
- Text of editorial
  - Use Times New Roman font for this section
  - Do not indent the first line of the opening paragraph
  - Indent the first line of all subsequent paragraphs by .5 inches
  - You may use headings if you wish, but they are not required
- References (if any)
  - Put the References heading in Gill Sans bolded font
  - Format the reference list exactly as you would for an article, in Times New Roman font and *APA* style
- A bio (biographical statement) is not required

*Note:* To conserve space in the Guidelines, the sample manuscripts are shown in 10-point font. Single horizontal lines in sample manuscripts represent page breaks; double horizontal lines represent the start of a separate document. **DO NOT place horizontal lines in your manuscript.**

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Article Title, Set in Title Case

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**Authors' Note**

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**Acknowledgments**

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**Declaration of Conflicting Interests**

The authors declared no conflicts of interest with respect to the authorship and/or publication of this article.

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**Bios**

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**Author N. Two**, MD, is a professor in the Department of Health Research at ABC University in Any Town, Any State, Australia.

**Writer Three**, PhD, is an associate professor at the University of Utah College of Nursing in Salt Lake City, Utah, USA.

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1. Text of first note. Do not format numbered bullets. Simply type the number, followed by a period and a space. You may include properly formatted citations in the notes, as appropriate.
  2. Text of second note. Remember to include a corresponding superscript number in the text (after the ending punctuation, please) for each footnote.
  3. Text of third note (and so forth). Do not use Roman numerals or letters for footnotes.
- 

## References

Author, B. C. (year). The references should be double spaced, using the regular margins, and formatted as hanging paragraphs (indented by .5 inch). Use Format > Paragraph rather than tabs to create the hanging paragraph format. doi:10.xxxxxxxx.xsss.xxxxxxxx

Author, D., & Writer, Q. X. (year). XXXXXXXXXXXX x xxxxxxxxxxxx xxxxxxxxxxxxxx.xxxxxx xxxxxxxxxxx x xxxxxxxxxxxx  
xxxxxx xxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxxxx. Retrieved from <http://www.xxx.xxxx.xxxxxx.xxxx>

Author, D. E., & First-Author, G. (year). References should have no additional space between them, and should be listed alphabetically by the last name of the first author. Do not include blank lines between references.

Author, F. G., & Writer, X.-Y. (year). The content of each type of reference (article, book, edited book, online document, and so forth) must be formatted in a very specific manner. Refer to the *APA Publication Manual*, 6th edition only, for specific instruction on this. Double space the reference list. Use the same font size and line spacing as the main text of the manuscript.

Author, E. F. (year). As much as possible, use recent, primary sources. Authors might be asked to shorten overlong reference lists.

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## Appendix A

*Name of Appendix*

Appendix text goes here. If your appendix is a table, it must be formatted according to the table guidelines contained in this document. XXXXXXXXXXXXXXXXXXXX xxxxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxx xx xxxxxxxxxxxxxxx  
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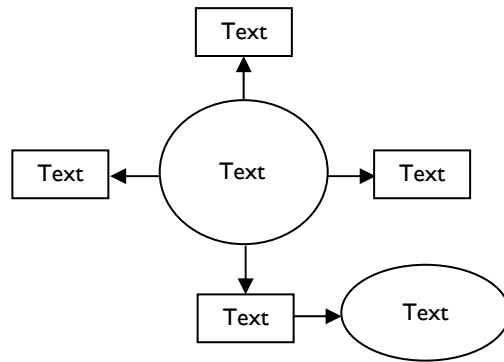
**Table I. Name of the Table, Bolded, in Title Case**

Column Heading	Column Heading	Column Heading	Column Heading
Data <sup>a</sup>	Data	Data	Data
Secondary line of data	Data	Data	Data
Data	Data	Data	Data
Data	Data <sup>b</sup>	Data	Data
Data	Data	Data	Data

<sup>a</sup>Place notes here

<sup>b</sup>Second note

**Figure I. Name of figure here, in sentence case**





with the tab key. Do not leave line breaks between paragraphs. Instead, continue with regular double spacing. Leave a blank line after every numbered or bulleted list:

4. XXXXXXXXXXXX XXXXX XXXX XXXXXX XXXXX XXXXXXXXXXXX XXXXX XXXXX
5. XXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX
6. X XXXXX XXXXXXXX XX XXXXXXXXXXX XXXXXXXXXXXXXXXX XX

Note that this is a new paragraph, so the first line is indented. XXXXXX XX X XXXXXXXXXXXXXXXXXXXX. XXXXX  
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preceding paragraphs, with no additional line breaks or line space.

