

## **Manuscript Submission Guidelines: *New Solutions: A Journal of Environmental and Occupational Health Policy***

This Journal is a member of the [Committee on Publication Ethics](#).

This Journal recommends that authors follow the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the Journal's submission site <https://mc.manuscriptcentral.com/new> to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *New Solutions: A Journal of Environmental and Occupational Health Policy* will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

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## 1. Article types

- Comment and Controversy – short to longer commentary pieces that provide more substantial discussion than an editorial (original article). These will undergo either peer-reviewed or editorial team review, depending on the content. Generally limited to 15 – 20 double-spaced pages but may be longer depending on topic content and editor’s perception of the value of additional information.
- Feature articles – research papers that address some aspect of environmental / occupational health policy. Scientific studies submitted for this section should include a policy discussion regarding your findings (original article). They undergo full peer-review. Generally limited to 15 – 20 double-spaced pages but may be longer depending on topic content and editor’s perception of the value of additional information.
- Scientific Solutions – discussions of science and scientific research that provides a foundation for establishing new policy directives (original article). They undergo full peer-review. Generally limited to 15 – 20 double-spaced pages but may be longer depending on topic content and editor’s perception of the value of additional information.
- Movement Solutions – papers that provide discussions of social movement debates and practices addressing environmental and occupational health policy needs. These undergo full peer-review but may include no or few references. Generally limited to 15 – 20 double-spaced pages but may be longer depending on topic content and editor’s perception of the value of additional information.
- Documents – reports and other documents published elsewhere but warrant republication in New Solutions. Generally no longer than 10 – 15 pages.
- Voices – interviews with workers, activists, advocates, researchers, and policy-makers, with relevance to occupational and environmental health policy and politics. Generally limited to 15 – 20 double-spaced pages but may be longer depending on topic content and editor’s perception of the value of additional information.
- Book reviews. Generally limited to 5 – 15 pages.
- Letter to the editor
- Guest editorial

## 2. Preparing your manuscript

### 2.1 Word processing formats

Preferred formats for the text and tables of your manuscript are Word DOC, DOCX, RTF, XLS, or XLSX. LaTeX files are also accepted. The text should be double-spaced throughout, including offset quotes and the references. Paper margins should be set at 1 inch (2,54 cm) all around, while paragraphs should be indented .25 inches (0,63 cm). Text should be standard 12 point. First-level headings should be in bold and sentence case. Second-level headings should be italicized and sentence case. Paragraphs following second-level headings should be indented. Third-level headings should be italicized, indented, and sentence case. Paragraphs following third-level headings should continue without an inserted line or space. Further information is available on our [Manuscript Submission Guidelines](#) page.

### 2.2 Abstract, acknowledgements, and notes

The Abstract is limited to 150 words and should be done in paragraph format, with a list of 3-5 key words following it. Any acknowledgements/explanations regarding funding or other potential/actual conflicts of interest should be in an acknowledgements section which follows the end of the text and precedes the notes and references.

Notes should be kept to a minimum, and should be cited and listed separately from and immediately before the references section, with a heading ‘**Notes**’. Notes should be cited

with a superscript lowercase letter<sup>a</sup> as shown. Notes should be listed alphabetically in order of appearance, with a lowercase letter followed by a period (a., b., etc.). Do not use the MS Word automatic reference or note tool. Notes and note citations must be manually inserted, although a bibliographic management software application, such as EndNote, may be used.

### **2.3 Artwork, figures and other graphics**

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit our [Manuscript Submission Guidelines](#).

Authors should put a text note where figures are to be placed, such as “<<place figure 1 here>>”. Figures supplied in color will appear in color online regardless of whether or not these illustrations are reproduced in color in the printed version. For specifically requested color reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

### **2.4 Supplementary material**

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc.) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our [Supplementary Files on SAGE Journals - Guidelines for Authors](#) page.

### **2.5 Reference style and citations**

*New Solutions* adheres to the superscripted SAGE Vancouver reference style. [Click here](#) to review the guidelines and ensure your manuscript conforms to this reference style.

Again, do not use the MS Word automatic reference or note tool. Notes and note citations must be manually inserted, although a bibliographic management software application, such as EndNote, may be used. If you use [EndNote](#) to manage references, you can download the SAGE Vancouver output file [here](#).

Citations should be numbered with a superscript numeral following the text requiring the citation. If the citation comes at the end of a sentence, the citation number should be placed after the ending punctuation mark. Three or more citations in consecutive order should list the first and last with a dash between them (ex.<sup>3-7</sup>). If a string of 3 or more citations is not in consecutive order, they should be separated by commas (ex.<sup>3-7,9,11</sup>).

