



Global Health Promotion

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SUBMISSION INSTRUCTIONS FOR COMMENTARIES

All articles, written in English, French or Spanish, should be submitted through **SAGETrack's Manuscript Central**, the journal's online manuscript submission and review system at <http://mc.manuscriptcentral.com/ghp>



If you have any queries prior to submission, please contact the Managing Editor: [Natalia C. Botero](mailto:Natalia.C.Botero)

[Global Health Promotion](#) is an official publication of the International Union for Health Promotion and Education (IUHPE). It is a multilingual journal, which publishes authoritative peer-reviewed articles and practical information for a world-wide audience of professionals interested in health promotion and health education. The journal aims to publish academic content and commentaries of practical importance for an international and interdisciplinary readership.

SUBMISSION TYPES:

Peer Reviewed Manuscripts

Commentaries

INSTRUCTIONS FOR COMMENTARIES

Commentaries may be on any subject of general interest to the IUHPE readership. Their focus may be news, developments, announcements, discussion/debate/dialogue, point- and counter-point features, reviews, reports from the field, policy briefs, testimonials, proposals, among many other possibilities.

Authors should submit articles for publication in Global Health Promotion adhering carefully to the following instructions. Global Health Promotion has a small editorial team and encourages authors to submit manuscripts ready for publication with regard to style, spelling, grammar and composition as per the submission instructions below. Global Health Promotion will give preference in the publication queue to accepted manuscripts that are publication-ready at the time of first submission.

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SAGETRACK SUBMISSION INSTRUCTIONS

All submissions should be made online at the Global Health Promotion SAGETrack website (<http://mc.manuscriptcentral.com/ghp>). Please log onto the website. If you are a new user, you will first need to create an account. This is a three-step process that is easy to complete. Log-in information is sent via email immediately upon completion. Full instructions for uploading the manuscript are provided on the website. If you have already created an account but have forgotten your details, type your email address in the 'Password Help' field to receive an email reminder.

SUBMISSION INSTRUCTIONS FOR PEER REVIEWED MANUSCRIPTS

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Submissions should be made via the Author Center and the 'Click here to submit a New Manuscript' option. There is a user guide via the 'Get Help Now' button at the top right of every screen. Further help is available through ScholarOne's Manuscript Central™ Customer support at +1 434-817-2040 ext 167.

Please ensure that your Microsoft Word or RTF document does NOT include a title page, an abstract, or page numbers. The GHP SAGETrack system will generate them for you. All correspondence, including notification of the Editor's decision and requests for revisions, will be by e-mail.

Please note the following regarding the submission of commentaries to Global Health Promotion:

- Commentaries are original and have not been published elsewhere*, except in translation** or in exceptional circumstances.

(*Previously published refers to:

- Articles which have appeared in another journal (or a book) in the same, or substantially (over 70%) the same form, are considered to have been previously published. This applies whether the journal is print or electronic, whether it is open-access or paid for.
- Articles which have appeared on 1) a commercial website or on 2) any public website not run by either the author and/or the author's institution, and which appear in the same or in substantially (over 70%) the same form as submitted to the Journal, are considered to have been previously published. This applies whether the website is paid for or free access.

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- Commentaries are innovative and contribute new knowledge to the field of health promotion and related disciplines.
- Any competing interests are declared and disclosure is given of all sources of funding.
- For **multi-authored commentaries**, a statement that all the authors have made a substantial contribution to (a) the conception and design and/or the analysis and interpretation of data, (b) drafting the article or revising it critically for intellectual content, and (c) all authors approve the version submitted to Global Health Promotion.
- For all **tables/figures** you have (1) obtained permission from the original source to quote/produce and (2) given full acknowledgement to the original source, with full details of figure/page numbers, title, author(s), publisher and year of publication. Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the [SAGE Journal Author Gateway](#)

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Authors submitting revised commentaries should follow the instructions above to submit through the SAGETrack system. However, if the first versions were submitted prior to SAGETrack, the system will not know automatically about the previous version. In such cases, authors should check the 'Has this manuscript been submitted previously?' box and give the previous manuscript number in the space below. (If the previous version was submitted through the SAGETrack system, following the instructions to submit a revised manuscript will automatically associate your revised version with the original submission.) Authors of all revised submissions should, when prompted, provide information explaining the changes in your manuscript. As this will be provided to reviewers it is important that authors do not identify themselves in these responses.