### **Level-1 Heading**

Level-1 headings are set flush left, bolded, in title case, and Gill Sans font. Begin the next paragraph immediately after the heading, and do not indent the first line of the first paragraph. XXXXXX XXXXXXXXXXX XX XXXXXX XXXX.  
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INSERT TABLE I ABOUT HERE

### *Level-2 Heading*

Begin the next paragraph immediately after the heading. Level-2 headings are set flush left, italicized, in title case, and Gill Sans font. This is an abbreviated sample manuscript, and therefore it is not complete. In your manuscript, however, use two or more level-2 headings below a given level-1 heading, or use no level-2 headings; you may not use just one. XXXXXXXX XXXXXXXX X XXXXXXXX.<sup>1</sup> XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX XX XXXXXXXX XXXXXXXX  
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**Excerpt 1: Emilie** [Sample of conversation analysis (without transcription symbols); note that all table lines are hidden.]

- 1 Interviewer (I): What happened after
- 2 that?
- 3 Emilie (E): Well, after that I
- 4 walked to the corner without my
- 5 friend, because he took too long
- 6 getting ready to go.
- 7 I: How did you feel walking there
- 8 by yourself?
- 9 E: I was a little bit nervous,
- 10 'cause I'm not used to going places
- 11 by myself.

*Level-3 heading.* XXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX XXXXXXX XXXXXXXXXXX XXXXXXX  
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*Level-4 heading.* Level-4 headings are indented by .5 inches, italicized, in sentence case, in Gill Sans font, and followed by a period. Note that the text of the first paragraph under this heading follows immediately after the heading, on the same line, rather than beginning on the next line. Use two or more level-4 headings below a given level-2 or level-3 heading, or use no level-4 headings; you may not use just one. XXXXXXXXXXXX XXXXXXXX  
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**Notes**

1. Text of first note. Do not format numbered bullets. Simply type the number, followed by a period and a space. You may include properly formatted citations in the notes, as appropriate.
2. Text of second note. Remember to include a corresponding superscript number in the text (after the ending punctuation, please) for each footnote.
3. Text of third note (and so forth). Do not use Roman numerals or letters for footnotes.

**Authors' Note**

Portions of this article were presented at the *10th Annual Research Conference* in Salt Lake City, Utah, December, 2010.

**Acknowledgments**

We gratefully acknowledge the support of Name One, Name Two, and Name Three in assisting with research design.

**Declaration of Conflicting Interests**

The authors declared no conflicts of interest with respect to the authorship and/or publication of this article.

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**References**



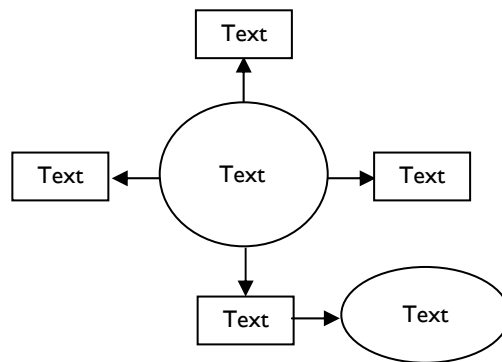
**Table I. Name of the Table, Bolded, in Title Case**

Column Heading	Column Heading	Column Heading	Column Heading
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Secondary line of data	Data	Data	Data
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<sup>a</sup>Place notes here

<sup>b</sup>Second note

**Figure I. Name of figure here, in sentence case**





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**References**

Author, B. C. (year). The references should be double spaced, using the regular margins, and formatted as hanging paragraphs (indented by .5 inches from the left margin). Use Format > Paragraph rather than tabs to create the hanging paragraph format. doi:10.xxxxx.xxxxxxxxxxxxxxxxx

Author, D. E. (year). References should have no additional space between them, and should be listed alphabetically by the last name of the first author. Do not include blank lines between references. Retrieved from <http://www.xxx>

Author, F. G., & Writer, X. Y. (year). The content of each type of reference (article, book, edited book, online document, and so forth) must be formatted in a very specific manner. Refer to the *APA Publication Manual*, 6th edition only, for specific instruction on this. Double space the reference list. Use the same font size and style as the main text of he manuscript.









