

SelfCare Journal Submission Guidelines

Frequency: Bi-Monthly Edited By: Professor R. W. Soller and Dr. S. G. Mann

AUTHOR GUIDELINES

SelfCare seeks to publish material concerned with all aspects of consumer-directed healthcare. These include, but are not limited to submissions concerning:

- Studies of the efficacy and safety of pharmacological or non-pharmacological treatments intended for self-care, which may include licensed consumer medicines, food supplements, vitamins/minerals and complementary medicines.
- Market research papers and community surveys of health-related consumer behaviour.
- Consumer behaviour and pharmacy model studies performed in support of applications for non-prescription status of medicines.
- The roles of healthcare professionals in promoting self-care and using self-care strategies in clinical practice.
- The access to, and delivery of, self-care including socio-economic aspects.
- Self-care in healthcare policy.
- The regulatory environment for self-care internationally.

SelfCare will consider the following types of submissions:

Original Scientific Papers: reporting results of original research including clinical trials and studies of consumer behaviour or healthcare delivery. The text is limited to 3,000 words, with an abstract of 250 words (see Presentation of Manuscripts), a maximum of 6 tables and figures (total), and up to 50 references.

Review Articles: will generally be solicited by the editors but we also welcome unsolicited material. You are advised to contact the editors before writing a review for *SelfCare*. The text should be limited to 3,000 words, with a maximum of 6 tables and figures (total) and up to 100 references. An abstract of 250 words is also required for review pieces.

Reviews should be written for healthcare professionals but should recognise that these are unlikely to be specialists.

Opinion Pieces: are solicited or unsolicited essays on a particular aspect of healthcare related to self-care. These may be concerned with particular disease areas or with relevant aspects of healthcare policy. The text for opinion pieces should be limited to 2500 words, a maximum of 6 tables and figures (total), and a maximum of 15 references.

Letters: will generally be restricted to the discussion of papers already published in the journal, with a maximum of 300 words, one table or figure and up to 10 references.

Additional material:

Slide Sets: For Original Scientific Papers, Review Articles and Opinion Pieces, authors are strongly encouraged to submit a slide presentation of 10 slides maximum (using any plain Powerpoint® template). This presentation should summarize the submitted article in 'bullet points', tables and figures, as if for presentation at a scientific conference. These slides are a potentially valuable resource for the readers of *SelfCare* and will be made available for download. All downloaded slides will carry the full citation of the paper from which they are taken.

Video Papers: Some content may be selected by the editors for video presentation on the website. Video presentations allow the principal author to summarise the paper with slides in a 10 minute slot (similar to the style of presentation at a scientific meeting). Reviews and opinion content may sometimes be allocated longer video slots. Video downloads allow *SelfCare* website users the convenience of an audiovisual summary of the submitted work.

Supplementary Materials: Authors may submit additional materials that are difficult to accommodate within the specified size limits, such as descriptions of particular methods or large data tables, as addenda to the main paper. At the discretion of the editors, these may be provided as 'links' within the main body of the text.

THE ROLE OF AUTHORS AND CONTRIBUTORS

Designated authors on a submitted paper should meet the following four criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

Contributors who do not meet the above criteria should be acknowledged individually or together as a group under a single heading (e.g. 'Clinical Investigators' or 'Participating Investigators'), and their contributions should be specified (e.g., 'served as scientific advisors', 'critically reviewed the study proposal', 'collected data', 'provided and cared for study patients', 'participated in writing or technical editing of the manuscript').

These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterions 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

It is the collective responsibility of the authors, not *SelfCare*, to determine that all people named as authors meet all four criteria; it is not the role of journal editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. If authors request removal or addition of an author after manuscript submission or publication, *SelfCare* editors will seek an explanation and signed statement of agreement for the requested change from all listed authors and from the author to be removed or added.

The corresponding author takes primary responsibility for communication with *SelfCare* during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more co-authors.

The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

PEER REVIEW

All Original Scientific Papers, Review Articles and Opinion Pieces will be peer-reviewed by a minimum of two independent reviewers. The average turn-around time between submission and acceptance is 4 weeks. If selected for video presentation, the video piece will also be reviewed by editorial staff for concordance with the final peer-reviewed written paper.

MANUSCRIPT SUBMISSIONS

Authors should submit manuscripts directly using the Call for Submissions button on the website.

