SUBMISSION INSTRUCTIONS FOR PEER REVIEWED MANUSCRIPTS

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

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 in English, French and Spanish 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 in English, French and Spanish
- Provide an international and interdisciplinary forum for the dissemination and exchange of theory, empirical research and evaluation about health promotion practice, health education and public health, with a particular emphasis on intervention research findings and innovative strategies for health promotion.
• Publish articles which ensure wide geographical coverage and are of general interest to an international readership

• Provide fair, supportive, efficient and high quality peer review and editorial handling of all submissions.

SUBMISSION TYPES:

Peer Reviewed Manuscripts

Commentaries

INSTRUCTIONS FOR PEER REVIEWED MANUSCRIPTS

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.

ENGLISH LANGUAGE EDITING SERVICES

Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit English Language Editing Services on the SAGE Journal Author Gateway for further information. NOTE: Evaluation of the quality of editing services offered by English Language Editing service providers in no way guarantees that his or her submission will ultimately be accepted. Any arrangement an author enters into, furthermore, will be exclusively between the author and the service provider, and any costs incurred are the sole responsibility of the author.

The instructions below include information on:
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' to receive an email reminder.

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.

Please ensure that your Microsoft Word or RTF document:

- does NOT include a title page, an abstract, or page numbers. The Global Health Promotion SAGETrack system will generate them for you, and then convert your manuscript to PDF for peer review;
- that authors remove any information that will identify them or their affiliations to reviewers. 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 manuscripts to Global Health Promotion:
• Manuscripts 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.

**Global Health Promotion may republish articles which were previously published in a language other than the language used in the submission to Global Health Promotion. In any such instance, the author is responsible for clearing - and paying for - any permissions needed to enable publishing the translation both online and in print. This will usually require clearing permission not only on the translation, but also the original work in its original language.)

• Manuscripts 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 manuscripts, 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

Submitting revisions

Authors submitting revised manuscripts 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.

MANUSCRIPT FORMAT
Global Health Promotion conducts blinded peer-review. When uploading your manuscript on SAGETrack you will need to upload a manuscript file with no identifying author information (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.

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines. Figures supplied in colour will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

This journal is able to host approved supplemental materials online, alongside the full-text of articles. Supplemental files will be subjected to peer-review alongside the article. For more information please refer to SAGE’s Guidelines for Authors on Supplemental Files

Manuscript length
Articles should be of a maximum length of 5,000 words, all parts of the paper included (abstract, main text and references). Each table, figure and illustration counts as 250 words.
Abstract and Keywords
Prepare a short (300 words maximum) summary outlining the content of the article and drawing attention to the main conclusions. 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.

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. They 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.

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 e.g. 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 e.g. 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 in vitro tests, such as enzyme linked immunosorbent assays (57,60) or polymerase chain reaction (20-22), but these remain experimental.

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

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.

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.

Copyright and contributor agreement forms

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 licence agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence 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. This form must be signed online through SAGETrack upon acceptance of your manuscript for publication.

Plagiarism

Global Health Promotion 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 with duplication-checking software. Where an article is found to have plagiarised other work...
or included third-party copyright material without permission or with insufficient acknowledgement, or where the 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.

SAGE Choice and Open Access
If you or your funder wish your article to be freely available online to non subscribers immediately upon publication (gold open access), you can opt for it to be included in SAGE Choice, subject to payment of a publication fee. The manuscript submission and peer review procedure is unchanged. On acceptance of your article, you will be asked to let SAGE know directly if you are choosing SAGE Choice. To check journal eligibility and the publication fee, please visit SAGE Choice. For more information on open access options and compliance at SAGE, including self author archiving deposits (green open access) visit SAGE Publishing Policies on our Journal Author Gateway.

DOUBLE-BLIND PEER REVIEW PROCESS
Manuscripts are acknowledged upon receipt, and receive a reference number, which is used in all subsequent communications. Manuscripts are evaluated in the first instance in-house by the Editor in Chief or the Language Associate Editors, and may be rejected after in-house evaluation alone. If the paper is considered to be of interest, it undergoes double-blind peer review by three referees prior to publication. "Double-blind" means that the identities of the referees and the authors are kept confidential from one-another. Anything that can potentially reveal the identity of the referee to the author or vice-versa is omitted from all communications.

Authors should expect to receive reviews of the manuscript and the Editor's feedback within four -six weeks of submission. Authors can track their manuscript in the review process through SAGETrack's Author Centre. The Editor has the discretion to decide which reviews to communicate to the author.

Referees are asked to comment on and recommend changes to the original manuscript. Their comments are an invitation to the author(s) to revise the original manuscript and do not represent acceptance or a promise of publication, and subsequent drafts can and may be rejected by the Editor if the author(s) fail to address satisfactorily issues raised by referees and the Editor.

When submitting revisions, which is also done online through SAGETrack, changes made in response to reviews and the Editor’s comments should be specified in a Cover Letter. The Cover Letter can be uploaded as an additional file through SAGETrack when you send your resubmission.

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

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, multicentre 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.

**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.

**STATEMENTS & CONVENTIONS**

**Acknowledgements**

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References. Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

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 should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

**Declaration of conflicting interests**

GHP encourages authors to include a declaration of any conflicting interests and recommends you review the good practice guidelines on the SAGE Journal Author Gateway.

**Funding acknowledgement**
To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), Global Health Promotion additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit Funding Acknowledgements on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding or state in your acknowledgments that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Research ethics
All papers reporting animal and human studies must include whether written consent was obtained from the local Ethics Committee or Institutional Review Board. Please ensure that you have provided the full name and institution of the review committee and an Ethics Committee reference number.

We accept manuscripts that report human and/or animal studies for publication only if it is made clear that investigations were carried out to a high ethical standard. Studies in humans which might be interpreted as experimental (e.g. controlled trials) should conform to the Declaration of Helsinki http://www.wma.net/en/30publications/10policies/b3/index.html and typescripts must include a statement that the research protocol was approved by the appropriate ethical committee. In line with the Declaration of Helsinki 1975, revised Hong Kong 1989, we encourage authors to register their clinical trials (at http://clinicaltrials.gov or other suitable databases identified by the ICMJE, http://www.icmje.org/publishing_10register.html). If your trial has been registered, please state this on the Title Page. When reporting experiments on animals, indicate on the Title Page which guideline/law on the care and use of laboratory animals was followed.

Patient consent
Authors are required to ensure the following guidelines are followed, as recommended by the International Committee of Medical Journal Editors, Uniform Requirements for Manuscripts Submitted to Biomedical Journals. 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.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. When informed consent has been obtained it should be indicated in the submitted article.
AFTER ACCEPTANCE

Proofs
We will email a PDF of the proofs to the corresponding author.

E-Prints
SAGE provides authors with access to a PDF of their final article. For further information please visit Offprints and Reprints on our Journal Author Gateway.

SAGE Production
At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copy-editing, typesetting, printing, and online publication (http://online.sagepub.com/). We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure we continue to improve our author service levels. On publication all corresponding authors will receive a brief survey questionnaire on your experience of publishing in Global Health Promotion with SAGE.

OnlineFirst Publication
Global Health Promotion offers OnlineFirst, a feature offered through SAGE’s electronic journal platform, SAGE Journals Online. It allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be hosted online prior to their inclusion in a final print and online journal issue which significantly reduces the lead time between submission and publication. For more information please visit our OnlineFirst Fact Sheet.

Tip for authors: How to help readers find your article online