



Journal of Manipulative and  
Physiological Therapeutics

Journal of Manipulative and  
Physiological Therapeutics  
Policies and  
Instructions for Authors

December 2025

## Contents

ABOUT THE JOURNAL.....	6
Aims and Scope .....	6
Indexing .....	6
Contact Information .....	6
Journal Information.....	6
JOURNAL POLICIES.....	7
Editorial Policy and Publication Ethics.....	7
Editorial Freedom .....	7
Editorial Board .....	8
Society and Sponsors .....	8
Journal Advertising Policy .....	8
Subscriptions.....	8
Authorship .....	8
Author Identifiers.....	9
Changes in Authorship.....	9
Corresponding Author.....	9
Contributorship.....	10
Acknowledgments.....	10
Funding Sources.....	10
Registration.....	10
Copyright .....	11
Human Subjects.....	11
Human Subject Anonymity and Consent .....	11
Animal studies .....	11
Author Competing Interests .....	11
Editorial Staff and Peer Reviewer Competing Interests .....	12
Permissions for Content Use and Reuse.....	12

Preprint and Prepublication .....	12
Secondary Publication .....	13
Allegations of research, publication, and review misconduct .....	13
Duplicate Submission .....	13
Redundant or Duplicate Publication .....	13
Non-Compliance With Author Instructions .....	14
Retraction .....	14
EDITORIAL PROCESS .....	14
Pre-Peer Review and Internal Review.....	14
Peer Reviewer Selection.....	14
Review Process .....	15
Editorial Decisions.....	15
Revision.....	15
Acceptance and Proofs .....	16
Rejection .....	16
Criteria for Editorial Decisions .....	17
Manuscript Transfer .....	17
Article Processing Charges.....	17
Open Access.....	18
Journal Rights and Permissions .....	19
Corrections.....	19
INSTRUCTIONS FOR AUTHORS AND MANUSCRIPT SUBMISSION GUIDELINES .....	19
Types of Submissions Considered .....	19
Original Research.....	19
Literature Reviews.....	20
Correspondence .....	20
Editorials .....	20
Types of Submissions Not Considered .....	20
MANUSCRIPT PREPARATION .....	21

Editorial Policies .....	21
Manuscript Template .....	21
Cover Letter .....	21
General Formatting and Journal Style .....	22
Manuscript Organization: Original Research and Literature Reviews.....	22
Title.....	22
Structured Abstract .....	22
Keywords.....	23
Registration .....	23
Introduction.....	23
Methods .....	23
Results.....	24
Discussion .....	24
Future Studies .....	24
Strengths.....	24
Limitations .....	24
Conclusions .....	25
Supplementary Files .....	25
Declarations .....	25
Acknowledgments .....	25
Funding.....	26
Competing Interests.....	26
Author Names.....	26
Affiliations .....	26
Contributorship .....	26
Data Availability .....	27
Artificial Intelligence in Scientific Writing .....	27
Disclaimers .....	28
Tables.....	28

Figures.....	29
References.....	30
Terminology .....	31
Units of Measurement.....	31
Abbreviations and Symbols .....	31
Submission .....	31
Items to Accompany Manuscript Submissions .....	31

# ABOUT THE JOURNAL

## Aims and Scope

The *Journal of Manipulative and Physiological Therapeutics* is an international, interdisciplinary journal dedicated to the advancement of chiropractic and conservative care practices.

The *Journal* follows industry standard best practices in publication ethics and policy, as described below. The *Journal* does not publish articles containing material that has been reported elsewhere. Submissions must be original work and not currently under consideration for publication in another peer-reviewed medium, including both paper and electronic formats.

The *Journal* is published using a continuous publishing model, where articles are made available online as soon as they are finalized, rather than waiting for a traditional issue to be compiled. Manuscripts should be submitted through the submission portal

<https://www.editorialmanager.com/jmpt/Default.aspx>

## Indexing

The *Journal* is indexed in Scopus, Medline, Science Citation Index Expanded (SCIE), SCImago Journal Rank (SJR), SNIP

## Contact Information

Editor-in-Chief:

Claire Johnson, DC, MEd, PhD at [JournalsOffice@nuhs.edu](mailto:JournalsOffice@nuhs.edu)

Postal address

200 E Roosevelt Rd, Lombard, IL 60148

USA

Journal Website: <https://jmpt.kglmeridian.com/>

ISSN: 0161-4754

eISSN: 1532-6586

## Journal Information

Submission Website: <https://www.editorialmanager.com/jmpt/Default.aspx>

Owner/Sponsor/Publisher: Lombard, IL: National University of Health Sciences  
[www.nuhs.edu](http://www.nuhs.edu)

Publication type: Continuous

Funding: The *Journal* is primarily funded by article processing charges (APCs), advertisers, and sponsors.

Ethics policies: The *Journal* follows the Committee on Publication Ethics (COPE) guidelines.

Publication standards: Uniform Requirements for Manuscripts by the International Committee of Medical Journal Editors (ICMJE) and World Association of Medical Editors (WAME).

Journal style: AMA manual of style: A guide for authors and editors. 11th edition (2020)

## JOURNAL POLICIES

### Editorial Policy and Publication Ethics

*The Journal of Manipulative and Physiological Therapeutics (Journal)* adheres to high ethical standards for publication. The *Journal* follows the standards as set forth in the Uniform Requirements for Manuscripts by the International Committee of Medical Journal Editors (ICMJE, <https://icmje.org/>), policies established by the World Association of Medical Editors (WAME, <https://www.wame.org/>), and the Committee on Publication Ethics (COPE, <https://publicationethics.org/>). Publication malpractice is managed using a fair and timely process as recommended by the aforementioned organizations, depending on the infraction. Policies and processes are described in full as stated in this document.

### Editorial Freedom

The editor has full authority over the entire editorial content of the *Journal* and makes decisions on the validity of the work and its importance to the *Journal's* readers, not on the commercial implications for the *Journal*. The editor has the final say in decisions about content, including any commentary, advertisements, or sponsored content, including supplements, and in overall policy regarding the *Journal*.