Please follow the loading instructions on the site, noting that all the information related to the manuscript required for the submission process should be uploaded at the same time. The corresponding author must complete all the mandatory fields in the submission form.

Should authors encounter difficulties, they may contact the editorial team by e-mail only: editor@selfcarejournal.com.

All material must be submitted exclusively to *SelfCare*, and is accepted on the understanding and condition that it has not been, and will not be, published elsewhere. The submission must be accompanied by a full declaration of personal interests of all authors, including funding interests.

AUTHOR REQUIREMENTS AND COPYRIGHT TRANSFER AGREEMENT

The corresponding author must certify on the submission form that all authors have reviewed the manuscript and agree to submission to *SelfCare*. The e-mail addresses of all authors should be included and *SelfCare* will send an Acknowledgement of Submission to all authors.

All submitted material must be licensed for publication in *SelfCare* and all authors will be required to sign a Copyright Transfer Agreement (CTA) for all material accepted for publication. Signature of the CTA is a condition of publication (however see the CTA for details relating to special groups such as government employees). Following submission and acceptance, authors retain the right to publish their paper in limited circumstances; these are detailed in the CTA document.

The *SelfCare* CTA form may be downloaded from the *SelfCare* website or can be obtained by e-mail from the editorial office. An original of the completed Copyright Transfer Agreement must be signed by each author and sent by post to: **SansSerif Publishing Ltd., Regency House, 2 Wood Street, Bath BA1 2JQ, UK**, or by email as a pdf document to: **editor@selfcarejournal.com**. Material accepted for publication will not be published until this form is received.

SelfCare retains the usual editorial right to modify the style and/or reduce the length of a submission, although major changes will always be discussed with the corresponding author at an early stage. The corresponding author will have the opportunity to review and approve the final version of the paper before publication on the *SelfCare* website. Timing of publication is the decision of the editors.

PRESENTATION OF SUBMISSIONS

As an e-journal, *SelfCare* can only accept material submitted as electronic files. Text files should be submitted as Word documents. Manuscripts should be formatted double-spaced and with wide margins. Authors should retain copies of all submitted material, as *SelfCare* cannot accept responsibility for loss of files (e.g. during e-mail transmission or downloading).

An initial title page should contain all author names, with appointments and places of work at the time that the work was performed. The corresponding author should be identified and must give full contact details including a current e-mail address. The full title (and an optional abbreviated running title) should be provided together with key words to assist indexing.

All manuscripts should be prefaced by an abstract or summary which must not exceed 250 words. For reports of original research the abstract should be organized into sections headed: Background, Objectives, Methods, Results and Conclusions. For other types of submissions, abstracts should follow the same general structure but need not include all section headings, depending on the nature of the content.

For original research reports the manuscript should be divided into sections using the conventional headings: Introduction, Materials and Methods, Results and Discussion. Only 3 levels of headings should be used, and pages should be numbered consecutively.

Tables and figures, acknowledgements and statements declaring interests must be submitted on separate pages at the end of the document.

FIGURES

Figure legends should be included in the text of the manuscript and not form part of the figures. We can accept figures in jpg or TIFF format; or as files created in Illustrator or Photoshop software saved with the suffix '.eps' or '.tif'. If you are unable to provide these specified formats, please provide the figures in as many different file formats as possible.

The resolution for figures and tables, *at their final size*, should be a minimum of 300 dpi.

UNITS AND ABBREVIATIONS

All measurements should be in SI units with the exception of haemoglobin (g/dL) and blood pressure (mmHg). Original observations recorded in other units should be stated, together with the appropriate conversion factors. Standard abbreviations, without punctuation, are used. Abbreviations and acronyms should be given in parentheses following the first full spelling in the text.

CLINICAL TRIALS - CONSORT STATEMENT

When submitting a report of a clinical trial (defined as 'any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes'), please indicate if your clinical trial has been registered in a publicly accessible registry. If so, provide details of the registry and the registration number in the manuscript's Methods section together with information on Ethics committee approvals. Please also give the registration number at the end of the Conclusions in your abstract. *SelfCare* supports the principles embodied in the CONSORT statement. The principal author must indicate on the submission form that a consort Statement checklist form is available to the editors on request. Additional information on this subject can be found at <http://www.consort-statement.org/consort-statement/overview/>

PROTECTION OF HUMAN SUBJECTS AND ANIMALS IN RESEARCH

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

STATEMENT OF INFORMED CONSENT

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. Authors should identify Individuals who provide writing assistance and disclose the funding source for this assistance.

