

## GUIDELINES FOR AUTHORS – *JOURNAL OF SCHOOL HEALTH*

These guidelines are to assist prospective authors in preparing manuscripts for the *Journal of School Health*. Failure to follow the guidelines completely may delay or prevent manuscript consideration. Contact the *Journal* Editor-in-Chief, Robert J. McDermott, PhD, for general inquiries: [rjmcdermott@ashaweb.org](mailto:rjmcdermott@ashaweb.org). Authors in the United States may call at (813) 431-2200 and expect a return call or email response.

### **Mission**

The *Journal of School Health* is committed to communicating information regarding the role of schools, school personnel, or the school environment in facilitating optimal growth and development of children and youth. The focus on children and youth pre-K through 12th grade encompasses a wide variety of areas including health education; physical education; health services; nutrition services; counseling, psychological, and social services; healthful school environment; health promotion for staff; family/community involvement, and others. *Journal* readership includes researchers, school administrators, health educators, nurses, physicians, dentists, psychologists, counselors, social workers, nutritionists, dieticians, and other healthcare professionals from around the world. These individuals work cooperatively with parents and the community to achieve the common goal of providing the programs, services, and environment necessary to promote healthy children and youth.

**NOTE:** Manuscripts that focus principally on clinical health issues, on general education issues without a clear and direct health-related focus, on collegiate audiences or non-school audiences, or report findings largely deemed as esoteric and that do not position schools to be responsive – are *not* part of the scope of papers considered for publication by the *Journal of School Health*.

### **Manuscript Categories**

Manuscripts may be submitted for possible publication in any of the following categories:

#### **• General Articles**

General articles include review, theoretical, developmental, historical, and philosophical manuscripts. Review articles address topics of broad reader interest and appeal. They should provide systematic, critical assessments of the literature and creative discussion of topics relevant to children and youth pre-K through 12th grade. The manuscript should contain the following major sections **boldfaced**, in all CAPITAL letters, and appearing flush left, presented in this order: **ABSTRACT** (structured  $\leq 200$  words including the headings **BACKGROUND**, **METHODS**, **RESULTS**, **CONCLUSIONS**, and **Keywords** – up to 6). The main text of the paper should begin with an unlabeled section that is an introduction and reports background related to the paper, usually indicating the topic's significance for review. Subsequent headings include, **LITERATURE REVIEW** – including subsections appropriate to the theme of the manuscript that provide the detail of the review, **IMPLICATIONS FOR SCHOOL HEALTH**, and **REFERENCES**. Secondary headings should be **bolded** and appear flush left. For *secondary headings*, only the first letter of each word should be capitalized. If there is a *third level of heading* it should begin the paragraph and be indented, be followed by a period, have **ONLY** the first letter of the first word capitalized, be both *italicized* and **boldfaced**, and end in a period. **DO NOT USE UNDERSCORES OR FOOTNOTES ANYWHERE** in the article. Preference is given to manuscripts that are  $\leq 4000$  words in length (not including references and graphics). **Longer manuscripts are rarely accepted.**

Whereas “general articles” are unlikely to include primary research involving human subjects, a **Human Subjects Approval Statement** must be included – “*Preparation of this paper did not involve primary research or data collection involving human subjects, and therefore, no institutional review board examination or approval was required.*” This heading and pertinent statement follow the section entitled **IMPLICATIONS FOR SCHOOL HEALTH**.

#### **• Research Articles**

Most papers appearing in the *Journal* are research articles that report the findings of original, data-based research. They may use quantitative, qualitative, or mixed-methods approaches. The research should relate directly to children and youth pre-K through 12th grade. The *Journal* does not consider papers based on collegiate samples. Preference is given to research manuscripts  $\leq 4000$  words in length (not including references and graphics). The manuscript should contain the following **boldfaced** sections presented in the order shown immediately below.