The statements and views presented in the papers published in the *Journal* represent the opinions of the author(s). Materials published do not necessarily reflect the attitude or official position of its editors, editorial board, sponsors, other authors, or the owner. The owner, sponsors, and advertisers do not interfere in the *Journal* processes of evaluation, selection, or editing of articles, either directly or by creating an environment that strongly influences decisions.

## Editorial Board

The *Journal's* Editorial Board and invited peer reviewers are international experts. Board members provide quality control and strategic direction by peer-reviewing manuscripts, ensuring the journal's scientific integrity and scope, acting as advocates to attract high-quality submissions, and helping to identify new topics for special issues.

Primary duties of the Journal's Editorial Board members include: 1) peer review, which consists of reviewing manuscripts to ensure accuracy, quality, and consistency; and providing feedback and recommendations on manuscript acceptance or revision; 2) policy and strategic direction, including advising on the journal's policies and direction; assisting with challenging ethical decisions, identifying emerging topics and suggesting new areas of focus; and identify special issue topics; and 3) advocacy and promotion, including acting as ambassadors for the journal to promote it within the research community; attracting new authors and high-quality submissions by promoting the journal at conferences and through their networks; and contributing to the journal's content by occasionally writing editorials or other articles. Editorial board members are volunteers and receive no remuneration.

## Society and Sponsors

The *Journal* is supported in part by societies and sponsors. These are selected at the discretion of the Editor and reflect the mission of the *Journal*. For those interested in sponsoring or being a society affiliated with the *Journal*, contact the Editor.

## Journal Advertising Policy

All advertisements in the *Journal* must be free of unsubstantiated claims, professional in appearance and content, and approved in advance by the Editor-in-Chief. Advertising rates are available from the editor.

## Subscriptions

Beginning January 1, 2026, the publications will be published with open access. Reader access to published content prior to 2026 requires either a subscription or access with an article access fee. The cost of publication is not fully covered by APCs and therefore publication is subsidized by additional means. Individual and institutional subscription fees may be found on the journal website

## Authorship

All authors of papers submitted to the *Journal* must have an intellectual stake in the material presented for publication and must be able to answer for the content of the entire



work. Authors must be able to certify participation in the work, vouch for its validity, acknowledge reviewing and approving the final version of the paper, acknowledge that the work has not been previously published elsewhere, and be able to produce data if requested by the editor.

The *Journal* follows authorship requirements, as stated in the ICMJE Uniform Requirements ([www.icmje.org](http://www.icmje.org)). Credit for authorship requires all of the following: “1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND 2) Drafting the work or reviewing it critically for important intellectual content; AND 3) Final approval of the version to be published; AND 4) 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 done, an author must be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors must have confidence in the integrity of the contributions of their co-authors” ([www.icmje.org](http://www.icmje.org)). Those who meet fewer than the above 4 criteria must not be listed as authors, but they should be acknowledged.

## Author Identifiers

All authors are required to provide their ORCID identifier. Authors must obtain ORCID numbers, which are required during submission and will be included in the manuscript materials. To register for a free ORCID number, visit <https://orcid.org>

## Changes in Authorship

A request to change authors, add or subtract authors, or alter the authorship order after submission must be accompanied by a letter explaining the request and signed by all authors prior to being considered. Any changes in authors or authorship will be decided upon by the editor. No change in authorship may be made after the proof has been approved. If it is determined that scientific misconduct has occurred, such as the submission of a manuscript with ghost authorship, the manuscript will be rejected or retracted, as applicable, in accordance with COPE guidelines. Subsequently, the authors' institution will be notified, and any future submissions to the *Journal* by any individual of the authorship team will be disallowed.

## Corresponding Author

The *Journal* policy allows 1 corresponding author per submitted manuscript. The corresponding author is responsible for all communications with the *Journal* and coauthors. There should be no changes in the corresponding author during the time that

the manuscript is in process with the Journal. If there are extenuating circumstances (eg, death of the corresponding author), the co-authors must contact the Editor with a detailed explanation. Any changes in corresponding authorship will be decided upon by the editor.

## Contributorship

Each author must list how they contributed to the manuscript. For definitions, the *Journal* uses CRediT taxonomy (<https://credit.niso.org/>). Standard contributorship categories for the *Journal* include: Concept development; Design; Supervision; Literature search; Data collection/processing; Analysis, interpretation; Writing; Critical review.

## Acknowledgments

The acknowledgement section is to recognize only those who contributed substantially to the paper but did not meet the 4 criteria for authorship. Only those who have made substantive contributions to the study must be acknowledged; this includes support personnel such as statistical or manuscript review consultants. Those who should not be acknowledged include participants or patients in the study, unnamed people, or an entire institution or department. Authors are responsible for obtaining the written consent of named people and must include the completed consent form at the time of initial submission. A signed consent form is required for each named individual, including the full names and precise contributions of individuals who contributed. The consent form is available at <https://www.healthsciencesjournals.info/consentform>

## Funding Sources

All sources of financial support, such as grants, funding sources, equipment, and supplies, must be clearly stated in the funding section. Include grant numbers if available. The role of funding organizations, if any, in the conduct of the study must also be described.

## Registration

It is required that studies, such as systematic reviews and meta-analyses, be registered in recognized registries, such as International Prospective Register of Systematic Reviews (PROSPERO), prior to data collection. Other literature reviews should be registered in a recognized registry, such as Open Science Framework. For clinical trials, prior to the recruitment of human subject participants, clinical trial protocols, pilot/feasibility studies, and clinical trials must be registered in ClinicalTrials.gov or another registry recognized by the World Health Organization (<https://www.who.int/tools/clinical-trials-registry-platform/network/primary-registries>). Registry information must be included at the time of initial submission and must be prospective. Papers without proper registration will not be considered.

## Copyright

Authors will be asked to complete a publishing agreement after acceptance. The corresponding author will receive a link to the copyright agreement by email.