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.

The requirement for informed consent should be included in the journal's instructions for authors. When informed consent has been obtained it should be indicated in the published article.

REPORTING CLINICAL TRIALS CONDUCTED BY PHARMACEUTICAL COMPANIES

For clinical trials sponsored by pharmaceutical companies *SelfCare* supports the guidelines on good publication practice: <http://www.gpp-guidelines.org>. These guidelines aim to ensure that such trials are published in a responsible and ethical manner. The guidelines cover companies' responsibility to endeavour to publish results of all studies, companies' relations with investigators, measures to prevent redundant or premature publication, methods to improve trial identification, and the role of professional medical writers.

PERSONAL INTERESTS AND FINANCIAL SUPPORT

Potential sources of conflict of interest, including financial support during the last two years, relevant to the paper submitted, must be acknowledged. Please use the following statements, completed as appropriate, at the end of your submitted manuscript under the heading 'Statement of Interests'. (*For further information on potential conflict of interest sources, please see the International Committee of Medical Journal Editors at http://www.icmje.org/ethical_4conflicts.html*).

Authors' declaration of personal interests:

- (i) [Name of individual] has served as a speaker, a consultant and an advisory board member for [names of organizations], and has received research funding from [names of organization].
- (ii) [Name of individual] is an employee of [names of organization].
- (iii) [Name of individual] owns stocks and shares in [names of organization].
- (iv) [Name of individual] owns patent [patent identification and brief description].

Declaration of funding interests:

- (i) This study was funded [in part or in full] by [insert name of funding organization], grant number [insert grant or other identification number].
- (ii) The [writing or preparation] of this paper was funded in part by [insert name of funding organization].
- (iii) Initial data analyses were undertaken by [name of individuals if not listed as authors] who are employees of [name company] and received funding from [insert name of funding organization].
- (iv) Writing support was provided by [insert name of individual(s)] of [name company] and funded by [insert name of funding organization].

REFERENCES

SelfCare uses the Vancouver system. References should be numbered in the order in which they are first mentioned in the text, and should be identified in the text, tables and legends by Arabic numbers in superscript. The first three authors and 'et al.' should be used if there are more than six authors. The form of references adopted by the US National Library of Medicine and used in Index Medicus applies. References must be verified by the authors against the original documents.

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting.

EndNote reference styles can be searched for at:
<http://www.endnote.com/support/enstyles.asp>.

Reference Manager reference styles can be searched for at:
<http://www.refman.com/support/rmstyles.asp>

DRUG NAMES

Generic names should, in general, be used. Brand names may be inserted in parentheses with indication of registered trademarks by the symbol ®. Drug names are spelled out according to the European pharmacopoeia, but the American spelling should be used after the first use of a drug name.

PROOFS

The corresponding author will receive an E-mail with a proof as a PDF (portable document format) file attachment. Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following web site: <http://www.adobe.com/products/acrobat/readstep2.html>.

Instructions on how to add corrections will be sent in the e-mail with the proof. At proof stage authors must restrict changes to typographical errors and minor text changes for clarification only.

OFFPRINTS

Corresponding authors will be provided with an electronic PDF file of their article. These are sent to the corresponding author's E-mail address when the journal issue is published to the website, and can be shared with co-authors and colleagues for non-commercial use.

As an e-journal, *SelfCare* does not provide authors with paper offprints. However, paper offprints for distribution (bound in *SelfCare* Journal covers) may be ordered, please contact admin@selfcarejournal.com for a quote. Minimum print run numbers apply.

SUPPLEMENTS

For information on the supplement service provided by *SelfCare*, and details on the preparation and submission of articles for supplements, please see the section under 'About us' on the *SelfCare* website: <http://selfcarejournal.com/supplements.php>, or contact the editorial office: editor@selfcarejournal.com

OPEN ACCESS: NIH-FUNDED ARTICLES

Authors submitting manuscripts based on research that has been wholly or partly funded by the NIH should contact the editors so that we can ensure that access to articles published in *SelfCare* will be fully compliant with the NIH mandate.

Other funding sources may also require open access and authors should confirm such arrangements before submission and alert the editors accordingly.

SelfCare is a member of the **Committee on Publication Ethics (COPE)**.

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