

Instructions for Authors

Health Education & Behavior publishes authoritative empirical research and commentary on critical health issues of interest to a broad range of professionals whose work involves understanding factors associated with health behavior and evidence-based social and behavioral strategies to improve health status. The journal audience consists primarily of researchers and practitioners in health education and health promotion. Typical manuscripts published in the journal include reports of empirical research using qualitative or quantitative methods; formative, process, and outcome evaluations; and literature reviews.

Categories of Manuscripts

Health Education & Behavior invites, considers, and publishes manuscripts in the following categories:

Commentary and Perspective: The journal invites and reviews both solicited and unsolicited commentaries on controversial topics, methodological issues, and theory of up to 2,500¹ words of text (abstract of up to 150 words), plus references. Editorials of up to 1,200 words (no abstract) are solicited by the editor.

Full-Length Original Articles: Full-length original articles comprise reports of empirical research and other studies of up to 3,500¹ words of text (abstract of up to 250 words), plus tables and figures, and references.

Review Articles: Review articles present state-of-the-science literature reviews of up to 4,000¹ words of text (abstract of up to 250 words), plus tables and figures, and references.

Brief Reports: Brief reports comprise manuscripts reporting empirical research or other studies (including promising pilot studies) that can be up to 2,000¹ words of text (abstract of up to 150 words) and no more than 2 tables and/or figures, plus up to 15 references.

Policy and Environmental Change Articles: Manuscripts that focus solely on reporting theory, methodological issues, and results of innovative policy, environmental and other structural change approaches to improving population health are encouraged and can be up to 3,500¹ words of text (abstract of up to 250 words), plus tables and figures, and references.

Manuscript Submission Requirements

All manuscripts should be submitted online at the *Health Education & Behavior* submission portal at <http://mc.manuscriptcentral.com/heb>. The site contains detailed instructions on how to submit and track the progression of a manuscript through the review process. All manuscripts will be assigned a manuscript number, and authors will receive email confirmation acknowledging receipt of submission. Authors should not transmit hard copies of their manuscripts to the journal office. Inquiries regarding a manuscript or the journal should be directed to info@sophe.org.

Cover letter: Authors have the option to accompany their submission with a cover letter to the editor.

Title Page & Acknowledgements: The title page should include the title of the manuscript, author names, degrees, and affiliations, and any acknowledgements, funding information or conflict of interest statements the authors wish to include with the manuscript. The title page should be uploaded as a separate document with the words "title_page" in the document name.

¹ The word count applies only to body of the manuscript, e.g., the introduction, methods, results, and discussion; the abstract, tables, figures, and references are not included in the word count.

The Manuscript

Style and format: All manuscripts should be prepared in accordance with the style and format requirements of the *Publication Manual of the American Psychological Association* (6th edition). The manuscript, including captions, footnotes, tables, and references, must be double-spaced with 1-inch margins in a 12-point font. The elements of a manuscript should include: abstract, impact statement, body of text, references, and tables, figures or other graphic images.

Title: The title should stand alone as the first page of the manuscript. (**Note: Author information and any acknowledgements should not be included with the title. These are to be uploaded as a separate Title Page and Acknowledgements document. See above for details.**)

Abstract: A narrative abstract of up to 250 words followed by up to 6 keywords, must accompany each submission. Structured abstracts (including the following elements: Background, Aims, Methods, Results, Discussion, and Conclusion) are permitted for reports of empirical research.

Body of text: Introduction, methods, results, and discussion (including limitations and strengths and implications for theory, policy, and/or practice).

References: All references should be prepared in accordance with the format and style requirements of the *Publication Manual of the American Psychological Association* (6th edition). References to unpublished material are discouraged. Footnotes to the text should be avoided. For further information on how to format citations and references, please consult the APA Style tutorial at: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

Tables and figures: All tables, figures, and graphic images should be cited sequentially in text, serially numbered, and accompanied by explanatory captions, and constructed in accordance with the style and format requirements of the *Publication Manual of the American Psychological Association* (6th edition). Do not include tables and figures within the body of the manuscript; tables and figures can be included at the end of the document immediately following the reference list or uploaded in separate document files. Tables should be editable. All figures, illustrations, graphics, and photographs should be supplied with the highest quality original electronic format. All files should follow the SAGE artwork guidelines contained at the [SAGE Manuscript Submission Guidelines](#).