## Human Subjects

The *Journal* endorses the ICMJE guidelines and the Declaration of Helsinki, and all related conditions regarding the experimental use of human subjects and their informed consent will apply. Projects involving human subjects, which include patients, survey participants, students, or any living persons, must go through review (eg, approval, expedited, or exemption) from an ethics review board/committee or institutional review board before the study is conducted. A statement regarding ethics should be clearly presented in the Methods section of the manuscript. Documentation of ethics approval or exemption for research studies with human subjects is required to be submitted at the time of submission. The journal will not consider work that the authors have exempted for themselves.

## Human Subject Anonymity and Consent

It is the authors' responsibility to maintain appropriate records and protect participants' identities. Ethical and legal considerations require careful attention to protecting an individual's anonymity in publications. Identifying information such as names, initials, case numbers, and specific dates must be avoided; identifying information about a patient's personal history and characteristics should be disguised. Photographs or artistic likenesses of subjects are publishable only with their written consent or the consent of a legal guardian. Consent from those included in figures, photographs, or descriptions of any person (e.g., case study) are required at the time of manuscript submission. The *Journal's* signed consent form, available on the Journal's website, giving any special conditions, must accompany the manuscript and be uploaded at the time of submission.

## Animal studies

Studies with animals must go through approval from the appropriate ethics review board/committee, animal board, or institutional review board in advance. Studies using animals should follow the Animal Research: Reporting In Vivo Experiments (ARRIVE) guidelines. Information about review board approval must be included in the Methods section of the manuscript. Evidence of board approval (eg, approval letter from the IRB/REB/Ethics Board Chair) must be submitted at the initial time of submission.

## Author Competing Interests

As it may be difficult to judge material from authors where proprietary interests are concerned, authors should be prepared to answer requests from the editor regarding potential competing interests. Competing interests, also known as conflicts of interest, exist when an author has financial or personal interests that may influence his or her actions regarding the author's work, manuscript, or decisions. Competing interests that exist, or that are perceived to exist, for individual authors in connection with the content of their paper must be disclosed. The editor makes the final determination concerning the extent of information released to the public.

## Editorial Staff and Peer Reviewer Competing Interests

It is expected that individuals involved in handling manuscripts for the Journal will properly disclose any financial or professional interests that may be viewed as potential conflicts of interest and recuse themselves from any actions in which those conflicts will hamper their judgment or actions. Peer reviewers should inform the editor if they feel they are unable to properly review a manuscript and recuse themselves from it. Editorial staff should disclose information that might influence decisions in journal editing. Please refer to ICMJE website ([www.icmje.org](http://www.icmje.org)) for more information on declared/competing/conflict of interest.

## Permissions for Content Use and Reuse

If the author wishes to use previously published content in a manuscript, either their own previous publications or from another source, it is the corresponding author's responsibility to secure all copyright permissions and/or permission to reuse materials and provide these documents at the time of manuscript submission. Illustrations or content from other publications (print or electronic) must be submitted with written permission from the copyright holder, such as the publisher and author if required, and the permission for reuse must be clearly stated in the manuscript.

Authors are responsible for obtaining written permission from copyright holders to use third-party content, such as figures, tables, or text, in their manuscripts before submission. This permission must be obtained and submitted to the journal, and all reused material must be properly cited and credited to the original source.

## Preprint and Prepublication

The *Journal* will not consider research articles that have been shared as preprints. Preprints are publications of a version of the manuscript and, therefore, considered to have been published in addition to a submission to the *Journal*. The exception is that the research study has been published as a dissertation or thesis in an academic repository. Any preprint publication of a dissertation or thesis must be disclosed in the cover letter.

Publication of an abstract in a conference proceeding, with abstract words of no more than 300, is not considered a preprint publication and therefore is allowed.

## Secondary Publication

Secondary publication is the publication of works previously or concurrently published elsewhere, such as another journal. Permission from the editors of all affected journals must be secured and planned prior to consideration of secondary publication. The authors must contact the editor of the *Journal* in advance with a request for secondary publication.

## Allegations of research, publication, and review misconduct

Depending on the complaint, the *Journal* editor will designate a person or panel to handle ethics issues, review allegations, and initiate impartial and confidential investigations of cases. The *Journal* follows the processes as outlined by COPE to contact institutions and other journals and handle allegations made by whistleblowers.

## Duplicate Submission

The *Journal* does not allow a manuscript to be submitted to more than one journal at the same time. If a duplicate submission to another journal is attempted or occurs without proper disclosure to the editor, this is considered scientific misconduct, and editorial action will be taken. The *Journal* follows processes recommended by COPE, available at [www.publicationethics.org](http://www.publicationethics.org). If it is confirmed that a manuscript has been submitted elsewhere and this is discovered in the prepublication phase, the paper will be rejected, even if an acceptance notice has been distributed previously to the authors.

## Redundant or Duplicate Publication

The *Journal* does not publish articles containing material that has been reported at length elsewhere unless it represents important policy where wide distribution is critical to implementation, and has been agreed upon by the editors of all affected journals. Neither the manuscript nor its component parts should be subject to copyright or any other rights. The corresponding author must include in the cover letter a statement to the editor about all submissions and previous materials that might be perceived as redundant or duplicate publication of similar work, including if the manuscript includes materials on which the authors have published a previous report or have submitted a related report to another publication. Copies of the related material may be requested by the editor to assist with the editorial decision of the paper. If duplicate or redundant publication, which is considered scientific misconduct, is confirmed during peer review, production, or after publication, the paper will be rejected or retracted, and the appropriate ethics boards/institutions will be notified.

### *Non-Compliance With Author Instructions*

Authors who do not comply with the items set forth in these instructions may have the submission returned, rejected, or brought to higher authorities, such as ethics, licensing or institutional boards for review at the editor's discretion. Editorial actions will follow processes recommended by COPE, available at [www.publicationethics.org](http://www.publicationethics.org).

### *Retraction*

A retraction of a published article may occur if there is clear evidence that the findings are unreliable, either as a result of major error, as a result of fabrication, or falsification. Retraction may occur if plagiarism or duplicate publication has been detected (eg, published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification). Retraction may occur for other reasons, such as material or data were included without authorization, copyright was infringed, other serious legal issues (eg, libel, privacy), or the authors failed to disclose a major competing interest. The *Journal* will follow processes recommended by COPE, available at [www.publicationethics.org](http://www.publicationethics.org).

