Manuscript Submission Guidelines: *Evaluation & the Health Professions*

This Journal is a member of the Committee on Publication Ethics

Please read the guidelines below then visit the Journal’s submission site https://mc.manuscriptcentral.com/eahp 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 *Evaluation & the Health Professions* 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

Manuscripts should be submitted to the editor of *Evaluation & the Health Professions*, Steve Sussman, through use of the SAGE Track online submission system at: [http://mc.manuscriptcentral.com/eahp](http://mc.manuscriptcentral.com/eahp).

Average time from submission to first decision: 28 days. Authors may also contact the editor regarding any questions at: ssussma@usc.edu. However, decisions regarding manuscript fit or quality are only made once submitted online. (Decisions of fit in that case are made within a matter of days).

The editor welcomes the submission of original data-based or review articles, and brief reports, pertaining to the philosophical, technical and political aspects of evaluation that are unique to the health professions, as well as research-oriented manuscripts that pertain to the results of evaluation studies, instructional innovations, progress reports, and updates.

In general, articles should not exceed 40 typewritten double-spaced pages with notes, references, tables, and figures on separate pages, and should follow the guidelines set forth in the *Publication Manual* of the American Psychological Association (6th edition). An abstract of no more than 200 words should accompany the manuscript.

Occasionally, we will publish brief innovative Notes from the Field of 2-to-5 pages text length. In addition, we occasionally publish commentaries, letters to the editor, or brief reports which are, in general, no more than 6 pages in length.

Since manuscripts are sent out anonymously for review, the authors' names and affiliations should appear only on a separate page, which is handled as a separate document in SAGE Track.

More specifics on each type of contribution are described as follows:

**Regular Articles:** Important empirical or theoretical contribution; 20-40 text pages in length (5000-10,000 words; max. 200 word Abstract; no more than 3 tables or figures in general)

**Commentaries:** Debate or critical commentary on an article that appeared in the Journal or in the media; approximately 6 total pages in length (1500 words; no Abstract; no tables or figures)

**Brief Reports:** Replication studies or other contributions that are rigorous in design, but narrower in scope than work suitable for a regular article; approximately 6-8 text pages in length (1500-2000 words; max. 200-word Abstract; 1 table or figure)

**Notes from the Field:** Very novel contributions that are too limited in scope for a regular article, but still are rigorous in design and interpretation; approximately 2-5 total pages in length (500-1250 words; max. 200-word Abstract; 1 table or figure)

**Letters to the Editor:** Brief notes about an article that appeared in the Journal or about a recent health profession evaluation issue; approximately 2 total pages in length (500 words; no Abstract; no tables or figures)

The manuscript should include four major sections (in this order): Title Page, Abstract (for regular articles, brief reports, and notes form the field), Main Body, References, and Tables and/or Figures (if applicable).

2. Editorial policies

2.1 Peer review policy

*Evaluation & the Health Professions* utilizes 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 in a few cases. Some authors also have decided to reveal their names to blind
reviewers. However, our standard policy practice is for both identities to remain concealed (i.e., double blind review).

2.2 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, and
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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.

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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, or a department chair who provided only general support.

Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

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2.5 Declaration of conflicting interests
It is the policy of Evaluation & the Health Professions 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.

2.6 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.

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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.

2.7 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.

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

Evaluation & the Health Professions 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 ssussma@usc.edu.
3. Publishing Policies

3.1 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.

3.1.1 Plagiarism
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4. Preparing your manuscript

4.1 Word processing formats
Preferred formats for the text and tables of your manuscript are Word DOC or Word DOCX. The text should be double-spaced throughout and with 1 inch or 2.54 cm margins around all four edges. Text should be standard 12 point Times New Roman font. Word templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

4.2 Artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines.
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.

4.3 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 Manuscript Submission Guidelines page.

4.4 Reference style
_Evaluation & the Health Professions_ adheres to the APA reference style. The Abstract should be one continuous paragraph without subsections (note the word limitations for each article type). The citations and references should not be numbered. Click here to review the guidelines on APA to ensure your manuscript conforms to this reference style.

4.5 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 for further information.

5. Submitting your manuscript

5.1 How to submit your manuscript
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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
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6. On acceptance and publication

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7. Further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the Evaluation & the Health Professions editorial office as follows:

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