**ABSTRACT** (The **ABSTRACT** is structured with four **boldfaced** headings – **BACKGROUND**, **METHODS**, **RESULTS**, **CONCLUSIONS** and **Keywords** – up to 6, and is  $\leq 200$  words in length, including headings). The main text of the paper should begin with an unlabeled section that is an introduction and reports background related to the paper, usually indicating the subject's significance and summarizing what is known about the subject to date, and including research questions or hypotheses being tested, and the study's purpose. Subsequent to this section should appear the following major headings (separate and never combined – eg, never **RESULTS AND DISCUSSION**) appearing **boldfaced** and flush left consisting of: **METHODS** (generally including the following sub-headings: **Participants** (*not* **Subjects**), **Instrumentation**, **Procedure**, and **Data Analysis**), **RESULTS**; **DISCUSSION** (describes and summarizes the importance and contribution of the findings, their limitations, and provides a conclusion); and **IMPLICATIONS FOR SCHOOL HEALTH**. This last section describes how the information and data presented will help inform school health practice. Authors stumble most over the preparation of this section and it is one of the most common reasons for your paper to be returned to you “unaccepted.” This section should be both interpretative and directive and NOT merely a gratuitous inclusion. It should NOT simply be an extension of the **DISCUSSION** or a restatement of the study's findings. This section should include as much specificity as possible about what actions should be taken as a result of this research. However, the realities of schools' social, political, and economic/budgetary constraints should be taken into account and examined. A section that merely says that "School need to do X" is unacceptable in meeting the requirements and expectations of this section. A general or vague philosophical statement is also unacceptable in terms of meeting the expectations about this section. This section *must be* one that translates the data for possible actions to be considered by school personnel. Reviewers often consider this section to be the most vital part of the entire paper. **Human Subjects Approval Statement** - make sure that you have included a heading and a statement to this effect that follows **IMPLICATIONS FOR SCHOOL HEALTH**. Such a statement is required even if the study was deemed “exempt” from human subjects review or underwent “expedited” review. **NO RESEARCH PAPER CAN BE ACCEPTED FOR PUBLICATION WITHOUT SUCH A STATEMENT IN THE SUBMITTED MANUSCRIPT.** The statement should indicate the *name* of the Institutional review Board (IRB) that approved the protocol for the study and the *number* of the IRB application (may be blinded during the review process). Please submit a scanned copy of the *signed* IRB approval form of the sponsoring institution that examined and authorized the protocol for this study when submitting the manuscript. This form also should contain the *signature* of the institutional official in charge of the review process. Upload these documents as "supplementary files." Final approval of your paper for publication may not occur without these documents. A heading entitled **Conflict of Interest Disclosure Statement** follows the **Human Subjects Approval Statement**. Manuscripts submitted to the *Journal of School Health* must contain a **Conflict of Interest Disclosure Statement** indicating that authors either have no conflicts of interest to declare (ie, "All authors of this article declare they have no conflicts of interest"). If some authors have potential conflicts, and others do not, these authors should indicate the potential conflict of interest. Before any manuscript will be accepted for publication, it must contain a statement regarding ANY and ALL potential conflicts of interest – possibly none for some authors but potential conflicts for others. These include financial and non-financial interests and relationships (see below for definitions), direct employment with a private sector entity (whether full-time, part-time, or on a consultancy basis), and service on private sector and non-profit boards and advisory panels, whether paid or unpaid. Authors also should disclose to the editor-in-chief any conflict of interest that may have influenced either the conduct or the presentation of research, including but not limited to close relationships with those who might be helped or hurt by the publication, academic interests and rivalries, and any personal, religious or political convictions relevant to the topic at hand. Relevance for financial conflicts of interest with private firms is defined as a relationship of any value with a firm with a stake in the subject of the manuscript, or its competitors. Relevance for patents is defined as any invention or pending invention connected in any way to one of the authors. Because relevance is often “in the eye of the beholder,” err on the side of full disclosure in drafting the disclosure statement.

**ACKNOWLEDGEMENTS** - Grants or sponsoring/funding agencies should be acknowledged. Generally, the *Journal* will not include acknowledgements or personal recognitions of individuals. **REFERENCES** - In the **REFERENCE** section itself, all citations should be listed numerically, but not as footnotes. **DO NOT PLACE NUMERALS INSIDE OF BRACKETS OR PARENTHESSES.** The numeral heading a reference should simply be followed by a period. No footnotes should appear anywhere in the document. Please make sure that the PubMed/Index Medicus abbreviated titles (for journals that have them) are italicized. Please make sure that book titles and other titles as appropriate are italicized. Book titles have each word capitalized except for small words such as "of" or "an" or "the" unless they are at the beginning of the title. Other than these titles, nothing else should be italicized or boldfaced. Citations for books **MUST INCLUDE** city of publication, publisher, year of publication, and if specific quotes are used in the text, cited page numbers as well. Make sure that you have prepared the references in AMA style, with Index Medicus/PubMed abbreviations for all journals that have them. **DO NOT**

MAKE UP OR GUESS AT ABBREVIATIONS; USE ONLY THE LEGITIMATE AND CORRECT ABBREVIATIONS. Italicize the journal title. For assistance with abbreviations, use <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals> and type in the title of the journal whose abbreviation is being sought.