## EDITORIAL PROCESS

### *Pre-Peer Review and Internal Review*

To ensure that only relevant and appropriate manuscripts are sent to review, submitted manuscripts are pre-reviewed for relevance, appropriate submission format, and overall quality before being sent out to peer review. Manuscripts that are not deemed a good fit for the *Journal* will be returned to the author(s) or offered a transfer to a relevant journal within the publishing group. Reasons for early rejection may include: the submission does not meet the requirements as stated in the instructions for authors, the work is of poor quality, and/or the topic is not relevant to the mission of the *Journal*. Manuscripts that could be potentially considered but need further work to enhance the quality of the submission will also be returned to the author(s). If the editor determines that the manuscript is of sufficient quality and is within the scope of the *Journal*, it will be sent to peer-review.

### *Peer Reviewer Selection*

The Editor will typically select 3 or more reviewers, which may include those suggested by the author. Reviewers typically include a content expert, a methodologist, and a statistical reviewer. Authors are expected to provide the names, institutions, and email addresses of at least 3 people who are available and qualified to review the manuscript when submitting materials to the submission portal. Peer reviewers must not include people from any of the

authors' institutions, family members, or colleagues with whom the authors publish frequently.

## Review Process

The peer review process assists the editor in determining appropriateness of a manuscript to *the Journal's* objectives, originality, validity, importance of content, and substantiation of conclusions. This process also provides authors with areas needing improvement to ensure the highest quality end result. The *Journal* uses single-blind peer review, meaning reviewers may not be blinded to authors, but authors are blinded to reviewers. Manuscripts are considered privileged communications and should not be retained or duplicated during or after the review process. Reviewers' comments will be returned to the authors.

## Editorial Decisions

Following peer review, the corresponding author will be notified of the decision. Decisions include acceptance, revision, or rejection. Manuscripts that are considered unsuitable are no longer considered and are returned to the corresponding author, and the authors may then seek publication elsewhere.

## Revision

If the editor requests revision, the authors are responsible for addressing all requested items in the manuscript before returning the manuscript for further consideration. A request for revision does not imply a promise of acceptance.

With the revision, the authors must provide a separate document titled "Response to Reviewers," which is a point-by-point list of the revisions that have been requested, what the authors have revised and/or a brief explanation about why the revision requests were not addressed. Authors are strongly encouraged to include line numbers for the areas in the revised manuscript where revisions have been made. The recommended format is to provide a table that includes all items, with each action located in its own row. Here is an example.

Comments by	Response	Location or line numbers of revisions
<b>Editor</b>		
The figure callout for Figure 1 is missing. Please include it.	Thank you for your comment. We have included Figure 1 callout.	Line 101
<b>Reviewer 1</b>		
Methods: Page 5, Line 141: The authors take care to mention the exclusion of some items, but do not mention the exclusion of others until later in the discussion. Recommend adding a similar exclusion detail to the methods section.	Thank you for pointing this out. We have moved all exclusion concepts to the methods section.	Lines 143 to 148



Codes are mentioned but it is not clear what this means. Please add a brief definition on "coding score" (line 385)	Thank you for bringing this to our attention. We agree that the term "coding score" was confusing. We have clarified the term "codes" and included a referenced definition.	Lines 390 to 395
---	---	------------------

Revised manuscripts must clearly show changes within the manuscript. To prepare the revision, authors should turn on "Track Changes" when revising the manuscript. The revised manuscript file with tracked changes will be submitted through PeerTrack. Revised manuscripts lacking track changes will be returned to authors for correction. If the figures or other documents do not need to be revised, they should be left in the system and not replaced in PeerTrack.

## Acceptance and Proofs

All manuscripts accepted for publication are subject to copyediting and revision as may be necessary to ensure clarity, conciseness, and conformance to approved style. All accepted papers typically require some editorial revision before publication. After the copy-editing process, authors will have the opportunity to approve revisions by reviewing proof of all pages of the article. Authors will have one opportunity to review the proofs to identify any errors. Editors will work with authors to arrive at an agreement when authors do not find the revisions acceptable, but the *Journal* reserves the right to refrain from publishing a manuscript if discussion with the author fails to reach a solution that satisfies the editors. If the authors request excessive corrections, the authors will incur additional charges to cover the costs.

Authors will be sent a notice by email that the proof file is ready for review. Authors are expected to review the proof, answer queries, and make any corrections within 48 hours. Authors who cannot examine the proof by the deadline (48 hours of receipt) should email the editor to designate a colleague who will review the proof. All requests for changes within the proof are reviewed and either approved or denied by the editor. Authors should reply promptly to any additional information requests from the *Journal* personnel. Once proof changes have been submitted and approved by the editor, no further changes will be considered.

## Rejection

If the authors have received a rejection decision, they may freely submit their manuscript to another journal. If the authors have received a rejection decision but still wish the editor to reconsider it for the *Journal*, they must email the editor with a request and explain why the manuscript should be reconsidered. The Editor reserves the right to maintain or reverse the decision.



## Criteria for Editorial Decisions

The *Journal* can publish only a portion of all manuscripts submitted each year. Manuscripts are selected based on quality, scientific merit, strength of the study, and the potential meaningfulness of the contribution to the scholarly literature.

## Manuscript Transfer

A manuscript transfer provides authors with a convenient way of submitting the manuscript to a suitable alternative journal within our publishing portfolio. This process saves time, as the files can be automatically transferred. Transfer reduces many submission requirements, saving time for both editors and authors.

A manuscript will not be transferred without the corresponding author's permission. If the editor rejects a manuscript and suggests that it may be suitable for a transfer, the editor will include details about the transfer option. If the author chooses to decline to transfer, the author can follow a link within the decision letter to decline, and the file will be closed. If the corresponding author accepts the transfer, the materials will be transferred to the designated journal for consideration.