### **2.6 English language editing services**

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information.

### **2.7 American spelling**

*New Solutions* publishes articles in the English language. Please convert all British spelling to American spelling.

## **3. Editorial policies**

### **3.1 Peer Review Policy Statements and Guidance**

All manuscripts are reviewed initially by the Editors and only those papers that meet the research and editorial standards of the journal, and fit within the aims and scope of the journal, will be sent for outside review.

*New Solutions* strongly endorses the value and importance of peer review in scholarly journals publishing. All papers submitted to the journal will be subject to comment and external review. *New Solutions* operates a strictly blinded peer review process in which the reviewer's name is withheld from the author and, the author's name from the reviewer. The reviewer may at their own discretion opt to reveal their name to the author in their review but our standard policy practice is for both identities to remain concealed.

**Peer Review Process:** Each manuscript is reviewed by at least two referees and generally three. Reviewers are assigned in a timely manner and given 3 weeks to complete a review. The review process can be delayed due to difficulty in finding appropriate reviewers and failure of reviewers to provide timely replies to review requests. We strive to have manuscript reviews completed within 6 weeks.

Authors may suggest the names, affiliations and contact information of up to three individuals who may be suitable to serve as referees, but the Editors are under no obligation to use all or any of these individuals as reviewers.

### **3.2 Authorship**

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers 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,
- (iii) Approved the version to be published.

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 group 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 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.

### **3.3 Acknowledgements**

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors must disclose whether they had any writing assistance and identify the entity that paid for this assistance.

Please supply your acknowledgements section separately to the main text to facilitate anonymous peer review.

#### **3.3.1 Writing assistance**

Individuals who provided writing assistance, e.g., from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section.

Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance).

It is not necessary to disclose use of language polishing services.

### **3.4 Funding**

*New Solutions* 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.”

### **3.5 Declaration of conflicting interests**

It is the policy of *New Solutions* 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’.

For guidance on conflict of interest statements, please see the ICMJE recommendations [here](#).

### **3.6 Research ethics and patient consent**

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 papers 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.

In terms of patient privacy, authors are required to follow the [ICMJE Recommendations for the Protection of Research Participants](#). Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

### **3.7 Clinical trials**

*New Solutions* conforms to the [ICMJE requirement](#) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

### **3.8 Reporting guidelines**

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [Consolidated Standards of Reporting Trials \(CONSORT\)](#) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at [NLM’s Research Reporting Guidelines and Initiatives](#).

### **3.9 Data**

SAGE acknowledges the importance of research data availability as an integral part of the research and verification process for academic journal articles.

*New Solutions* requests all authors submitting any primary data used in their research articles alongside their article submissions to be published in the online version of the journal, or provide detailed information in their articles on how the data can be obtained. This information should include links to third-party data repositories or detailed contact information for third-party data sources. Data available only on an author-maintained website will need to be loaded onto either the journal's platform or a third-party platform to ensure continuing accessibility. Examples of data types include but are not limited to statistical data files, replication code, text files, audio files, images, videos, appendices, and additional charts and graphs necessary to understand the original research. The editor(s) may consider limited embargoes on proprietary data. The editor(s) can also grant exceptions for data that cannot legally or ethically be released. All data submitted should comply with Institutional or Ethical Review Board requirements and applicable government regulations. For further information, please contact the editorial office at [craig\\_slatin@uml.edu](mailto:craig_slatin@uml.edu).

## **4. Publishing Policies**

### **4.1 Publication ethics**

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [SAGE Author Gateway](#).

#### **4.1.1 Plagiarism**

*New Solutions* and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

### **4.2 Contributor's publishing agreement**

Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is an exclusive license agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and license to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

### **4.3 Open access and author archiving**

*New Solutions* offers optional open access publishing via the SAGE Choice program. For more information please visit the [SAGE Choice website](#). For information on funding body compliance, and depositing your article in repositories, please visit [SAGE Publishing Policies](#) on our Journal Author Gateway.

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### **5. Submitting your manuscript**

#### **5.1 How to submit your manuscript**

*New Solutions* is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <https://mc.manuscriptcentral.com/new> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne [Online Help](#).

#### **5.2 Title, keywords and abstracts**

Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](#).

#### **5.3 Corresponding author contact details**

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

### **6. On acceptance and publication**

#### **6.1 SAGE Production**

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

#### **6.2 Access to your published article**

SAGE provides authors with online access to their final article.

#### **6.3 Online First publication**

Online First allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a final journal issue which significantly reduces the lead time between submission and publication. For more information please visit our [Online First Fact Sheet](#).

### **7. Further information**

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the *New Solutions* editorial office as follows:

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Phone: (617) 447-4053

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