For article titles, capitalize ONLY the first word of the title UNLESS the word is a proper noun; do not capitalize the first word appearing after a colon in the title of an article. Carefully examine every citation to verify that you have cited them correctly in this manner. For journals – give the year and both the volume and issue number as well as inclusive page numbers – eg, *J Sch Health*. 2011;81(6):245-261. Page numbers should be 245-261, for example, and not 245-61. DO NOT CITE THE MONTH OF PUBLICATION OF A JOURNAL. There should be a period at the end of the italicized journal title and NO SPACES between the year and the volume, issue number, and page numbers as shown in the example above. FOR WORKS WITH 7 OR MORE AUTHORS, LIST UP TO 6 AUTHORS OF AN ARTICLE OR BOOK BEFORE USING “et al.” For works with 6 or fewer authors, list ALL 6. No paper will be accepted with improperly cited or incomplete references – the burden is entirely on the authors to verify reference accuracy and errors will not be fixed by copyeditors. URL citations should be in the form of: Available at: xxx.xxx.xxx. Accessed July 26, 2015. PAPERS THAT ARE “IN PREPARATION,” “IN REVIEW,” OR ARE “UNPUBLISHED” MAY NOT BE CITED IN THE LIST OF REFERENCES AT THE END OF YOUR ARTICLE. THEY CAN BE CITED IN THE TEXT BUT MUST BE DESIGNATED AS “UNPUBLISHED.”

**TABLES and FIGURES** - Graphics, including tables, figures, charts, photos, and diagrams should follow **REFERENCES**. These features should be appended to the manuscript after the **REFERENCES**, and NOT SUBMITTED AS SEPARATE FILES. Number tables consecutively as they are referred to in the text (eg, Table 1, Table 2, Table 3 and so on; and not Table 1a, Table 1b, etc.). Do not number tables and figures using Roman numerals. CAPITALIZE the first letter of each word in the title of a figure or table unless the word is a small word such as an article (eg, a, an, the) or conjunction (eg, and, or, but). **Boldface** the title of each table or figure. YOU MUST LIMIT THE NUMBER OF GRAPHICS TO NO MORE THAN 5. For examples of correctly prepared graphics, see recent issues of the *Journal of School Health*.

Research articles should include the year and time frame in which the data were collected, as well as information concerning the psychometric properties of instruments (validity, reliability, readability, etc.) where appropriate. For research articles, preparation of second-level and third-level headings should follow the style described above for general articles. The outline below shows how a research article should appear when submitted. Please follow this example to minimize the chance of your paper being rejected or returned without being reviewed. Note that major headings appear in all CAPITAL letters.

## ABSTRACT

**BACKGROUND:** (concluding with purpose of the study)

**METHODS:**

**RESULTS:**

**CONCLUSION:**

**Keywords:** (select from dropdown list or create your own – up to 6)

Begin with the main body of the manuscript text to address the relevant literature in review, research questions, and purpose of study.

## METHODS

**Participants**

**Instrumentation**

**Procedure**

**Data Analysis**

## RESULTS

## DISCUSSION

**Limitations  
Conclusions**

**IMPLICATIONS FOR SCHOOL HEALTH**

**Human Subjects Approval Statement**

**Conflict of Interest Disclosure Statement**

As indicated above, manuscripts submitted to the *Journal of School Health* must contain a **Conflict of Interest Disclosure Statement**. These include financial and non-financial interests and relationships (see below for definitions), direct employment with a private sector entity (whether full-time, part-time, or on a consultancy basis), and service on private sector and non-profit boards and advisory panels, whether paid or unpaid. Authors also should disclose to the editor-in-chief any conflict of interest that may have influenced either the conduct or the presentation of research, including but not limited to close relationships with those who might be helped or hurt by the publication, academic interests and rivalries, and any personal, religious or political convictions relevant to the topic at hand. Relevance for financial conflicts of interest with private firms is defined as a relationship of any value with a firm with a stake in the subject of the manuscript, or its competitors. Relevance for patents is defined as any invention or pending invention connected in any way to one of the authors. Because relevance is often “in the eye of the beholder,” err on the side of full disclosure in drafting the disclosure statement.