## Article Processing Charges

Article processing charges (APCs) are fees that make it possible to publish the paper open access. The APCs cover a portion of the costs related to publication, including peer review management, professional editing, typesetting, online hosting, and permanent archiving. These include the following:

- Ensuring the quality and integrity of the review process through editorial management.
- Editing and production, including professional copyediting, typesetting, formatting, and creating PDF and HTML versions of the article.
- Hosting articles online for readership access through the publisher's platform.
- Archiving the article in repositories to ensure its long-term availability.
- Indexing by making the article discoverable through indexing services and promoting its access post-publication.
- Supporting the editorial staff and managing journal operations.
- Ensuring the research meets ethical and quality standards.

The authors are responsible for arranging payment for the APC. The authors, their institutions, and/or research grants and institutional central funds are typically used to pay for APCs.

APCs will be paid online via a secure payment form after the manuscript has been accepted for publication and before proof creation. Authors will receive a receipt once payment has been processed. The APC will not be refunded after publication of the article or upon retraction of an article.

## Open Access

Gold open access is a publishing model where the final, peer-reviewed version of an article is immediately free for anyone to read online. To achieve this, the author or their institution pays an article processing charge APC to the Journal publisher and the publisher then makes the content free for readers upon publication.

For the Journal, there are two open access publishing models: Premium Gold Open Access and Regular Gold Open Access.

### Premium Gold Open Access

For the premium option, authors retain the copyright. The journal publishes the article open access under a CC-BY license. The article may be shared and adapted for any purpose as long as the authors are credited. The authors may reuse or share adapted and derivative versions. The article is open access, thus is available for anyone to read, print, or download.

### Regular Gold Open Access

For the standard option, the journal publishes the article open access under a CC-BY-NC-ND license. The article can be shared for non-commercial use as long as the authors are credited. Permission is needed from the publisher for commercial re-use or adapted and derivative versions. The authors grant the publisher the exclusive right to publish their work in exchange for the journal making it open access and cannot give the same right to another publisher. The journal is the sole entity with the right to publish and distribute the final version of the article. The author is limited in how they can reuse the work. With an exclusive license, the author retains the right to reuse their work for non-commercial, scholarly purposes, such as teaching or inclusion in their thesis. The journal is the sole entity with the right to publish and distribute the final version of the article. The article is open access, thus is available for anyone to read, print, or download.

### Option for retrospective open access

For previously published articles that were not open access, authors may be given the option to pay an APC to make the article open access.

### Other open access needs

Authors are advised to check their funder's open access requirements to ensure compliance. For authors with employers or funders that require a non-standard licensing agreement, please contact the editor with your special needs.

## Journal Rights and Permissions

For Regular Gold Open Access, the publisher holds exclusive rights for publication and permissions of all materials accepted for publication in the *Journal*. Reproduction, storage, or transmission of any part of the publication, in any form or by any means, is prohibited without the publisher's permission. This includes electronic, mechanical, or any other form of reproduction, as well as storage and retrieval systems. Full versions of articles may not be reposted on any website. However, we welcome links to the articles using the DOI. Abstracts may be posted without a permissions contract or fee. The article's DOI must be included with the post.

Terms of author rights, such as copyright retention and the ability to share and reuse work, and permissions for third-party use, are included in the publishing agreement documents.

## Corrections

If an error has been made by *Journal* staff that results in a substantive meaning change, an erratum will be published in a timely manner with no additional charge to the author. If an error has been made by the author, a correction notice will be published in a timely manner, with an additional charge to the author to cover all publication costs of the correction notice.

# INSTRUCTIONS FOR AUTHORS AND MANUSCRIPT SUBMISSION GUIDELINES

## Types of Submissions Considered

The *Journal* welcomes high-quality manuscripts that add new knowledge to the field of basic sciences, epidemiology, public health, health services, and clinical practice. The *Journal* will consider the following research categories:

### *Original Research*

- 3500 words maximum: word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum.
- Quantitative research studies: These experimental or observational studies typically use deductive processes to test hypotheses and results are usually evidenced by

the production of data. Examples include, but are not limited to, experimental studies, quasi-experimental work, correlational studies, survey research, and quality improvement studies.

- Qualitative research studies: These studies are aimed at understanding the meaning individuals or groups ascribe to social issues and use inductive methods with researcher interpretations of emerging themes. Examples include studies of phenomenology, grounded theory, history, and other qualitative, inductive designs. Research ethics board approval or exemption is required.
- Mixed-methods studies and other original research study designs.
- The journal does not publish study protocols.

### *Literature Reviews*

- 3500 words maximum: word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum
- Literature reviews include the synthesis and assessment of current knowledge of a focused subject. Examples include systematic reviews, scoping reviews, and other structured reviews. Studies must report reproducible methods.
- The *Journal* does not consider narrative literature reviews or literature review protocols.

### *Correspondence*

- 500 words maximum. 10 references maximum
- The *Journal* will consider communications that add to, clarify, or discuss a deficiency in a paper published recently (within 3 months) in the *Journal*. Letters will be published as deemed relevant by the Editor. Authors of the paper being critiqued will be afforded a counter-response. The *Journal* does not publish letters that are criticisms of papers or policies in other journals.

### *Editorials*

- Editorials are manuscripts developed by the editor or invited authors. Only editorials invited by the editor will be considered.

### *Types of Submissions Not Considered*

- Research designs of the above, but the topic is outside the scope of the journal
- Case reports

- Protocols
- Narrative reviews
- Book reviews
- Uninvited editorials or commentaries

## MANUSCRIPT PREPARATION

### Editorial Policies

Before preparing a manuscript for submission, all authors must read and be familiar with the *Journal's* Editorial Policies and Instructions for Authors.

### Manuscript Template

Authors must use the *Journal's* manuscript template to submit their manuscript file. This will help ensure that required content is present, and it will also speed up the peer review and production process if the manuscript is accepted. The manuscript template for original research and literature reviews may be found here

<https://www.healthsciencesjournals.info/manuscripttemplates>

### Cover Letter

A cover letter is required with the submission materials and must include the following.

