



INTERNATIONAL JOURNAL *of* **Indigenous Health**

AUTHOR SUBMISSION GUIDELINES FOR THE INTERNATIONAL JOURNAL OF INDIGENOUS HEALTH

The following guidelines apply to authors writing articles for the Aboriginal Health Research Networks Secretariat's *International Journal of Indigenous Health* (IJIH; formerly NAHO's *Journal of Aboriginal Health* [JAH]).

At this time, submissions are accepted in two formats: via email to the Journal or via online registration and submission on the Journal website. Authors submitting via email should submit all proposed manuscripts and associated files to the IJIH Managing Editor's email: ijih@uvic.ca.

General Guidelines for Submissions

Submission of a manuscript to the IJIH is a commitment of interest to be published in the IJIH and therefore implies the manuscript is not under consideration by another journal. All materials submitted to the IJIH must be:

- **Unpublished:** The IJIH considers published material to be any material that is made available to the public on an unrestricted basis. Material posted on the web or disseminated externally from an organization or research institution in forms of hard copy, CD or DVD is considered published. This includes papers derived from larger bodies of work that contain the same analysis, arguments and data. The only exempt material is work based on an undergraduate paper, master's thesis, doctoral dissertation or postdoctoral submission to an academic institution. However, if the material based on the academic dissertation or submission has been published in any of the forms above, it is not exempt. This is non-negotiable, and any articles submitted found to be previously published will be removed from the volume.
- **Original:** Articles can be based on larger research findings, reports and data, but this work must present a new argument, analysis and conclusions. If a submission shares data with a published work, the author must state the relationship and differentiate the works within the manuscript.

- **Research based:** Articles are to be, with few pre-approved exceptions, all research or evaluation based. Only rarely would a literature review be published, in which case it must address a significant gap in literature with a verifiable research method employed.

Submissions must be sent in the [Submission Template format](#) (see below under Article Format). Submissions shall include the title page (saved separately), blinded manuscript, figures and tables included in the body of the manuscript, and any original photographs sent separately (see below, under Illustrations).

Materials must be received by the IJIH by 4 p.m. (Canadian Pacific Standard Time) on the stated due date. Any articles received after the due date will not be considered for publication.

The [Submission Preparation Checklist](#) and [What to Include in Title Page](#) detail other ethical statements required of the authors before publication.

An email confirming receipt of the document(s) will be sent by the Managing Editor.

The IJIH is not obliged to publish an article submitted for consideration. Author(s) of articles not accepted for publication in an upcoming volume may or may not be invited to resubmit a revised article for a later edition.

Authorship

If the article is accepted for publication in the IJIH, author(s) listed on the manuscript will be asked to provide written confirmation that they have contributed to the research, analysis and development of the article, and have approved the final version to be published.

Where authorship involves a collective (e.g., Aboriginal Council, Indigenous organization, association), contact information for a representative is to be included in the final published manuscript. Confirmation of individual authority to represent a collective is not researched or investigated by the IJIH: responsibility for assuring appropriate permission and its facilitative mechanisms rests with the author(s).

Article Format

The following guidelines will apply to all types of submissions.

The IJIH language of publication is English (e.g., Canadian, British or American). English spelling and language variations by country should be consistent within the article, whichever style is used.

Authors are required to use the IJIH [Submission Template](#) for their manuscript submission. That document shows the main formatting and layout requirements. **Copy and paste your document (except Title Page) into the template file before submitting, replacing its text as appropriate.**

For all other points of style not covered here, consult the *Publication Manual of the American Psychological Association*, 6th edition (APA 6). Papers that do not conform to the stated formatting guidelines will not be considered for publication.

Authors are responsible for verifying the accuracy of facts, names and reference details. Though mistakes may be identified through editorial, peer or copyedit review, this should not be relied upon to rectify inadvertent errors in the submission.

Succinct writing is encouraged, and undue verbosity may be cause for rejection. Authors must write clearly and concisely using the standards established in the IJIH's [Plain Language Guidelines](#). Research terminology, abbreviations and academic jargon should be limited to essential use for communication of results. For papers with long translations of Indigenous terms or numerous specialized terms or abbreviations, authors should include a short glossary following the keywords on the second page.

Types and Length of Articles

Research Articles are to be no longer than 5,000 words (excluding references and charts).