**What to report:** Any financial relationship from the past 3 years (dating from the month of submission) of any size should be disclosed. These potential conflicts of interest include:

- Direct employment, either full or part-time;
- Grants and research funding (but not grants to your institution or others within your institution on which you did not work); this includes grants from trade associations and non-profits substantially (50% or more) funded by private-sector firms;
- Consultancies;
- Travel grants, speaking fees, writing fees, and other honoraria;
- Paid expert testimony for one side in an adversarial proceeding (this does not include testimony as a factual witness in a civil or criminal case);
- Patents granted, pending and applications, whether or not generating royalties;
- Stock ownership, investment in related “sector” funds, or stock options, including those of immediate family members but excluding diversified mutual funds and investment trusts; and
- Membership on private sector scientific or other advisory boards, whether paid or unpaid.

In addition, any current negotiations regarding future employment or current job offers, either full-time or part-time, must be disclosed.

In disclosing these financial arrangements to the editor-in-chief, authors can include dollar amounts even though they will not be printed in the journal. Editors may choose to exclude this information from publication, but in no case should the editor-in-chief or author consider an arrangement irrelevant based on its size alone.

**Non-Financial Conflicts of Interest:** Authors may have strongly-held views about the article being submitted for publication. Authors should consider disclosing and the editor-in-chief may choose to print any affiliations or expressions of these views that may be relevant. These may be personal, political, or intellectual and may include any expression of strongly held views relevant to the subject of the submission. Such disclosures may be original, or they make reference to opinions previously expressed in books or monographs, op-eds or public comments, or to sworn testimony before or lobbying of legislators or legislative bodies. Non-financial conflicts of interest that should be disclosed also include membership or affiliation with non-governmental organizations that have an interest in the submission.

**Enforcement:** Conflict of interest disclosure relies on the honor system. The Editor-in-Chief does not have the time or other resources to be a financial auditor or ideological arbiter. Successful disclosure policies depend on the good will and integrity of authors. In all cases of failure to disclose a relevant conflict of interest of which the

Editor-in-Chief becomes aware, the Editor-in-Chief will publish an editor's note that becomes part of the permanent record of that article. In those rare cases where the Editor-in-Chief uncovers a willful desire to conceal financial conflicts of interest, the Editor-in-Chief, in consultation with committees or boards of the American School Health Association, may disallow publication by the author(s) in the *Journal of School Health* for a stated period of time.

## REFERENCES

## TABLES

## FIGURES

### • *Letters to the Editor*

Letters commenting on previously published articles may be considered for publication if they report a critical issue related to past work published in the *Journal*. Letters should be pertinent to articles published not more than 3 months ago. Letters should be a maximum of 500 words and contain no more than 10 references. Ordinarily, they should not contain graphics. Authors of the paper to which the letter is directed will be provided an opportunity to respond. Both the letter, if deemed relevant, and the authors' response will be published in the same issue.

### • *Commentaries*

Commentaries include position papers, viewpoints, point-counterpoint papers, analyses of current or controversial issues, and creative, insightful, reflective treatments of topics related to healthy children and youth pre-K through 12th grade. Commentaries are  $\leq 2000$  words and should contain no abstract, headings, sub-headings, or graphics. They may contain references.

### • *School Health Policy*

School Health Policy articles present an interdisciplinary analysis of policies affecting children and youth pre-K through 12th grade. Manuscripts should focus on policy reviews that shed light on important debates and controversies. They should provide insightful, thought-provoking examinations of policies and analyses of controversial policy issues that have the potential to affect the health, safety, or general well-being of students or school staff. The focus on policy may be from a policymaking, policy implementation, or policy impact perspective. Contributions also may analyze legislation, regulations, or judicial rulings that potentially affect the health or safety of pre-K through 12th grade students or school staff. School Health Policy articles are  $\leq 2000$  words and require a structured abstract  $\leq 200$  words. If data-based, please submit under the category of Research Articles and follow the instructions for Research Articles.