- Date of submission and *Journal* name.
- Manuscript title and type of study.
- Summary and significance of the study. The significance and broader implications of the work for the scientific community and the *Journal's* readership.
- A clear explanation of why your manuscript is a good fit for the *Journal's* aim and scope.
- A declaration that all authors have approved the manuscript and agree to submit it to the *Journal*.
- Information on any previous interactions with *Journal* staff or editors or special considerations the editor needs to be aware of.
- A statement confirming the manuscript is original, has not been published before, and is not under consideration by another journal.
- Any required ethical compliance statements.
- If the manuscript is submitted as part of an awards competition, please state the name of the award competition.
- Include the corresponding author's name, title, and full contact information.

## General Formatting and Journal Style

- Authors must download the manuscript template file for the specific study type. Templates are available here: <https://www.healthsciencesjournals.info/manuscripttemplates> Fill in each section of the manuscript template, following the instructions for each section.
- Authors must use the most recent reporting guidelines for the design of the study being submitted.
- The *Journal* follows the American Medical Association Manual of Style (2020) <https://academic.oup.com/amamanualofstyle> .

## Manuscript Organization: Original Research and Literature Reviews

Manuscripts for Original Research and Literature Reviews must follow the sections in the manuscript template: Title, Abstract, Keywords, Introduction, Methods, Results, Discussion, Future Studies, Strengths, Limitations, Conclusion, Acknowledgements, Funding, Competing Interests, Availability of Data, Artificial Intelligence, Supplementary File, Tables, Figure titles, and References. Some manuscripts may need additional subheadings within each section to clarify content. Please refer to the manuscript template file for specific instructions for each section of the manuscript.

Papers must follow current and relevant reporting guidelines for the study design being submitted. The *Journal* uses current reporting guidelines as found at Enhancing the QUALity and Transparency Of health Research (Equator Network): <https://www.equator-network.org/reporting-guidelines/>

Examples of reporting guidelines include CONSORT, STROBE, MOOSE, QUOROM, STARD, TREND, etc. For reporting literature reviews, refer to JBI Manual for Evidence Synthesis <https://jbi-global-wiki.refined.site/space/MANUAL>.

### *Title*

The title should be a maximum of 25 words. Ensure the title reflects the core elements of the study and include the study design in the title. Do not phrase as a question or conclusion. Avoid the use of “catchy” or novel titles with questionable relevance to the contents or dramatic titles.

### *Structured Abstract*

The structured abstract should be no more than 250 words. For Original Research and Literature Reviews, structured abstracts should consist of 4 paragraphs, labeled: Objective, Methods, Results, and Conclusions and follow standard reporting guidelines for the study design. Letters to the editor should not have an abstract.

## *Keywords*

Provide no more than 5 key indexing terms that will assist indexers in cross-indexing your manuscript. These terms must come from the Index Medicus Medical Subject Headings (MeSH) <http://www.ncbi.nlm.nih.gov/mesh>.

## *Registration*

For relevant study designs, include the URL and registration protocol number for systematic reviews or registration number for clinical trials. Include the date of registration and the date when data collection began.

## *Introduction*

Clearly state the purpose of the study. Summarize the rationale for the study or observation. Give only pertinent references and do not review the subject extensively; the introduction should serve only to introduce what was done and why it was done. State the compelling gap in the literature that your paper fills. State the specific purpose, research objective, or hypothesis tested by the study (typically found at the end of the introduction section).

## *Methods*

Report methods following the subheadings recommended in the relevant reporting guideline. The selection and description of participants, technical information, and statistics used should be reported in this section. Describe the selection of the observational or experimental subjects (patients or experimental animals, including controls). Identify the methods, apparatus (manufacturer's name in parentheses) and procedures in sufficient detail to allow others to reproduce the work for comparison of results. Give references to establish methods, provide references and brief descriptions for methods that have been published but may not be well known, describe new or substantially modified methods and give reasons for using them and evaluate their limitations.

When reporting experiments with human subjects, indicate the procedures used in accordance with the ethical standards of the Committee on Human Experimentation of the institution in which the research was conducted and/or were done in accordance with the Helsinki Declaration of 1975. Clearly indicate the ethics review board or institutional review board that approved the study. When reporting experiments on animals, indicate whether the institution's or the National Research Council's guide for the care and use of laboratory animals was followed. Do not use patient names, initials, or hospital numbers or in any manner give information by which individuals can be identified. The author may be

requested to provide the editor documentation from the ethics board and methods used to review the work.

Describe the statistical methods in enough detail that would allow a knowledgeable reader with access to the original data to verify the results. Findings should include appropriate indicators of measurement error or uncertainty, such as confidence intervals. All statistical terms, abbreviations, and symbols must be defined. Include the number of observations and the statistical significance of the findings when appropriate. Detailed statistical analyses, mathematical derivations, and the like may sometimes be suitably presented in the form of one or more appendices.

### *Results*

Report results following the subheadings recommended in the relevant reporting guideline. Present your results in a logical sequence within the text, tables, and figures. Do not repeat findings in multiple places. Do not include the same data in both text and tables.

Emphasize or summarize only important observations and do not discuss findings in the results section.

### *Discussion*

The discussion should emphasize the important aspects of the study and include a summary that follows from these observations. Do not repeat data presented in the Results section and do not include information or work that is not directly relevant to the study. State new hypotheses when indicated but clearly label them as such. Statements that are unsupported, that generalize, or that over-interpret the findings must not be included. All statements made as fact require a supporting reference. Recommendations for further study and future research should be placed in the discussion section, not the conclusion.

### *Future Studies*

Include a short description of what future studies are recommended based on the findings of the current study.

### *Strengths*

Include a short description of the strengths of the study.

### *Limitations*

Limitations to the study, including various biases, must be clearly stated and explained how each is a limitation to the study or how each limits the use or interpretation of the findings.



## Conclusions

Clearly state in one to two paragraphs the major findings of the study. The principal conclusions must be directly linked to the study's goals. Do not include in the conclusions unqualified statements that not supported by the study data Do not include information that belongs in the discussion section, such as author viewpoints or suggestions for future research.

