

Journal of Indigenous HIV Research (JIHR): Detailed Manuscript Formatting Policies/Style Guide

The Following guidelines apply to authors writing articles for the JIHR. At this time, articles are accepted by email only. All proposed manuscripts and associated files should be sent to the JIHR's Managing Editor's email: marnia@caan.ca

Authors are to submit **two copies of their paper - one blinded (all identifiers blacked out), one not blinded** - electronically, by e-mail, as a Microsoft Word document attachment. To ensure an anonymous and impartial review of the manuscript, authors' names, affiliations, biographies, and information which might give away their identity should be on a separate cover page.

1) Plain Language:

Health research and policy often operate outside the knowledge and influence of communities, using language to distance and discourage community participation in research. The articles published in the JIHR are intended first and foremost for people who are living with HIV as well as for readers and contributors who live and work both inside and outside of university, research and health professional communities. While every community is unique, many share similar challenges. It is our hope that through this journal, Indigenous communities around the world can share their experiences and knowledges and make the experiences of researchers, health professionals, and community members in other countries more generally available to assist us all.

All articles submitted to the JIHR should be written in clear, concise, and descriptive language. The use of plain language in place of scientific jargon where appropriate is also encouraged. Manuscripts that are not succinctly and plainly written may be turned down for publication.

Please consult the International Journal of Indigenous Health's **Plain Language Guidelines** for more information: <http://journals.uvic.ca/journalinfo/ijih/IJHPlainLanguageGuidelines.pdf>

2) Order and Content of Manuscript Pages:

General

Manuscripts should:

- Be a maximum length of:
 - 6,500 words for Indigenous community-based HIV and AIDS research development and findings, Emerging Issues in Community-based HIV and AIDS Research with Indigenous community, International work

that includes an Indigenous Canadian component and student work;
and

- 2,000 words for Commentary, and Stories
- Text typed in double line space using Times New Roman font, 12 point, and 1 inch margins on letter size (8.5 x 11 inches) paper.
- Include no more than six tables or figures.
- Numbering should be at the bottom right-hand side of each page.
- Acknowledgment of any funding source.
- Acknowledgment if manuscript is based on prior presentation(s).
- Do not tab or space the beginning of each paragraph or have more than one space following the end of punctuation.
- APA reference style

Title page

Please submit the title page in a separate document from manuscript, in either a Word document. Title page should include:

- Title
- Author(s): Full name(s) and title or designation. If an article is written by several people, please underline the name of the lead author.
- Where applicable, academic degree(s), affiliation(s), and/or the name of the department and institution to which the work is attributed.
- Corresponding author identified:
 - Full contact information for corresponding author
 - Statement that corresponding author will respond promptly to JIHR regarding reviewer comments, copyeditor revisions and publishing agreement.
- Original submission statement
 - Corresponding author must confirm that the manuscript is unpublished and not under consideration by another journal
 - Must be original: manuscript can be based on prior research findings but must present a new argument, analysis and conclusions
- Names and contact information for four potential peer reviewers
 - Two university based
 - Two community based
- Authors may submit unblinded Authors and Acknowledgements sections in the Title Page of Submission or by email prior to publication (see criteria under Order and Content of Article Pages in Author Submission Guidelines)

Second Page

A one-paragraph ABSTRACT (roughly 150 - 250 words) should summarize the study by including the purpose, methodology, major results, and conclusions of the research. No abbreviations or reference citations should be included in the abstract.

List 3 – 10 KEYWORDS for indexing purposes.

A list of all AUTHORS and their affiliations should be included. If the author is an organization or a community, include the name, location and a list of authors that approved authorship of the paper under the organization or community name. Inclusion of authors' cultural identity and/or association is optional.

ACKNOWLEDGEMENTS should list all contributors who provided technical help, writing assistance or general support, but who are not authors. Financial and material support should also be acknowledged. In-kind contributions from participants, community (communities) and other partners should be acknowledged. Please ensure those who are being acknowledged have given written consent, as readers sometimes interpret their acknowledgement as endorsement of the data and conclusions.

Please note: Authors and Acknowledgements sections must be blinded for peer review. Authors may choose to submit these unblinded sections in the Title Page.

The INTRODUCTION should state the purpose of the article and rationale for the study or intervention, but not the data or any conclusions.

The main body of the article should include headings for METHODS, RELATIONSHIP, RESULTS, LIMITATIONS, DISCUSSION and CONCLUSIONS as applicable.

METHODS should provide a concise summary of methods employed and may include the rationale for those utilized in the study.

RELATIONSHIP (if applicable) should provide a succinct summary of the research collaboration between the researcher(s) and Indigenous community / communities. Reference may be made to cultural and institutional protocols, research agreements and relevant ethical guidelines.

RESULTS should summarize the collected data and the analysis performed on those data.