### • *Health Service Applications*

Health Service Applications are practical papers of interest in school nursing, medicine, dentistry, counseling, social work, or food service aspects of the school health program. They are  $\leq 2000$  words in length and require no abstract. If data-based, please submit under the category of *Research Articles* and follow the instructions for *Research Articles*.

## Submission of Manuscripts

All submissions are made electronically through the *Journal of School Health* submission website (<http://mc.manuscriptcentral.com/josh>). By accessing this website you will be guided stepwise through the creation and uploading of files. The website provides a box into which you will be asked to cut and paste your abstract, but when submitting your manuscript, be sure that your blinded main document file also includes your abstract (if the type of manuscript you are submitting requires one). File designations are for labeling your files as: Main Document, Title Page, Table, Figure, and Supplemental File. The Save in folder has categories for Manuscript files for review (which is what your main document, tables, and figures will be) and Supplemental files not for review (which is what your author/title page and any additional documents should be submitted as). Please append all figures, tables, or other graphics (maximum of 5) to the main manuscript at the end of the paper, following the references with each graphic clearly labeled with a stand-alone descriptive title. The author/title page requires the name, degree(s), title, mailing address, email address, and telephone number of ALL AUTHORS. **YOUR MAIN MANUSCRIPT AND AUTHOR/TITLE PAGES SHOULD BE UPLOADED SEPARATELY AS WORD FILES, AND NOT AS PDF DOCUMENTS.** The person assuming the role of *corresponding author* should be

designated clearly on this page. **NOTE:** The *submitting individual* should be the *corresponding author* and not another team member, student, or administrative assistant who is NOT going to serve as the *corresponding author*. Please review the checklist for authors at the bottom and be sure that all steps have been completed. For assistance, contact Scholar One technical support at 434-817-2040 or email: [support@scholarone.com](mailto:support@scholarone.com). Improperly submitted manuscripts will be returned to the corresponding author, or possibly, go unreviewed without follow-up correspondence.

Electronic manuscripts must be double spaced in **12-point font** throughout, including the abstract and references. **Times New Roman font is preferred.** YOU SHOULD NOT USE BLOCK PARAGRAPH STYLE – instead, indent new paragraphs. Tables and figures may use a smaller font size but only if legibility is not adversely affected. Number all pages consecutively with the abstract page as page one, with text, references, and visuals/graphics following in numerical order. The electronic submission form requires the name, mailing address, email address, and telephone number, of all authors [most notably the corresponding author].

All correspondence, including the Editor-in-Chief's decision and request for revisions, will be by email. Any queries should be directed to the Editor-In-Chief, Robert J. McDermott, PhD, [rjmcdermott@ashaweb.org](mailto:rjmcdermott@ashaweb.org). Manuscripts must be in English and submitted exclusively to the *Journal of School Health*. If accepted, papers become copyright of the *Journal* and the American School Health Association. Authors must give signed consent for publication through a Copyright Assignment Form provided by the publisher, Wiley Publishing. The copyright release form is provided to the corresponding author at the time that page proofs are distributed (production phase). Permission to use material elsewhere (eg, in review articles) normally will be granted upon request.

### **Manuscript Length**

Commentaries, Health Service Applications, and School Health Policy papers should be  $\leq 2000$  words, not including references and visuals/graphics. The Editor-in-Chief may extend those limits in special circumstances, but *only* when the authors have received the Editor-in-Chief's consent in advance. *Journal* space is a critical consideration so authors may be asked to revise, condense, or eliminate text and lengthy or complex graphics even if the overall number of graphics does not exceed the limit of 5.

### **Author/Title Page**

An author/ title page must be submitted with full author contact information separate from your main document to blind it for review. Submit your author/title page as the title page for document type. Please make sure that *each author* is identified by name in order with their degree(s), title, institutional affiliation, address, phone number and email address, using the format below.

