



hpp health
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2019

Guidelines for Prospective Authors

Health Promotion Practice

An Official Journal of the Society for Public Health Education
Editor-in-Chief: Kathleen M. Roe, San José State University

Editorial Manager: Jeanine Robitaille, Society for Public Health Education

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Message from the Editor-in-Chief:

Welcome to this submission guide for potential authors. I am delighted that you are considering *Health Promotion Practice (HPP)* for publication of your work.

HPP welcomes submissions in several formats:

- Regular articles (3,500 word limit)
- Extended implementation articles (4,500 words)
- Review articles (5,000 words)
- Shorter Research Briefs (2,000 words), and
- Reflective commentary in our three departments: *Career Development, Practice Notes, and Resources, Frameworks and Perspectives.*

All submissions undergo rigorous peer review. Our average time from submission to first decision is 50 days. Accepted material is published and available OnlineFirst and then assigned to a print issue.

Material in *HPP* is discoverable through a wide range of indices and databases, including PubMed, Index Medicus, CINAHL, and Clarivate's Emerging Sources Citation Index (ESCI). A proactive social media campaign supports getting our content in front of as many potential users as possible. Our primary focus is material of relevance to health promotion policy makers and advocates, practitioners, researchers, and funders. Although the Journal is published by the Society for Public Health Education, we welcome submissions from all disciplines relevant to health promotion practice.

A Few Important Notes:

- ***Check your settings!*** Please make sure that *Health Promotion Practice* emails are not filtering into your "Bulk" or "Spam" folders by indicating that *Health Promotion Practice* (onbehalfof@manuscriptcentral.com) is a safe email sender in your email account settings.
- ***Get to know the journal!*** You can access articles from the website, including those that are free and open access:
 - **Our September 2019 Special Supplement**, Community-Drive Efforts to Increase Equity in Communities through Policy and Systems Change: Outcomes and Lessons Learned From 9 Years of Food & Fitness Community Partnerships (12 articles, 2 commentaries) https://journals.sagepub.com/toc/hppa/19/1_suppl

The Sarah Mazelis Paper of the Year Collection

<https://journals.sagepub.com/page/hpp/collections/sarah-mazelis-award> - our award-winning papers since 2002

- **Our first paper published in Spanish**
<https://journals.sagepub.com/doi/full/10.1177/1524839918812419> - *Aplicación de la teoría de aprendizaje en el entrenamiento acerca de seguridad y salud para trabajadores inmigrantes en las lecherías (our 2017 Paper of the Year)*
- **Selected papers** available through open access during the two months of each new issue
- **Join the conversation!** Experience the energy of HPP's social media presence for yourself:
 - On twitter [@TheHPPJournal](https://twitter.com/TheHPPJournal)
 - Follow and tag our hashtag [#TheHPPJournal](https://twitter.com/hashtag/TheHPPJournal)
 - Connect with us on [LinkedIn www.linkedin.com/in/thehppjournal](https://www.linkedin.com/in/thehppjournal)
 - Join our [Facebook page http://www.facebook.com/theHPPJournal](http://www.facebook.com/theHPPJournal)
- **Get to know SOPHE and SAGE.** Health Promotion Practice is published through a partnership between [The Society for Public Health Education \(SOPHE\)](https://www.sophe.org/) and [SAGE Publishing](https://www.sagepub.com/). If you aren't already familiar with the resources on their websites, check them out!

This is an exciting time for *Health Promotion Practice*. Since our first issue in January 2000, the Journal has proudly published a wide range of content bringing forward both new and established authors, addressing leading edge issues with the discipline of science and nuanced insight from practice. We look forward to your submission!

Kathleen M. Roe, DrPH, MPH
 @KathleenMRoe

Editor-in-Chief, Health Promotion Practice

About the Journal

Health Promotion Practice (HPP) publishes authoritative research, reflective commentary, practical tools, and promising practices that strategically advance the science and art of health promotion and disease prevention. HPP's scope includes policy, programs, professional preparation and career development in diverse settings, including communities, health care, worksites, and schools. Its international editorial board reflects the journal's commitment to global perspectives relevant across geographic, disciplinary, or organizational borders. Unique in its practitioner focus, HPP is committed to eliminating health disparities, achieving health equity, addressing social determinants of health, and advancing evidence-based health promotion practice. The journal adheres to the principles of the Code of Ethics for the Health Education profession and the Committee on Publication Ethics.