## Supplementary Files

Supplementary files may include additional information that supports the manuscript. Content that belongs in Supplementary files includes flow diagrams such as CONSORT and PRISMA, search strings for literature reviews, large data sets such as tables that flow over 2 pages, detailed descriptions of methods/procedures, photo series, survey questions, instructions for patients or clinicians, additional tables and figures, datasets, forms/surveys, foundational information, or other bulky content. Any content included in the supplementary file must comply with the requirements of the manuscript, in that all material must be original. Any content that has been published elsewhere must have permission to be reprinted. Supplemental files may be in the form of Word files, Excel spreadsheets, PowerPoint presentations, or videos. Videos are limited to MP4 files 499 MB or less. Note that supplementary content is not typeset, and it is the author's responsibility to ensure that all supplementary content is accurate.

Upload any supplementary file with the name "Supplementary file" in the supplementary file upload category during manuscript submission.

## Declarations

The Declarations section of the manuscript includes information relevant to the paper but not usually included within the body of the manuscript. Sections of Declarations are presented below.

## Acknowledgments

Authors are responsible for obtaining the written consent (to be included with the submission) of any people, institutions, or businesses acknowledged by name, as readers may infer their endorsement of the data and conclusions. Include the full names and precise contributions of individuals who contributed but did not qualify for authorship. A signed consent form available at <https://www.healthsciencesjournals.info/consentform> is required for each named individual. If you do not have anyone to acknowledge, please write "Not applicable" in this section.

## *Funding*

All sources of funding for the study reported must be included. If the funder had any role in the study, such as in the conceptualization, design, data collection, analysis, decision to publish, or preparation of the manuscript, this information must be included in the funding area. If there was no funding, state “No funding was received for this study.”

## *Competing Interests*

Competing interests, also known as conflicts of interest, are when an author's judgment concerning a primary interest (e.g., patients' welfare or the validity of research) may be influenced by another interest (e.g., financial gain or personal bias) or may be perceived to have such influence. A competing interest may influence the author's decisions and the interpretation of the results or those of others. Therefore, statements about funding sources and competing interests must be stated clearly in the manuscript and submitted at the time of submission in the title page. If there are no identified competing interests to declare, state “The authors declare no competing interests.”

## *Author Names*

The authors must provide names in a format suitable for submission to indexing systems and be consistent with their ORCID information. Authors must be clear which is their first (given) name and last (family or sur) name. If authors use middle initials for indexing, then the middle initial should be included.

## *Affiliations*

Affiliations must be the current place of employment and/or the institution where the research was originally performed. If an author was affiliated with a college/university at the time of the research project but is no longer part of the university, list the university in addition to their current affiliation. If the author was a student or faculty at the time of the research project but is now a graduate or no longer part of that college, program, or university, then they are not affiliated with the college, program, or university unless they are faculty members, staff, or otherwise employed at the college, program, or university. If they are currently not faculty members, staff, or otherwise employed at the college, program, or university, identify the person's affiliation as “private practice” or other appropriate affiliation. Provide the person's current business address. For privacy reasons, do not list the person's home address.

## *Contributorship*

Contributions for each author to the manuscript must be included. List each authors' contribution using the CRediT taxonomy found here <https://credit.niso.org/>. Please use the

author's initials, do not include full names. Only include contributions; if an item was not performed, leave it blank.

### *Data Availability*

All manuscripts must include a statement of data availability. Data availability statements must include information on where data supporting the results reported in the manuscript can be found, including, where applicable, hyperlinks to publicly archived datasets analyzed or generated during the study. In this case, Data means the minimal dataset that would be necessary to interpret, replicate, and build upon the findings reported in the manuscript. It is not always possible to share data publicly, such as when individual privacy may be compromised. In these instances, data availability must be stated along with any conditions for access. If the manuscript does not contain any data, state 'not applicable'.

Examples of data availability statements include:

- Data for the current study are available in the [NAME] repository, [LIST WEB LINK HERE]
- Data for the current study are available from the corresponding author on reasonable request.
- All data for this study are included in this published article and its supplementary information files.
- Data for the current study are not publicly available due to [REASON HERE] but are available from the corresponding author on reasonable request.
- No datasets were generated or analyzed during the current study.

### *Artificial Intelligence in Scientific Writing*

If authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors must only use these technologies to improve readability and language. Applying technology must be done with human oversight and control, and authors are responsible for carefully reviewing and editing the results, as AI can generate authoritative-sounding content that can be incorrect, incomplete, or biased. AI and AI-assisted technologies must not be listed as an author or co-author or be cited as an author. Authors must disclose in their manuscript the use of AI and AI-assisted technologies in the writing process on the title page. Please note that authors are ultimately responsible and accountable for the contents of the work. If AI was not used, state “Artificial intelligence was not used to prepare this paper.”

## Disclaimers

If the authors are required by their organization to include a disclaimer to accompany the article, such as with a federal government, include that disclaimer here.

## Tables

Tables should be limited to 4 or fewer. Tables must be numbered as they appear in the text (eg, Table 1). Place tables into the body of the manuscript near where they should be located. Include table call-outs (eg, “Table 1”) located in the area of text where the table should be in the final publication.

Tables must have at least 2 rows and 2 columns, each with the relevant heading, to be considered a table.

Identify statistical measures of variation, such as standard deviation and standard error of mean. If data are used from another source, the author acknowledges the original source in the text and includes the written permission from the copyright holder to reproduce the material with the submission. Do not submit tables as photographs or image files. Avoid the use of too many tables in relation to the length of the text, as this may produce difficulties in the layout of the pages. Avoid the use of tables that do not fit in the ‘portrait’ layout. Table contents and the number of tables shall be subject to editing. Larger tables or tables too large for the page format can be submitted as supplementary files.

Table titles (15 words maximum) and legends (100 words maximum) must be provided for each table. Identify each legend with Arabic numerals in the same manner and sequence as they were indicated in the text in parentheses (eg, Table 1). Each table caption legend must include a separate “alt text” short descriptor that explains what is in the table for those who have visual impairment. Alt text descriptions should be 2 lines or less. For example, “Data showing that students with lower test scores were more likely to skip meals.”

