

# HARVARD health policy REVIEW

## General Notice to Authors

**Submissions.** Manuscripts must be submitted in the Microsoft Word format as e-mail attachments, preferably through a *HHPR* contact or to the Editor in Chief. All submissions must be received by established deadline, otherwise the manuscript cannot enter the review process. Manuscripts may not be submitted in alternative formats (e.g., Adobe PDF) and may not be submitted via fax.

**General Considerations.** Authors should present their material completely and clearly. Articles should be written in a style that best expresses their content and address a wider audience than for articles prepared for more specialized journals. Authors should have manuscripts proofread prior to submission and should be prepared for active correspondence with *HHPR* editors concerning revisions during the review process.

**Text and Word Count.** The ideal manuscript length is 4,000-5,000 words (exclusive of notes). Text portions of the paper, excluding the cover page, should be single-spaced, with one-inch margins. Please limit text that is italicized, boldface, or underlined. All pages should be numbered with no other text in the header or footer area. Section headings must be descriptive; beginning paragraphs are not printed with a heading (i.e. "Introduction" will not be included).

**Proofs.** Page proofs will be provided in laid-out Adobe PDF format and sent directly to the corresponding author of the submitted article near the end of the reviewing process. Page proofs should be checked carefully (in particular, all figures/illustrations) and should be returned as soon as possible. A timely author's approval must be made in order for the article to be published in the current issue. Authors should not request that their page proofs be held for an extended period of time.

Routine rephrasing of sentences or additions are not permitted at the page proof stage. *Alterations should be restricted to serious changes or corrections of data.* If changes are requested, all corrections, revisions, and additions must be listed with their locations clearly identified; separate graphics must be provided for all revised exhibits (i.e. figures). Changes are subject to editorial review.

**Printed Journals.** Corresponding authors will receive a copy of the journal at the address provided upon submission. Additional copies may be requested at \$10 per copy.

**Cover Page.** A cover page must accompany the manuscript and must contain the following information:

- Title of the paper

- Names, formal titles, affiliations, mailing addresses (sufficient for overnight delivery), phone and fax numbers, and email addresses for all authors
- Word count (exclusive of notes)
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**Title.** The title should reflect the emphasis and content of the paper. The title must be brief and grammatically correct, though creative license will be granted if appropriate.

**Author List.** Include in the byline all those who have co-authored the paper. Use first names, initials, and surnames (e.g., John A. Smith). Please include relevant official titles and/or academic degrees. Author names should only appear on the cover page; they should not appear on the abstract page, first page of the text, or in headers or footers in the paper.

**Contact Information.** A mailing address must be given for all authors and should be sufficient for overnight delivery. Phone numbers must be given through which contact with the author is possible. Email addresses must be provided, since that is the primary means of communication. This information will not be published.

**Abstracts.** All manuscripts must contain a short abstract, included either within the paper or separately along with the submission, which should briefly address the significant content of the paper. Suggested word length: 100 words.

**Author biography.** All manuscripts must contain a **brief** author biography not to exceed 50 words for each author.

**Exhibits.** All figures, graphics, tables, etc. should either be placed at the end of the document (if it was created in Microsoft Word) or included separately in its native file (e.g., if it was created in Adobe Photoshop, include it as a Photoshop file) during submission. The approximate placement of the exhibits should be indicated either with a conspicuous in-text callout or with clear, special instructions. Exhibits should include notes indicating the source(s) for the data/information presented. Clear titles should be given. If the work in the exhibit is not original and has been published, copyright permission from the publisher are needed. Authors must ensure that the exhibit agrees with and is relevant to the content of the text. Tables should supplement, not duplicate, information presented in text and figures. Tables should be simple and precise. Please note that all exhibits will be printed in black and white (grayscale), and should be submitted as such. Bear in mind that the quality of the graphics in the journal depends on the quality of the originals provided by the author.

**Acknowledgements.** Notes acknowledging assistance may be placed in an acknowledgement section (2-3 sentences maximum).

**References.** Accuracy and completeness of references is the responsibility of the author(s). References should be cited as endnotes (not footnotes) appearing as

unparenthesized superscript numbers at the end of the sentence, after punctuation. Such citations can be formatted in Microsoft Word's "Insert, Reference" tool (choose endnote formatting) or be listed in plain text at the end of the document. References must be placed together as a single, comprehensive list, and all references must have been used, in order, within the text of the paper. Unnecessarily long lists of references should be avoided, as well as supplementary, unused references.