Health Promotion Practice publishes six issues per year, as well as supplements addressing special topics in depth. The HPP website contains information about [sponsoring a supplement](https://journals.sagepub.com/pb-assets/cmscontent/HPP/Instructions%20for%20Submitting%20Request%20for%20Special%20Journal%20Issues%2008_2017.pdf), as well as [individual and library subscriptions](https://journals.sagepub.com/pb-assets/cmscontent/HPP/Instructions%20for%20Submitting%20Request%20for%20Special%20Journal%20Issues%2008_2017.pdf): https://journals.sagepub.com/pb-assets/cmscontent/HPP/Instructions%20for%20Submitting%20Request%20for%20Special%20Journal%20Issues%2008_2017.pdf
<https://us.sagepub.com/en-us/nam/journal/health-promotion-practice#subscribe>

Combining all sources, approximately 95% of the print readership is based in the United States, 4% Canadian, and 1% other international countries. Online access shows a growing global reach, with 15% of online users from the United Kingdom and Europe, 10% from Australia and New Zealand, 6% from Canada, and 17% from countries including the Philippines, South Africa, India, and China. The journal is among the most widely read publications by health promotion practitioners, policy advocates, and scholars. It is a key resource for students and professional preparation programs, as well as training and continuing education of the public health workforce.

HPP is currently indexed and abstracted in: Index Medicus, MEDLINE, CINAHL database, Cumulative Index to Nursing and Allied Health Literature, Combined Health Information Database, Social Services Abstracts, Sociological Abstracts, and the Emerging Sources Citation Index (ESCI). The editorial process is managed entirely online through ScholarOne <https://mc.manuscriptcentral.com/hpppractice>. Please note that submitting a manuscript to ScholarOne does not guarantee its inclusion in the peer review process. All manuscripts undergo an initial review by the Editor-in-Chief, who may reject them before full peer review.

Manuscript Categories

Health Promotion Practice welcomes submissions from any discipline as long as the results and implications are pertinent to health promotion or disease prevention. HPP is particularly interested in work that incorporates social ecological perspectives and addresses policy, systems, and environmental changes.

As of January 2019, *HPP* invites the following article categories:

Full-length Original Articles: These manuscripts may be up to 3,500 text words (not including 250 word abstract, tables/figures/images, or references). Manuscripts must include a conceptual framework, detail implications for practice and/or policy along with implications for further research, and clearly and specifically advance knowledge relevant to the field of health promotion. Print articles may include up to 30 references and up to 5 tables/figures/images.

Longer Implementation Articles: These manuscripts may be up to 4,500 words but must be very clearly structured, with emphasis on implementation. Specific and substantive implications for practice, policy, and research are expected. Submissions must include a 250 word abstract. Authors are asked to be judicious in the number of relevant references and tables/figures/images.

Review Articles: *HPP* seeks to publish useful and timely reviews of current literature, particularly mapping, scoping, and/or state of the art reviews. Review articles are expected to adhere to the PRISMA guidelines for review and meta-analysis articles (<http://www.prisma-statement.org/>). Manuscripts in this category may include up to 5,000 text words and up to 4 tables/figures/images. Review articles must address a new question and make specific linkages to health promotion policy and practice to move to peer review.

Research Briefs: These shorter articles succinctly present research results of interest to health promotion scholars and practitioners. *Research Brief* submissions may be up to 2,000 text words, with no more than three tables/figures/images. The submission must include an unstructured abstract of 250 words or less and no more than 15 references.

The Journal also publishes brief articles and reflective commentary in three departments as of January 2019:

Career Development provides practical resources for health education specialists and other professionals working in diverse health promotion settings. Articles address issues across the lifespan and career path, and may focus on academic preparation, workforce development, credentialing and accreditation, internship and fellowship experiences, professional development opportunities, and retirement. Submissions may be up to 2,000 words, include no more than 10 references and 2 tables/figures/images.

