

INSTRUCTIONS FOR AUTHORS

The Journal of Health Disparities Research and Practice (JHDRP) is an on-line journal that explores the problems and challenges of health disparities among the diverse populations of the United States. Our mission is to publish research that will guide the development of evidence based solutions, policy, and programs in an effort to reduce and ultimately eliminate health disparities. The JHDRP welcomes submissions of original papers from researchers, public health practitioners, and students researching and working on health disparities research, practice, policy, evaluation, and/or solutions. Questions about the suitability of a topic should be directed to the editor.

Submit your manuscript electronically to:

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I. GENERAL INSTRUCTIONS FOR SUBMISSIONS

- Write clearly and succinctly, with a minimum of jargon.
- Type manuscript double-spaced, in both upper- and lower-case letters.
- Do not use proportional spacing or justified margin.
- Spell out numbers from one to nine except for measurements (e.g., four days; 14 beds; 3 mm). Within a paragraph where a number higher than nine appears (e.g., 15 questions) use numerals for all numbers (e.g., 7 responses).
- Submit written materials in Microsoft Word®
- Submit figures and diagrams as Microsoft Word® or high resolution JPEG files.

Cover letter: In a cover letter, identify the primary author with complete contact information. The letter should state that the manuscript is not being considered for publication elsewhere and will not be as long as it is under consideration at JHDRP. The letter also should state that all authors have approved the final manuscript.

Title pages: On one title page, give the title of the paper, the number of words in the paper, and the name(s), academic degree(s), and institutional affiliation(s) of all authors. To allow blind review, include a second page listing only the title.

II. MANUSCRIPT PREPARATION

Abstract and key words: On a separate page, provide an abstract of up to 200 words that presents the reason for the paper, the main findings, and the principal conclusions. The abstract should be able to stand alone without the paper. After the abstract, list 3 to 5 key words to help index the article.

Text: The JHDRP uses APA style. Use Ariel or New Times Roman fonts. List any acknowledgments and grant support at the end of the text.

Mathematical Notation: If possible, all equations and mathematical expressions should use standard mathematical notation.

Tables: Type tables on pages separate from the text but indicate preferred placement within the text – for example “Place table 3. Here”. Provide a title and consecutive Arabic numbering for each. It is preferable to use the “Table” feature in Microsoft Word® for Windows® or Macintosh®. Otherwise, USE TABS, NOT SPACES, to separate columns when formatting tables. List source for tables as appropriate

Figures: should be rendered as clearly as possible in black ink on pages separate from the text but

indicate preferred placement within the text – for example “Place figure 2. here”.

- Color figures should be published only when the color represents meaningful content or assists the reader in interpreting the data; otherwise, they should appear in black-and-white both in print and online.
- Figures must be numbered consecutively in order of their citation in the text.
- Figures should be submitted in the approximate size at which they will be published but should be able to withstand reduction.
- Avoid thin lines, particularly in figures requiring considerable reduction. Use solid black lines that are at least 1 point thick.

Submission: Submit an electronic copy of the manuscript in Microsoft Word®. Assemble submission in the following order: cover letter, title page, blinded second title page, abstract and key words page, text, tables, figures, references (APA style preferred).

Review: Authors are notified promptly when manuscripts are received. Remaining manuscripts are reviewed by at least two, usually three, external reviewers who are experts in the topic area addressed by the paper. Reviewers provide comments to the editor, who relays them to the primary author. Authors and reviewers do not know each other’s identity.

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Proofs: After revisions are completed, primary authors receive galley proofs for review. Galleys must be returned with any substantive corrections within 72 hours after receipt.

III. BRIEF COMMUNICATIONS

Letters in response to items published in the Journal; brief reports of programs, legislative activities, or other items of interest to readers; referenced as appropriate; up to 2,500 words. Above sections on cover letter, tables, figures, permissions, submission, copyright, and proofs and reprints apply.

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