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- Importance of submission: What are the manuscript's strengths? Is it significant? Does it contain new and unique information?
- Theoretical evaluation: Is the manuscript logical? Is the theory parsimonious? Complete? Useful?
- Methodological assessment: Inductive approach? Appropriate method and design? Is the sample appropriate and adequate? Are data saturated? Theoretical analysis? Linked with theory and/or praxis?
- Adherence to ethical standards?
- Manuscript style and format: Please evaluate writing style, organization, clarity, grammar, appropriate citations, etc. Is the manuscript unnecessarily long?
- Other Comments: Please give specific advice to the author(s) on how to improve the manuscript.

## REVIEW, DECISION, AND REVISION PROCESS

### THE MAIN PLAYERS

- Corresponding author
- Technical editor
- Editor (and possibly a section editor)
- Expert reviewers

### STEPS IN THE PROCESS

1. The *corresponding author* submits a manuscript
2. The *technical editor* checks the manuscript documents for general acceptability (Word.doc)
3. The *editor* conducts an initial, abbreviated review of the manuscript; at this point the editor can make a decision to:
  - a. Send the manuscript out for peer review;
  - b. Assign the manuscript to a *section editor* to manage the peer-review process; or
  - c. Reject the manuscript because it is not within *QHR*'s mandate, is unsuited to *QHR*'s readership, or is not methodologically strong.
4. The *technical editor* extends invitations for *qualified experts* to provide a formal review of the manuscript; this includes:
  - a. Entering keywords from the manuscript into the *QHR* database of expert reviewers
  - b. Selecting reviewers whose keywords (areas of expertise) most closely match the keywords (topic areas) of the manuscript
  - c. Extending invitations to prospective reviewers by email
5. The *invited reviewers* can choose to accept the invitation, or may decline it based on a lack of time or opportunity to conduct the review, or because their expertise is not a good match for the main topic(s) of the manuscript.
6. If the *reviewer* accepts the assignment, the online review system, ScholarOne Manuscripts / SageTrack, automatically sends the reviewer, via email, instructions on how to access the manuscript and submit the review. If the reviewer declines the assignment, the *technical editor* repeats Step 4, above, until a sufficient number of reviewers have agreed to evaluate the manuscript (usually three reviewers). Depending on the time of year (because of vacations, holidays, breaks in academic schedules, and so forth), the number of qualified potential reviewers with expertise in the appropriate topic area, and the speed with which the invited reviewers respond to the invitation, this step in the process can take a significant amount of time.

7. The *reviewers* read through the manuscript (usually several times), and electronically submit their responses to the questions listed below. Although reviewers are asked to submit their evaluations within 30 days of accepting the assignment, circumstances might arise which preclude their meeting the deadline. No decisions can be made until the reviews are received.
8. When all reviews of a particular manuscript have been received, the *technical editor* provides them to the *editor*, along with the manuscript, for consideration and a decision.
9. Based on the reviews received, *and the editor's own evaluation*, the *editor* makes a decision on the manuscript. Possible decisions include:
  - a. acceptance of the manuscript for publication
  - b. provisional acceptance of the manuscript, pending specific revisions based on editor and/or reviewer comments, and specific formatting and content requirements of the journal
  - c. an invitation to revise the manuscript in response to reviewer comments and suggestions, address formatting and content requirements of the journal, and resubmit it for further consideration
  - d. rejection of the manuscript, possibly with recommendations for improving it in readiness for submission elsewhere
10. The *technical editor* sends the editor's decision and the reviewers' comments, via email, to the *corresponding author*. (Note: The decision will be sent as soon as it is possible to do so. Do not send requests for "quick" decisions because of pending performance, promotion, or tenure reviews, or because you are updating your curriculum vitae [CV].)
11. The *corresponding author* reviews the decision letter with any *coauthors*. If invited to submit a revision, either for publication or for further consideration, the author(s) can choose to accept or decline that invitation. If they accept, they revise the manuscript as instructed, and submit it.
12. The *editor* reviews the revised manuscript, and makes one of the following decisions:
  - a. Accept the manuscript for publication
  - b. Return the revision for peer review (usually with the original reviewers providing the new evaluation)
  - c. Invite the author(s) to make further revisions, either with provisional acceptance for publication, or for further consideration
  - d. Reject the manuscript