Resources, Frameworks, & Perspectives provides a forum for shorter articles and commentaries that are grounded in the spirit and science of health promotion practice and policy. Submissions may focus on resources (e.g. books, media, “tools of the trade”, data visualization or mapping tools, law and policy databases, advocacy toolkits), innovative applications of theoretical frameworks, or policy, systems, and environmental change strategies to promote health equity. Submissions may be up to 2,000 words, include no more than 10 references and 2 tables/figures/images.

Practice Notes provides readers with reflections on emerging and innovative practice-related strategies, initiatives, and programs important to health promotion and health education. Submissions highlight lessons learned, challenges and successes, and practical

recommendations for working collaboratively in community or classroom settings. Practice Notes may include up to 1,000 text words, with no more than 5 references and 1 table/figure/image. Headings may include (but are not limited to): assessment of need, description of the strategy or innovation, intended impact/outcomes, evaluation approach, challenges and successes, next steps, lessons learned, and implications for practice.

Authors interested in contributing to HPP’s departments are invited to contact Editorial Manager Jeanine Robitaille at jrobitaille@sophe.org or Deputy Editor Holly Mata at mata.holly@gmail.com.

Submission Requirements

Online submission: Manuscripts should be submitted online at the *Health Promotion Practice* ScholarOne portal at <https://mc.manuscriptcentral.com/hpppractice>. The site contains detailed instructions on how to submit and track the manuscript through the review process.

Alignment with HPP’s mission: All submissions to *Health Promotion Practice* should address some aspect of the journal’s [mission](#), noted in the first paragraph of the Editor-in-Chief’s message at the beginning of this guide. Articles without clearly articulated implications for health promotion practice and/or policy will be declined without peer review.

Respectful and Inclusive Language: Authors are asked to use respectful and inclusive language in all areas of their submission. Specifically, authors are asked to consider the following word choices:

Instead of....	Please consider....
Subjects	Participants, respondents
Target population	Priority population, community
Hard to reach populations	Under-served populations, marginalized communities
Substance abuse	Substance use/unhealthy substance use/risky substance use/ non-medical substance use, etc.
Substance abuser	Person for whom substance use is a concern, person with a substance use disorder
The disabled	People with a disability
The elderly	Older people

The American Psychological Association Guidelines for Reducing Bias is an excellent resource: <http://supp.apa.org/style/pubman-cho3.00.pdf>, as is the Linguistic Society of

The Manuscript

Style and Format: All manuscripts must be prepared in English according to the *Publication Manual of the American Psychological Association* (6th edition). In particular, authors are requested to pay attention to the following:

- 1" margins, Times New Roman 12 point font, double-spaced
- Number every line of the manuscript in the left margin
- Carefully review the manuscript for English language or grammar errors
- Include all of the "Items Required for Submission" below

Please note that *Health Promotion Practice* adheres to a rigorous double-blind review policy in which the identity of authors and reviewers are concealed from each other. All information that identifies authors, institutions, or funding should be redacted or omitted from the manuscript submission. If accepted for publication, appropriate identifying information will be restored.

Items Required for Submission

- **Cover Letter:** All submissions must include a cover letter specifying the manuscript category, the submission's specific contribution to advancing knowledge, IRB/Human Subjects approval if required, the respective roles of the authors, and any possible conflicts of interest. The cover letter must also disclose if the manuscript has been submitted and declined publication elsewhere and affirm that it is not currently under consideration by another journal. Contact information for the corresponding author must be included. Manuscripts without a complete cover letter may be returned without review.
- **Title Page and 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 that the authors wish to include with the manuscript. The title page must also include one line bios for all authors:
Example: *Dr. Jordan A. Public, Ph.D., is Director of Health Education at Public Health University in Anytown, State, Country*
- **Abstract** (250 words or less): The narrative abstract should read as a standalone document and reflect the full text of the manuscript. A summary of the key results and their implications for research and/or practice and policy must be included.
- **Keywords:** Authors should indicate up to 6 keywords that will help your paper be discovered in online searches. Make sure that your keywords are central to your text and will attract readers and authors searching in your content area (including population, health issue, and/or method). During production, the keywords you

included on the title page are added to the final product. If you fail to provide keywords, ScholarOne automatically uses a set of keywords used internally to match reviewers to manuscripts. This internal list is more general than the keywords that will help potential users discover your paper in their own online searches. Please pay careful attention to the selection of current and relevant keywords.