TEXT FORMAT

When submitting your commentary on SAGETrack you will need to upload a file with the text (designate as Main Document) and separate documents for tables/figures/image (designate as such).

- All **text style** (including references) must be doubled spaced and in a 12 point type in Word format (.doc). Avoid special formatting and remain as simple as possible, since this complicates the editorial process (i.e. minimum formatting, no indentations, no carriage returns, no justification, no tabs, numbers, etc.).
- All **headings** should be justified with the left margin. Main headings should be in capital letters, bold and not underlined. Secondary headings should be in lower-case and bold. Any other sub-headings should be indicated, either by numbers, letters or bullet points.
- The **reference list** must be prepared using Vancouver style formatting as explained below.
- **Tables, Figures and images** (only one per page) should be prepared on separate pages and numbered consecutively. Through SAGETrack you will be able to link particular words in your text file to your image file. You will also be able to type in a caption or legend for each one of the images or figures you upload in the "Caption/Legend" field.

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Length

Commentaries should be of a maximum length of **2,000 words, all parts of the commentary included (abstract, main text and references)**. Each table, figure and illustration counts as 250 words.

Abstract and Keywords

Prepare a short (**150 words maximum**) summary outlining the content of the commentary. DO NOT include the abstract with your main text, you will have to type it in the required field on the first step of the 'Submit Manuscript' process on SAGETrack.

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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 SAGE's Journal Author Gateway Guidelines on [How to Help Readers Find Your Article Online](#).

Language and style

Submissions should be in English, French or Spanish. English submissions may be in any of the formats supported by the word processor, and the same form should be used throughout the manuscript. The full capacity of the word processor to assist with spelling, grammar and style should be utilised. Short simple sentence structure is strongly encouraged. Define all terms that are not in common usage.

ETHICS

If the commentary reports the results of research, it must include a section discussing ethical considerations and reporting ethical clearances, if any.

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.

REFERENCES

Global Health Promotion follows the **Vancouver style** of referencing.

1- In the text:

- References are numbered consecutively in the order in which they appear in the text.
- In the Vancouver Style, citations within the text of your article are identified by Arabic numbers in round brackets. This applies to references in text, tables and figures. e.g. (2) - this is the style used by the referencing software Endnote.
- The Vancouver System assigns a number to each reference as it is cited. A number must be used even if the author(s) is named in the sentence/text.

Example: Smith (10) has argued that...

- The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its previous position in the text.
- When multiple references are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate non-inclusive numbers in a multiple citation eg. 2,3,4,5,7,10 is abbreviated to (2-5,7,10) Do not use a hyphen if there are no citation numbers in between that support your statement eg. 1-2.

- The placement of citation numbers within text should be carefully considered, for example a particular reference may be relevant to only part of a sentence. As a general rule, reference numbers should be placed inside stops, commas, colons and semicolons

Examples:

- The study evaluated the impact of different educational programmes on life style improvement (1).
- There have been efforts to replace this testing with invitro tests, such as enzyme linked immunosorbent assays (57,60) or polymerase chain reaction (20-22), but these remain experimental.

2- List of References:

- The references are listed at the end of the article in the same numerical order (with no parenthesis or brackets) as they appear in the body of the text, this section is titled "References".
- The list should give full details of the publications referenced, including:

-authors' names and initials of all authors;

-the title of the journal- abbreviate journal titles according to the style used in Medline. A list of abbreviations can be found at: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals>

-the year of publication;

-the volume number; and

-the first and last page numbers.

Detailed advice on using the Vancouver style, which was developed by the International Committee of Medical Journal Editors, is available at their website [here](#).

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REVIEW PROCESS

Commentaries are acknowledged upon receipt, and receive a reference number, which is used in all subsequent communications. Commentaries are evaluated by the Editor in Chief or the Language Associate Editors, who will: (1) accept the Commentary, or (2) suggest edits, or (3) reject the Commentary (giving the reasoning for doing so). The Editors' decisions are final.

Authors should expect to receive the Editor's feedback within two weeks of submission.

The commentaries that are approved for publication may be edited for style (but not for content) at the discretion of the editorial team.

AFTER ACCEPTANCE

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