Human Participants and Institutional Review Board: All studies involving data collection with human participants must document that approval was received from an appropriate institutional review board. It must be stated in writing, in the Methods section, that the study protocol was approved by a review committee on the protection of human participants or its equivalent.

Language and other requirements: Manuscripts must be submitted in English. Authors should refrain from using the term subjects when describing or referring to human research participants. Alternative terms such as respondents, research participants, or some other more specific designation (e.g., youth, females, patients, or residents) should be used. In addition, each manuscript reporting empirical research that is submitted is expected to include implications for theory, policy, and/or practice in the discussion section.

Reporting standards: *Health Education & Behavior* has adopted guidelines for reporting standards that have been developed in recent years and promulgated by several groups. Manuscripts reporting the results of an intervention that has been evaluated should provide a detailed description of the intervention in the methods section. *Health Education & Behavior* strongly encourages authors to utilize the checklist and guide that have been provided by Hoffmann et al. (2014) for reporting descriptions of interventions. Reports of randomized controlled trials should adhere to the Consolidated Standards of Reporting Trials

(CONSORT) Statement (Rennie, 2001) and reports of evaluations with nonrandomized designs should adhere to the requirements of the Transparent Reporting of Evaluation with Nonrandomized Designs (TREND) (Des Jarlais, Lyles, Crepaz, & the TREND Group, 2004). *Health Education & Behavior* also expects manuscripts reporting the results of systematic reviews and meta-analytic reports to adhere to the requirements for Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA)(Moher, Liberati, Tetzlaff, & Altman, 2009). Submitting author are also encouraged to adhere to the NIH OBSSR guidelines on conducting mixed methods research when reporting such studies ([OBSSR NIH Best Practices for Mixed Methods Research](#)).

Appendices and supplemental material: Appendices should not be included in the manuscript. However, appendices containing questionnaires and instruments, intervention materials, supplemental data analyses, or other materials or information that are proposed by the author(s) and deemed to be valuable by the editor may be made available for public access via links to a section for such material at the *Health Education & Behavior* website. Extensive appendices and supplemental material intended for online-only display should be clearly marked with “online supp” in the file name.

Author Checklist

- Cover letter
- Title and Acknowledgements (uploaded as separate file from the abstract and manuscript)
- Abstract (250 words)
- Manuscript (Original Articles, 3,500 words; Reviews, 4,000 words; Brief Reports, 2,000 words)
- References (APA format)
- Tables and figures (placed at the end of the manuscript document, following the reference list, or uploaded as separate editable files, with figures and any artwork contained in a file of the highest resolution available and in accordance with SAGE artwork guidelines)
- Manuscript submission is double-spaced, 12-point font with 1-inch margins
- Appendices and supplemental material (if any) is uploaded in separate files and labeled “online supp” in the file name

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Revised manuscripts should follow the formatting requirements described above. Changes to revised and resubmitted manuscripts should be noted within the document with tracked changes in MS Word or by other means (e.g., use of bold font or color-highlighted text).

In addition to a copy of your manuscript with tracked changes or other marks, authors must submit a clean copy of the manuscript with no editing marks and all tracked changes accepted. This clean copy will be used for production if your revised manuscript is accepted for publication.

A separate point-by-point “Response to Reviewers” should be included when transmitting a revised submission. When submitting the revised manuscript, authors will be able to respond to the comments made by reviewer(s). This response can be entered into the space provided or uploaded as a separate document. In order to expedite the processing of the revised manuscript, please be as specific as possible in your response to the reviewer(s).

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Authorship

Manuscripts should only be submitted for consideration once consent is given by all contributing authors. Those submitting manuscripts should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

- (i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
- (ii) Drafted the article or revised it critically for important intellectual content,
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Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicenter group has conducted the work, the authors should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute justification for authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship.

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Health Education & Behavior requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the [Funding Acknowledgements](#) page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors. It is the policy of *Health Education & Behavior* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a “Declaration of Conflicting Interests” statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that “The Author(s) declare(s) that there is no conflict of interest”.

Research Ethics, Use of Human Subjects, and Informed Consent

Research reported in the journal should comply with ethical principles that are contained in the American Psychological Association Ethical Guidelines for Research With Human Subjects, the Declaration of Helsinki Ethical Principles for Medical Research Involving Human Subjects (Williams, 2008), and the Unified Code of Ethics for the Health Education Profession (Capwell, Smith, Shirreffs, & Olsen, 2000).

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#).

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all manuscripts reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

SAGE Language Services

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