- **Text:** Headings should be used to delineate the key sections of the manuscript. For research-based articles this includes Background, Purpose or Aims, Methods, Results, Discussion (including Limitations) and Implications for Practice and/or Policy and Research. Department articles may be structured differently (see p. 6), however all submissions must clearly indicate implications for practice and, when appropriate, implications for policy and further research.
- **References:** All references should be formatted and cited in accordance with the APA Publication Manual (6th Edition). Footnotes should be avoided. For detailed information on how to format citations and references, please consult the APA Tutorial at: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.
- **Tables, Figures, and Images:** All tables, figures, and images should be labeled with explanatory captions in accordance with the style and format requirements of the *Publication Manual of the American Psychological Association (6th edition)*. This material must be editable and provided in Power Point, Excel or Word formats. Tables, figures, and images should be placed at the end of the document immediately following the reference list or uploaded in separate document files. Placement notations should be made throughout the text (e.g., "Insert Figure 1 here"). Please submit images exactly as you wish to see them when published.

Tables, figures, and images should be well constructed, easy to comprehend, and avoid duplication of results presented in the text. All tables, figures, and images should stand independently without requiring explanation from the text.

Illustrations, photographs, and grayscale images should be supplied in the highest quality original electronic format and in the size they will appear in the journal, or larger. Photos are best sent as originals or scanned in at the correct size and resolution (300 dpi). All files should follow the SAGE artwork guidelines accessed at the SAGE Manuscript Submission Guidelines (<https://us.sagepub.com/en-us/nam/manuscript-submission-guidelines>). All original photographs require signed releases from anyone appearing in the image.

Please note the respective limits on figures/tables/images/photographs for each article type.

- **Supplemental Material:** Supplemental material (e.g., questionnaires, codebooks, campaign material) that the authors wish to share may be included as a separate file clearly identified with "online sup" in the file name. If the manuscript is accepted for publication and the Editor-in-Chief approves, a link to the supplemental material will be embedded in the article during production.

Organization of the Submission

- Cover letter
- Title Page and Acknowledgements
- Abstract (250 words)
- Manuscript (double spaced, 12-point font, 1 inch margins, word count aligned with manuscript category)
- References (APA format)
- Tables/figures/images (following the references or in a separate file, editable format, highest possible quality, releases if needed)
- Any supplemental material (uploaded in a separate file and clearly labeled “online sup” in the file name)

Presentation and Style of the Submission – Author Checklist

- Do your cover letter and introduction make clear how your manuscript aligns with the mission of *HPP*? (p.7)
- Does your cover letter cover all of the required points? (page 8)
- Have you selected keywords that will make your paper easily discoverable through online searches? (page 8)
- Does your manuscript use inclusive language (page 7) and include clear implications for practice and either policy or further research? (page 7)
- Do your references comply with the *APA Publication Manual* (6th ed.) format? (page 9)
- Have you noted where any tables or figures should be inserted within the text? i.e. “— insert Table 1 here—” (page 9)
- Do all tables/figures/images have clear, explanatory titles? (page 9)
- Have you blinded all identifying information for review purposes, such as identity of authors and funding (page 8)

Manuscript Revisions

If invited to revise and resubmit your manuscript, please submit a clean copy with no editing marks and any track changes notations accepted. The clean copy will be used for the next round of peer review, guided by your detailed “Response to Reviewers.” In addition to the revised manuscript, an organized and specific “Response to Reviewers” is critical to a focused and timely review. You may choose to enter your responses in the space provided with the online submission or attach your response in a separate document. Many authors and reviewers find that a table or chart showing each comment and the specific response to that comment (quoting new language and specifying line and page numbers) is the best way to

organize this important part of the review process. Please make sure not to include any information that identifies the authors or participants in your response.

Please note that authors are not required to make all of the changes recommended by reviewers, but they are required to address each point in their response.