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### **Authorship**

The International Committee of Medical Journal Editors (ICMJE) has established uniform requirements for manuscripts submitted to biomedical journals, including that each author of a manuscript must have made a substantial contribution to each of the following 3 criteria to qualify for authorship: (1) conceiving and designing the work represented by the article or analyzing and interpreting the data; (2) drafting the article or revising it critically for important intellectual content; and (3) giving final approval of the version to be published. The *Journal* prefers to limit the number of authors per article to  $\leq 6$  authors. In cases where  $> 6$  authors are listed, the Editor-in-Chief *may require* the delineation of each author's specific contribution, as it relates to the aforementioned criteria.

## Style

Prepare manuscripts using the American Medical Association (AMA) stylebook – 10<sup>th</sup> edition. Manuscript titles should be brief and specific (~125 characters and spaces in length). Manuscripts may be written in the first person. Avoid sexist language. All acronyms should be preceded by their full title following first usage with the acronym or abbreviation in parentheses. Acronyms should be kept to a minimum. Footnotes should be never be used. Avoid use of jargon and numerous references to “ie” or “eg” or parenthetical comments in the text of your paper.

Cite references in the text in numerically consecutive order with superscript numbering. Abbreviate journal titles according to PubMed / Index Medicus format. DO NOT MAKE UP ABBREVIATIONS; USE ONLY THE LEGITIMATE ABBREVIATIONS. Italicize the journal title. For article titles, capitalize ONLY the first word of the title unless the word is a proper noun; do not capitalize the first word appearing after a colon in the title of an article. Capitalize and italicize each word of a book title. For journals – give the year and both the volume and issue number as well as inclusive page numbers – eg, *J Sch Health*. 2011;81(6):245-261. There should be a period at the end of the italicized journal title and NO SPACES between the year and the volume, issue number, and page numbers as shown above. List up to 6 authors of an article or book before using “et al.” Make sure that ALL references are cited correctly, are IN THE STYLE OF THE JOURNAL, and are COMPLETE. No paper will be accepted with improperly cited or incomplete references – the burden is entirely on the authors to verify reference accuracy and errors will not be fixed by copyeditors. For assistance with journal title abbreviations go to <http://www.ncbi.nlm.nih.gov/pubmed> and type in the title of the journal whose abbreviation is being sought. If no abbreviation is reported, then use the full title of the journal. Authors are responsible for the accuracy of all references. Some common examples of correct reference style are illustrated below.

1. Bryant CA, Courtney AH, McDermott RJ, Alfonso ML, Baldwin JA, Nickelson J, et al. Promoting physical activity among youth through community-based prevention marketing. *J Sch Health*. 2010;80(5):214-224.
2. Wilson T, Steiner AR, Lopez JM. *Health Promotion in Schools*. Chicago, IL: Professional Publications; 2001;120-126.
3. Degner LF, McWilliams ME. Challenges in conducting cross-national nursing research. In Fitzpatrick JJ, Stevenson JS, Polis NS, eds. *Nursing Research and its Utilization: International State of the Science*. New York, NY: Springer; 1994:211-215.
4. Alfonso ML, Thompson Z, McDermott RJ, Bryant CA, Courtney AH, Jones JA, et al. Vigorous physical activity among tweens, VERB Summer Scorecard program, Lexington, Kentucky, 2004-2007. *Prev Chronic Dis*. 2011;8(5):A104. Available at: [http://www.cdc.gov/pcd/issues/2011/sep/10\\_0173.htm](http://www.cdc.gov/pcd/issues/2011/sep/10_0173.htm). Accessed October 3, 2015.
5. King MW. The Medical Biochemistry Page. 2009. Available at: <http://themedicalbiochemistrypage.org>. Accessed March 6, 2015.
6. Protection of Pupil Rights Amendment, 20 U.S.C.S. §1232h (2006).
7. Fields v. Palmdale Sch Dist, 427 F.3d 1197 (9th Cir. 2005).
8. Goss v. Lopez, 419u.s. 565 (1975).
9. Utah Code Ann. §53A-13-302 (2005).

## Editing

All manuscripts are subject to editing for style, length, and clarity. Corresponding authors are given the opportunity to review PDF page proofs before publication. E-proof notification is sent directly from the publisher to each corresponding author via email. If the corresponding author does not respond as requested, the article may be printed as it appears on the proof or as revised by the Editor. Costs for changes requested after the proofing period are billed to the author. The decision of the Editor is final on matters of style.