LIMITATIONS should address specific limitations of the study, including possible limitations related to applicability of findings and/or implications of methodological approach utilized.

DISCUSSION and CONCLUSION/S should include relevance of the study to Indigenous HIV and potential contributions to existing bodies of literature. Potential uses and users of the knowledge presented in the article may be referenced.

REFERENCES should follow the style outlined in the References section, below, and in APA 6.

APPENDICES, if required, should follow the references.

TABLES and FIGURES should be placed within the body of the article in the appropriate locations, following the paragraph in which they are first cited. Number tables and figures consecutively with Arabic numerals.

If table graphs or charts are based on a spreadsheet (e.g., Excel software) the original spreadsheet file(s) should be submitted with the article.

If the table or figure has been previously published and is not copyrighted by the author(s), or is adapted from a previously published source, written permission for use and unlimited production must be obtained by the author. The written permission should be submitted with the article, and the source must be cited in the caption.

Explanatory material, including abbreviations or sources, should not duplicate the text and should be footnoted sequentially using superior letters and listed at the bottom of the chart.

Captions should be brief but descriptive and should not duplicate information in the text (see APA 6).

3) Illustrations

The number of illustrations in submissions should be kept to a minimum. Previously unpublished illustrations are preferred. Previously unpublished illustrations not created by the author(s) should be accompanied by written permission for their use, publication and unlimited copy and distribution. If illustrations have been previously published, the author is responsible for obtaining written permission to reprint them. The written permission should be submitted with the article, and the source must be cited in the caption.

Print photographs and other original artwork are preferred and will be returned to the author after printing. Laser-quality copies will also be accepted and returned upon request only. Line drawings and graphs may be prepared in black/white/grey shades or colour as best suits the clarity of content. They should be prepared to high-quality resolution using an appropriate drawing program. Illustrations should not be smaller than 3.5 x 5 inches (8.9 by 12.7 cm) and not larger than 8 x 10 inches (20.3 by 25.4 cm).

Images should be embedded into the and also saved separately as 300 DPI, RGB colour (if necessary), TIFF, RAW, PDF or maximum-quality JPEG files (clear and sharp images of high quality taken if possible at the camera's highest resolution setting). If images provided digitally are not suitable for publication, hard copy originals will be requested and returned to the author after printing is complete. Do not write on the back of illustrations, use paperclips or mount on cardboard as doing so may damage the images. If mailing, secure the image between two sheets of heavy cardboard.

Photographs of people should be accompanied by written permission to publish the photograph, unless the person is unidentifiable.

4) References

For literature citations, follow the style guidelines in the *Publication Manual of the American Physiological Association* (6th ed.) <http://www.apastyle.org/apa-style-help.aspx>. Within a paragraph, omit the year in subsequent references as long as the study cannot be confused with other studies in the article.

The JIHR follows the citation and reference style outlined in APA 6. The following examples are not exhaustive, and authors not familiar with APA style should thoroughly review the guidelines in the manual or at www.apastyle.org to properly cite all references.

For in-text citations, APA style uses the author-date system of parenthetical documentation:

Examples:

Kessler (2003) found that among epidemiological samples

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

For direct quotes, supply the page number/s:

She stated, “The ... ‘placebo effect’ ... disappeared when behaviours were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviours were studied.

Note: APA style calls for references to author, date and page to be separated by commas.

References to page numbers are preceded by the abbreviation “p.” or in the case of multiple pages, “pp.” (This is different from MLA style, for example.)

According to APA style, information cited in running text is omitted from the parenthetical reference.

Example:

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviours were studied in this manner” (p. 276).

The References section, which is a list of works cited, is documented in the following manner.

Authors must ensure that all citations have corresponding references, and that all references listed are cited in the text.

Where available, add URLs or DOIs for online journal references.

Anderson, J. E., & Valentine, W. L. (1944). The preparation of articles for publication in the journals of the American Psychological Association. *Psychological Bulletin*, 41(6), 345–376.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225–229. doi:10.1037/0278-6133.24.2.225

Note: Only the initials of the author’s first and middle names are given. The year of publication, in parentheses, follows the authors’ names.

Tannen, D. (1985). *Gender and conversational interaction*. New York, NY: Oxford University Press.

Note: Only proper nouns and the first word of the title and of the subtitle are capitalized.

UNITS

Authors should use the International System of Units (the SI system or the modern metric system of measurement), as outlined in APA 6. If data have been recorded using nonmetric units, or if nonmetric measurements are given in interviews, provide the metric equivalent in parentheses.

PLEASE NOTE: references cited should be **manually entered** at the end of the manuscript. If MSs are formatted using a built-in referencing program (Ref Works, for example, it will be the author’s responsibility to re-enter/re-format the entire References Cited section prior to publication.