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Whether or not an author receives a "revise" or "reject" decision depends on

1. the nature of the reviews and the magnitude of the changes required
2. whether or not it is possible to correct the manuscript sufficiently to make it suitable for publication

3. how much *QHR* has recently published on a particular topic (or how much is currently queued for publication)

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In a general sense, *QHR* publishes articles according to when they were accepted, not according to when they were first submitted. In other words, manuscripts accepted first are generally published first. Deviations from this general practice can and do occur, however, primarily because of (a) space restrictions within a particular issue, or (b) because certain articles are grouped and published together in special themed issues.

At any given time there are many accepted articles in the production queue. Therefore, it is unlikely that your accepted article will be published immediately after being accepted. It is not possible to know how many pages an article will need until the article is actually “set” by the typesetter. Many factors influence the length of a set article, including number of words, number of headings, number and length of paragraphs, use of tables and figures, and much more. Because the journal has a limited number of pages available for each volume, this sometimes causes individual articles to be “pulled” from their anticipated placement in a particular issue, and to be replaced by articles that best fit the number of pages available.

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Your manuscript will be edited to conform to *QHR* and Sage publication style and standards, and sent to you for your approval and correction. There will be a very short deadline for responding to any queries posed by the copyeditor (usually about 3 or 4 days), and it is critical that your response be clear, complete, and timely.

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Complete contact information for EVERY author must be entered into the ScholarOne Manuscripts / SageTrack system when uploading the manuscript. Although the *system itself* requires complete information only for the contact/corresponding author, *QHR requires complete information for all authors—without exception*.

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- A verified email address for *every* author, without exception. *Use extreme care when entering email addresses: many coauthors cannot be reached because the submitting author fails to enter email addresses correctly. Confirm all coauthor email addresses before beginning the submission process.*
- Information on any conflict of interest
- Confirmation that the manuscript is original work, and has not been published or submitted for consideration elsewhere
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- The number of tables in the manuscript, if any
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If you are invited to submit a revision, you will receive an email message containing comments from the reviewers and/or instructions from the editor about the revisions you are requested to make. Address the reviewer comments and follow editor instructions carefully and completely when making your changes; be as specific as possible in your response. When uploading your revision, enter (into ScholarOne Manuscripts / SageTrack, under "Author Response") your comments concerning the changes you have made. Type your comments into the system in the space provided; ***please do not upload your response comments in a separate document.***

*Failure to comply completely with editor instructions for revision could result in delays, the need for additional revision, or even the rejection of your manuscript.* If you believe it would be detrimental to the article to comply with the requested changes, state your argument in your revision comments. *Following consideration, the editor's decision will be final.*

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We ask that authors complete and submit revisions within 60 days (30 days for “accept, pending revision” decisions). Note that these are not calendar months; the ScholarOne Manuscripts / SageTrack system is preset to automatically establish these deadlines by counting the exact number of days *from the date and time when revision decisions are sent out*—not when you read the decision letter. This helps to ensure that your manuscript does not become outdated during the revision process. If you are unable to meet this deadline, or if the system indicates that you have missed the deadline, contact QHR at [QHR-Journal@nurs.utah.edu](mailto:QHR-Journal@nurs.utah.edu) for an extension of time. *Unless you have been specifically instructed to do so, DO NOT* submit your revision as a “new” manuscript.

At the editor’s discretion, your revised manuscript might be sent back out for further review, usually to the original reviewers.

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“No sooner than twelve (12) months after publication of the Contribution in the print edition of the Journal, the Contributor-created version of all or part of the Contribution and abstract as accepted for publication by the Journal (i.e., updated to include all changes made during the peer-review and editing process) may be posted on any non-commercial Web site or repository, provided that such electronic copy includes a hyperlink to the published version of the Contribution on the SAGE Journals Online Web site, together with the following text: ‘The final, definitive version of the article is available at <http://online.sagepub.com/>.’ Contributor is not permitted to post the SAGE PDF version of the published Contribution on any Web site or repository.

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