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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.

1. Article types
2. Preparing your manuscript
   2.1 Word processing formats
   2.2 Abstract, acknowledgments, and notes
   2.3 Artwork, figures and other graphics
   2.4 Supplementary material
   2.5 Reference style and citations
   2.6 English language editing services
   2.7 American spelling
3. Editorial policies
   3.1 Peer Review Policy Statements and Guidance
   3.2 Authorship
   3.3 Acknowledgements
   3.4 Funding
   3.5 Declaration of conflicting interests
   3.6 Research ethics and patient consent
   3.7 Clinical trials
   3.8 Reporting guidelines
   3.9 Data
4. Publishing Policies
   4.1 Publication ethics
   4.2 Contributor’s publishing agreement
   4.3 Open access and author archiving
   4.4 Permissions
5. Submitting your manuscript
   5.1 How to submit your manuscript
   5.2 Title, keywords and abstracts
   5.3 Corresponding author contact details
6. On acceptance and publication
   6.1 SAGE Production
   6.2 Access to your published article
   6.3 Online First publication
7. Further information
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 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.

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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
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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.
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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.

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(ii) Drafted the article or revised it critically for important intellectual content,

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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.

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

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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.
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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.

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*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.

4. Publishing Policies

4.1 Publication ethics
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