Consider the following when writing Alt Text:

- Keep text short, usually 1-2 sentences.
- Provide interpretation of the data in a figure or table, as if giving a conference presentation, instead of describing every little detail.
- Do not duplicate text that’s adjacent in the document or website.
- End the alt text sentence with a period.
- See this website for guidance: <https://www.section508.gov/create/alternative-text/>

Do not include table titles or legends in the table. Place any necessary explanatory matter in the table legend, which should be below, not embedded in the table. All symbols and acronyms should be clearly identified in the legend.

If a table has been previously published, acknowledge the original source and upload the written permission from the copyright holder to reproduce the material. Permission to reprint is required, regardless of authorship or publisher, except for documents in the public domain. It is the responsibility of the author to obtain permission from the copyright holder to reproduce tables that have previously been published. Permission should be indicated in the table legend, and the original source included in the reference list.

## Figures

Figures should be limited to 4 or fewer. Place figures into the body of the manuscript near where they should be located. Include figure call-outs (eg, “Figure 1”) located in the area of text where the figure should be in the final publication.

Figure titles (15 words maximum) and legends (100 words maximum) should be provided with the figure at its appropriate place in the manuscript. Identify each legend with Arabic numerals in the same manner and sequence as they were indicated in the text in parentheses (eg, Figure 1). Do not include legends in images. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Each figure legend must include a separate “alt text” short descriptor. Alt Text should interpret the image or table, as if describing it to someone who cannot see. Example: Figure 1: Flowchart for the study. Alt Text: Flowchart shows the number of papers found in initial searches was 408. Forty papers were ineligible. Twenty were included in the final analysis.

Consider the following when writing Alt Text:

- Keep text short, usually 1-2 sentences.
- Provide interpretation of the data in a figure or table, as if giving a conference presentation, instead of describing every little detail.
- Do not duplicate text that’s adjacent in the document or website.
- End the alt text sentence with a period.
- See this website for guidance: <https://www.section508.gov/create/alternative-text/>

Figures may take several forms: photographs, illustrations, charts, graphs, diagrams, or diagnostic imaging. Figures should be numbered as they appear in the text (eg, Fig 1). Multi-panel figures (those with parts a, b, c, d etc.) should be submitted as a single composite file

that contains all parts of the figure. Illustrations (including lettering, numbering, or symbols such as arrows) must be of professional quality and of sufficient size so that when reduced for publication, all details will be clearly discernible; rough sketches with freehand or typed lettering are not acceptable. All figures must be additionally submitted as a separate file at a resolution of at least 300 dpi, in JPG format. Individual figure files should not exceed 10 MB. For charts/graphs, use high-contrast colors or patterns; do not use similar shades of colors for graphs.

Do not place titles or detailed explanations embedded within the figure; instead this information must be provided in the figure legends. Original data for graphs or charts may be requested by the editor if the submitted figure is not clear or of poor quality for printing. Each figure should be saved using the figure number in its file name (eg, Fig1) and uploaded as a separate file. Do not embed images in the manuscript files.

If photographs of people are used, the files must be accompanied by signed written consent to publish the photographs. If a figure has been previously published, acknowledge the original source and upload the written permission from the copyright holder to reproduce the material. Permission to reprint is required, regardless of authorship or publisher, except for documents in the public domain. It is the responsibility of the author to obtain permission from the copyright holder to reproduce figures that have previously been published. Permission should be indicated in the figure legend, and the original source included in the reference list.

## References

Authors are responsible for accurate reference and citation information. The style should conform to the current American Medical Association Manual of Style. References should be numbered consecutively when they are first used in the text. Reference citation in the text should be in superscript format and after punctuation (eg, The fox jumped over the dog.<sup>1</sup>). List references in numeric order of appearance and not alphabetically. The original citation number assigned to a reference should be reused each time the reference is cited in the text, regardless of its previous position in the text: do not assign it another number. References should not be included in abstracts. References that are only used in tables or figure legends should be numbered in the sequence established by the first use of the table or figure in the text. Only references that provide support for a statement in the text, tables, and/or figures should be used. Do not reference unpublished works, unpublished observations, conversations with other authors, websites, emails, interviews, or any other non-published work. Manuscripts that are accepted but not yet published may be included in the references with the designation “in press” where page numbers would be listed otherwise. Excessive use of references should be avoided. Authors are responsible for

verifying references against the original document, rather than relying solely on the abstract. Care should be taken to accurately represent the original work and not misconstrue the original meaning of the paper. For the most part, sources of information and reference support for a scholarly paper should be limited to journals (rather than books) because that knowledge is generally considered more recent and more accurate.

## Terminology

Standard spelling and terminology should be used. Avoid creating new terms or acronyms for entities that already exist. Use the American Medical Association Manual of Style. Technical terms that are used in statistics should not be used as non-technical terms. For example, "random" implies a randomizing device, "significant" implies statistical significance.

## Units of Measurement

The International System of Units (SI) is standard.

## Abbreviations and Symbols

Use only standard abbreviations for units of measurement, statistical terms, biological references, journal names, etc. Do not use abbreviations in article titles and avoid them in abstracts. The full term should precede its abbreviation for the first use in the manuscript, unless it is a standard unit of measurement. For standard abbreviations, consult the following American Medical Association Manual of Style.

## Submission

Once your manuscript is ready, submit your materials electronically at the *Journal's* manuscript tracking website: <https://www.editorialmanager.com/jcme/Default.aspx>

## Items to Accompany Manuscript Submissions

### 1. Cover letter

### 2. Consent to Acknowledge

The *Journal* requires the author to provide a completed consent form for each acknowledged person. <https://www.healthsciencesjournals.info/consentform> Please upload this form with your submission.

### 3. Consent for Image

The *Journal* requires the author to provide a completed consent form for each person shown in a photograph for that image to be published in the *Journal* by signing the form

available on the website. Upload a completed and signed consent form with your submission. <https://www.healthsciencesjournals.info/consentform>

#### **4. Permission for reuse**

The *Journal* requires the author to provide permissions for any previously published content (figures, photos) to be reprinted in the *Journal*. It is the author's responsibility to obtain this permission in advance.