Manuscript Submission Guidelines

INQUIRY: The Journal of Health Care Organization, Provision and Financing

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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 and then visit the submission site (https://mc.manuscriptcentral.com/inq) 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 Inquiry 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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2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons licence.

Beginning February 1st, 2018, the APC for Inquiry will be $950. This APC will apply to any accepted articles with original submission dates of February 1st, 2018 or after. Accepted articles with original submission dates before February 1st, 2018 will be assessed the APC of $750.

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3. Article types

Every effort should be made by the author to ensure that the main document file contains no clues as to the author identity of the author.

On the first page should be the abstract (a maximum of 250 words) and 4-5 keywords. All tables should be placed at the end of the file and numbered in the order they appear in the text. We strongly encourage the appropriate use of bar charts and line graphs to illustrate key findings. Figures should be placed in individual text files, separate from the main document file.

Article types published by Inquiry are given below, with limits on words and in-text tables given in brackets. Word limits include tables, but not abstracts, key words, or references.

- Original Research (5000 words, 3 tables)
- Reviews, including Systematic Reviews (5000 words, 3 tables)
- Case Studies (2000 words, 3 tables)
- Policy Briefs (1000 words, 1 table)
- Editorials (3000 words, 3 tables)
- Comment (1000 words) – Intended for responses to published papers or responses to other comments. Article Processing Charge (APC) will be waived.
All article types require a structured abstract except commentaries, which include a summary.

Citations should be numbered in AMA style. A citation program such as EndNote should be used.

4. Editorial policies

4.1 Peer review policy
Following a preliminary triage to eliminate submissions unsuitable for Inquiry, all papers are sent out for review.

Please include a cover letter in your submission. To help the Editor in his preliminary evaluation, please indicate in this letter why you think the paper is suitable for publication. If your paper should be considered for fast-track publication, please explain why.

The journal’s policy is to have manuscripts reviewed by two expert reviewers. Inquiry utilizes a double-blind peer review process in which the reviewer and author’s names and information are withheld from the other.

All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Peer review is managed by the SAGE Managing Editor who assigns each submitted manuscript to appropriate reviewers and, with the input of the Editorial Board, and comments and recommendations of the reviewers, makes decisions on the eligibility of the article for publication.

4.2 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 or design of the work; or acquisition, analysis or interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published,
(iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

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.
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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.

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

4.4 Funding
Inquiry 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.

4.5 Declaration of conflicting interests
It is the policy of Inquiry 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.

4.6 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.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.
Please also refer to the ICMJE Recommendations for the Protection of Research Participants.

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals published by the International Association of Veterinary Editors.

4.7 Clinical trials
Inquiry 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.

4.8 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.

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

Inquiry 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 Editor at umair.shafique@sagepub.com.

5. Publishing policies
5.1 Publication ethics
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5.1.1 Plagiarism
*Inquiry* 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 published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized 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; taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; or taking appropriate legal action.

5.1.2 Prior publication
If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the SAGE Author Gateway or if in doubt, contact the Editor at the address given below.

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6. Preparing your manuscript

6.1 Word processing formats
Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point. Word and (La)Tex templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

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6.2 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.
6.3 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.

6.4 Journal layout
*Inquiry* conforms to the SAGE house style. Click here to review guidelines on SAGE House Style.

6.5 Reference style
*Inquiry* adheres to the reference style specified in the *AMA Manual of Style 10th Edition*, Click here to review the guidelines to ensure your manuscript conforms to this reference style.

6.6 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.

7. Submitting your manuscript

7.1 How to submit your manuscript
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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.

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8. On acceptance and publication
If your paper is accepted for publication after peer review, you will first be asked to complete the contributor’s publishing agreement. Once your manuscript files have been check for SAGE Production, the corresponding author will be asked to pay the article processing charge (APC) via a payment link. Once the APC has been processed, your article will be prepared for publication and can appear online within an average of 30 days. Please note that no production work will occur on your paper until the APC has been received.

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