Instructions for Submission of Journal Article to the World Hospitals and Health Services Journal

EDITORIAL SCOPE

WHHS considers for publication evidence supported information, executive content, that gives key information and that is more analytic than descriptive. The readers should be informed on how to replicate the methods applied. WHHS is a professional journal and is not intended for academics. Each quarterly issue of the WHHS journal presents articles focused on policy and strategy related issues in health service delivery and is addressed both to policy makers and healthcare executives.

GENERAL REQUIREMENTS

Mandatory Submission Requirements

1. All submissions will require creation of user accounts. (*All compulsory fields must be completed to validate account and article submission process*)
2. The first author is the sole contact for all correspondence regarding the article review or subsequent presentation and accepts responsibility to share information with all other authors about its status.
3. All article submissions must follow the template (*available on the submission website*).
4. An article written in English which should not exceed **2000 words**. The maximum word count excludes references, tables, figures and the summary.
5. A passport-size photograph of the three main authors;
6. A brief autobiography of the three main authors (approx. 50 words, three or four sentences); other authors will be listed at the end of the article with only their name and function (no autobiography).
7. A summary of the article (approx. 100 words): It must present the issue, how it is dealt, and provide the results and/or recommendations
8. A comprehensive reference list (see guidance below);
9. Full contact details of author(s) (i.e., postal and email addresses, telephone and fax numbers) to mail him/her complimentary copies of the publication.

Recommendations on Content

1. The article should include an **introduction, an exposition**, and a **conclusion** discussing health systems and/or policy implications.

If your manuscript is accepted

1. It will be assigned to an issue.
2. During the production process, the corresponding author will have the opportunity to review page proofs. The corresponding author is responsible for obtaining the necessary input from all co-authors.
STYLE

General Recommendations on Style
1. List the number and the title of all graphics (boxes, figures, tables in this order).
2. Do not insert boxes, figures, and tables in manuscript as “images.” These cannot be edited.
3. Do not electronically link captions (figures, tables, boxes) and author-date references to the cue in text.
4. Do not use fancy formatting. The International Hospital Federation has its own set of templates.
5. Do not number paragraphs.
6. Follow the US convention in punctuating numbers: mark off thousands with a comma (not a space, not a period); mark a decimal place with a period (not a comma); spell out million and billion in text, stubs, and in unit definitions at the end of figure and table titles. Please use U.S. spelling. Ex: 1,008.20

Figures and Tables
1. Every figure and table must have a number, a title, and a source line. The title goes above the figure or table, outside the frame. The source line and any notes go below and outside the frame.
2. A cue in text, placed after the discussion, refers the reader to the graphic. Every figure, box, and table must be cued to discussion or dropped. Example: (figure 4.2). In text, do not say “see...” or “above” or “below.”
3. The title begins with the number, is short, and is followed in parentheses by the unit. Example (percent). Please delete titles from within the charts.
4. Notes to figures and tables are designated by a, b, c, etc., for specific points and are placed outside the frame. These notes are not part of the automatic system for numbering text notes. A note that applies to the entire graphic is designated Note: and set in italics. Order: Source, Note (general), specific notes (a., b., c.)
5. In tables every column, including column 1 must have heading, even if it is only “Item.” Capitalization of these heads is sentence style, i.e., initial cap only. Every cell must be filled with something, for example, Not available = —; not applicable = n.a.; negligible = ..; Zero = 0.

Boxes
1. Every box must have a number, a title, and a source.
2. Sources may be given in a source line or in text in author-date format (see References).
3. A box itself is a sidebar or note to the text. Avoid notes, if possible. If impossible, number a., b., c.

You are recommended to insert the figures, tables and boxes in the article template submitted. If you inserted low-resolution files, you will be asked to provide high-resolution files for the printed version of the journal. You can also provide these files separately on the next page.
References and Notes
The IHF uses author-date cites within parens in text for books, journal articles, reports. Notes are used for cites to popular periodicals and newspapers, web sites, and substantive additions to the text.

1. Notes are reserved for substantive, supplemental material.
2. Do not put in the Notes section bibliographic material for which you have complete cites, even if you found it on the internet. Drop the web address and put this material in the Reference list.
3. The minimum information to be included is: author(s), date, title of work, place of publication, and publisher.
4. The titles of books, other formal publications, and journals are set in italics. The titles of informal publications, journal articles, and chapters in a book are enclosed in quotation marks and set in regular type, caps and lowercase (not sentence style).
5. For direct quotes, the page number must be included in the in-text reference (author-date: 00).
6. For journal articles and chapters in books, please include the first and last numbers of the pages on which the work is printed.

Example of Reference List
- **Book**

- **Chapter in a Book**

- **Journal article**

- **Informal publication: working paper**

- **Informal publication: paper presented at a conference**

- **Public document: report**
AUTHORSHIP

The International Committee of Medical Journal Editors has provided the following guidelines for authorship, summarized below:

All persons designated as authors should qualify for authorship, and the first 11 who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Authorship credit should be based only on (1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published. Conditions (1), (2), and (3) must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

Authors should provide a description of what each contributed, and editors should publish that information. All others who contributed to the work who are not authors should be named in the Acknowledgments, and what they did should be briefly described.

Increasingly, authorship of multicenter trials is attributed to a group. All group members named as authors should meet all of the above criteria for authorship. Group members who do not meet these criteria should be listed, with their permission.

CONFLICTS OF INTEREST

At the point of submission, WHHS’s policy requires that each author reveal any financial interests or connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications, or opinions stated - including pertinent commercial or other sources of funding for the individual author(s) or for the associated department(s) or organization(s), personal relationships, or direct academic competition. When considering whether you should declare a conflicting interest or connection please consider the conflict of interest test: Is there any arrangement that would embarrass you or any of your co-authors if it was to emerge after publication and you had not declared it?

As an integral part of the online submission process, corresponding authors are required to confirm whether they or their co-authors have any conflicts of interest to declare, and to provide details of these.

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RETRACTATION

An article may be retracted by the editors if
- there is clear evidence that the findings are unreliable, either as result of misconduct (eg, data fabrication) or honest error (eg, miscalculation or experimental error)
- the findings have previously been published elsewhere without proper cross-referencing, permission or justification (ie, cases of redundant publication)
- it constitutes plagiarism
- it reports unethical research