## For Non-native English-speaking Authors:

Non-native English-speaking/writing authors who have their manuscripts edited by native English speakers/writers *prior* to submission to the *Journal of School Health* dramatically improve their chances of receiving a favorable review by peer examiners. Questions about obtaining prepaid English grammar and copyediting services may be directed to the Editor-in-Chief ([rjmcdermott@ashaweb.org](mailto:rjmcdermott@ashaweb.org)).

### **Graphics and Visuals**

Use visuals only when necessary. Incorporate basic information into the text in narrative form where feasible. Each chart, graph, diagram, table, and figure should have a brief, self-explanatory, stand-alone title. When visuals are used, they must be mentioned in the written text but submit each visual as a separately numbered page at the end of the manuscript. Submit original line art, prepared in the required *Journal* format, using the Helios Condensed typeface or the equivalent. Center visual titles in 9 pt. Helios Bold Condensed font. Depending on the size of the visual, use a width of 19 picas unless the visual contains  $\geq 6$  separate columns, in which case, use a width of 40 picas to accommodate the *Journal* column format. Further information on the submission of electronic artwork can be found at <http://authorservices.wiley.com/bauthor/illustration.asp>.

### **Peer Review versus Editorial Preview**

Manuscripts are screened upon submission by the Editor-in-Chief, and sometimes, by 2 members of the Editorial Board (Research and Publications Committee). Papers may be rejected at the editorial level due to insufficient relevance to school health, topic redundancy or other lack of originality and uniqueness, improper format and style, faulty research design, poor writing, and space limitations. Manuscripts making it through the preview process normally receive a blind peer review from  $\geq 2$  reviewers. This process may take from 21 days up to several months depending on the subject of the paper and the availability of reviewers with appropriate expertise. The *Journal* Editor-in-Chief makes the final decision concerning disposition of manuscripts. Because of the volume of papers that the *Journal* receives, sometimes worthy manuscripts must be rejected. When feasible, reviewers and the Editor-in-Chief may recommend alternative publication venues for the authors.

### **Checklist for Authors**

- The manuscript topic is appropriate for the *Journal*.
- Name, degree(s), current job title, professional affiliation, mailing address, phone number, and email address are provided for all authors. All co-authors should be listed with full contact information on the author/title page which is submitted and saved in the Supplemental files not for review.
- A structured abstract  $\leq 200$  words in length is included (where appropriate).
- Abstract is uploaded into the appropriate box as well as in the main document when applicable.
- A copyright release statement to be signed by corresponding author is sent when the accepted paper enters the production phase.
- The AMA stylebook was followed for format, references, and documentation.
- Manuscripts may be written in the 1st (preferred) or 3rd person but not mixed style; avoid sexist language.
- Minimize use of the passive voice to improve clarity.
- Personal acknowledgments are not included.
- Footnotes are not used anywhere; omit the use of parenthetical statements and discontinue the use of such features as “ie” and “eg” in the paper.
- Manuscript length and number of visuals conform to requirements for the category.
- The manuscript title is brief and specific. Manuscript titles are subject to editing for brevity.
- All pages are numbered consecutively.
- Visuals are prepared on separately numbered pages and placed at the end of the manuscript.
- The manuscript has been checked thoroughly for style, readability, and quality of writing.

### **Online production tracking is available for your article through Wiley's Author Services.**

Author Services enables authors to track their article - once it has been accepted - through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production so they do not need to contact the production editor to check on progress. Visit the website <http://authorservices.wiley.com/bauthor> for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

## **A FINAL NOTE TO PROSPECTIVE AUTHORS**

*The volume of papers submitted to the **Journal of School Health** necessitates that strict adherence to author guidelines be a requirement for a smooth peer review process to occur. Whereas the editors recognize that many authors have been schooled in the citation and referencing style of the American Psychological Association (APA), this journal subscribes to the style of the American Medical Association (AMA). Papers using APA style or vestiges of APA style or other referencing/citation traditions may be: (1) delayed for review; (2) returned to the author at any stage of the review process with no commitment to publish until style and format follow author guidelines; or, at the authors' option, (3) charged for through a third-party editing service that brings the paper into compliance. The **Journal of School Health** receives about 600 original submissions per calendar year and publishes approximately 108-112 of these. Therefore, a failure to follow guidelines substantially increases the likelihood of having review of your paper delayed or having your paper returned to you unreviewed or rejected.*