Pre-Publication Proofs

Proofs of manuscripts accepted for publication will be supplied to the corresponding author prior to publication. That author has the responsibility to check the accuracy of typesetting and copyediting, including references, and to return corrected proofs within the specified time allowed (usually 5 business days).

Post-Publication Article Access

The corresponding author will receive a link to a PDF of the article as it appears in the issue in which it will be published. Corresponding authors are responsible for distributing the link to all co-authors. The link is to be used in accordance with the specified instructions. Whenever possible, we ask that authors invite others to directly access their article through the link to the HPP website. When authors share pdfs rather than the article link, critical evaluative statistics will not accurately reflect the degree to which your article has been used.

Copyright

A signed copy of the agreement transferring copyright from author to publisher is required upon manuscript acceptance. The corresponding author will be required to electronically sign a transfer of copyright form on behalf of the authors – except in the case of Work Made for Hire. In this case, an employer's signature is required. The copyright form is available on *HPP's* ScholarOne site. Please sign, scan, and email the Work for Hire indicated forms to the editorial manager at jrobitaille@sophe.org. Please contact the office with questions.

ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID, the Open Researcher and Contributor ID](#). ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

The collection of ORCID IDs from corresponding authors is now part of the submission process of this journal. If you already have an ORCID ID you will be asked to associate that to your submission during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms. It takes seconds to do: click the link when prompted, sign into your ORCID account and our systems are automatically updated. Your ORCID ID will become part of your accepted publication's

metadata, making your work attributable to you and only you. Your ORCID ID is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID ID please follow this [link](#) to create one or visit our [ORCID homepage](#) to learn more.

OnlineFirst / Publish Ahead of Print

Health Promotion Practice uses **OnlineFirst**, a SAGE Journals Online feature through which completed articles are published online prior to their inclusion in a print issue (also referred to as “publishing ahead of print”). This feature offers you the advantage of making your research accessible to our readers and discoverable by the public in a timely manner.

During the production process each manuscript is assigned a Digital Object Identifier (DOI), a unique identification number similar to the ISBN assigned to book publications. (You can find this number on the bottom left-hand corner of the first page of your proofs.) While available through *OnlineFirst*, your manuscript should be cited using the DOI as follows:

Mata, H, Khubchandani, J , & Valerio, M. Article title. *Health Promotion Practice*.
Prepublished December 17, 2018, DOI: 10.1177/0123456789123456

After the article is assigned to a specific issue, new citations can be made using volume and page number information, while still using the DOI:

Mata, H, Khubchandani, J , & Valerio, M. . Article title. *Health Promotion Practice*. 2019,
6: 211–217, DOI: 10.1177/0123456789123456

As the corresponding author on your manuscript, you will automatically receive a separate email notification with detailed information about the article once it has been assigned to an issue.

Promoting Your Article

Once your article is in production and scheduled for a print issue, there are several things that we can do to make sure that your work is discovered, read, and used.

Kudos: Kudos is an innovative service that provides authors with tools to maximize the visibility and impact of their research. On publication of your article, you can register with Kudos and start using this free service to promote your article. To date, 31,000 SAGE authors – and many HPP authors - are using Kudos. For more information, see www.growkudos.com.

HPP on social media: When your article is accepted, the HPP team will reach out to start planning a social media campaign. The HPP Social Media Team makes use of twitter, Facebook, and LinkedIn. We encourage you to start collecting hashtags related to your content, as well as any visuals that you have permission to use. We will use these to bring visibility to your work! You may also find it useful to follow us on any of the platforms to get a sense of how this works:

- On twitter [@TheHPPJournal](https://twitter.com/TheHPPJournal)
- Follow and tag our hashtag [#TheHPPJournal](https://twitter.com/hashtag/TheHPPJournal)
- [@TheHPPJournal](https://www.facebook.com/TheHPPJournal) on Facebook and [thehppjournal](https://www.linkedin.com/company/thehppjournal) on LinkedIn

Questions?

Please direct inquiries to HPP's Editorial Manager:

Jeanine Robitaille, HPP Editorial Manager
Society for Public Health Education
10 G Street, NE, Suite 605, Washington, DC 20002-4242
Phone: 202-408-9804 | Email: jrobitaille@sophe.org