Research Trainee Articles are based on research conducted as part of an undergraduate, master's, PhD or training award program wherein the author is a research trainee (i.e., not an investigator with an independent research grant or program). They are to be no longer than 3,500 words (excluding references and charts).

Indigenous Community Articles that share a *promising practice* are to be no longer than 3,500 words (excluding references and charts). The IJIH recognizes that there are variations in how a promising practice is defined, but for the purposes of article submission to the IJIH, it is characterized as an intervention, e.g., a program or activity that has an impact on health status demonstrated through research, evaluation or other systematic review.

Other Submission Types may be considered on a case-by-case basis with prior consultation with the Editor.

Peer Review

Once your article has been submitted to the IJH, it will be reviewed to ensure that its focus falls within the IJH mandate and that it follows the IJH submission guidelines. Authors will be informed as to whether the article will proceed to peer review.

Peer review is an important stage in the assessment of an article's merits for publication in the IJH and its potential contribution to the larger body of published knowledge in Indigenous health. Article submissions that are sent for peer review will be subject to a peer review process with at least two independent reviews conducted for each submission. Wherever possible and subject to individual availability, peer review of submissions to the IJH is conducted by one expert within a research institution, and one expert based within a community organization or Indigenous setting. Every effort is made by the IJH to ensure that at least one reviewer is Indigenous.

Four potential reviewers are suggested by the author(s): two community based and two university based. These reviewers may be known to the author(s); however, they should not be in, or seen to be in, a conflict of interest by governing institutional or funding agency standards, or from an objective point of view (e.g., current or recent research collaborators, relatives or colleagues that work within the same department).

The review process is double-blind: reviewers do not receive information about the author(s), and similarly the reviewer's identity is not made known to the author(s). If the article contains identifying personal or community information, for example community-based research, this may be substituted with generic identifiers provided by the author to preserve anonymity during peer review. All authors are asked to follow the instructions for ensuring a blind review (see next section).

Peer reviewers are provided three weeks to submit their reviews. Comments from the reviews are provided to the authors.

Ensuring a Blind Peer Review

To ensure the integrity of the blind peer review process for this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. Please follow these instructions:

1. Exclude the names of author(s), community/university where work is located, community partner(s), and self-referenced citations within the article (e.g., use "Author," "Community," "University"). The unblinded Authors and Acknowledgements sections may be sent with the Title Page or by email prior to publication.

2. Remove the author identification from the file (in Microsoft Word, go to security preferences and check “Remove personal information from this file on save”, or Inspect Document and “Remove all” Document Properties and Personal Information).

Order and Content of Article Pages

Articles should be organized as follows:

TITLE PAGE

The title page should include the information specified in the document [What to Include in Title Page of Submission](#). The title page will not be sent to peer reviewers, and therefore the author(s) should ensure that this page is submitted separately from the rest of the submission.

SECOND PAGE

Note: The second and subsequent pages should be placed in the [Submission Template file](#), which provides the proper heading styles and formatting instructions

A one-paragraph ABSTRACT of 150–250 words should state the purpose of the study or intervention, basic procedures, major findings and main conclusions, emphasizing new or important methods or observations and the relevance of the study to Indigenous health. No abbreviations or reference citations should be included in the abstract. (See also guidelines in APA 6.)

List 3 to 10 KEYWORDS for indexing purposes.

A GLOSSARY of terms may be required. If so, it should be included on the second page. If the glossary is extensive, it can be carried over onto a third page. Overuse of technical terms should be avoided. Abbreviations included in the glossary should be spelled out on first reference in the text, with the abbreviation in parentheses; for example, Aboriginal Health Research Networks Secretariat (AHRNetS).

SUBSEQUENT PAGES

Although the paper should be organized according to appropriate headings as indicated below and in the Submission Template, modifications to headings are acceptable if they are consistent with the style and content of the paper.

AUTHORS should list all authors and state their role and specific contribution(s) to the research, analysis, and article development and revisions. If the author(s) is a collective (an organization or

community), include the collective's name, location and a list of individuals who approved the authorship of the paper under the collective's name. If the author(s) is an individual, include the author's institutional association, position and cultural identity and/or association (optional). Contact information should be supplied for the corresponding author.

ACKNOWLEDGEMENTS should list all contributors who provided technical help, writing assistance or general support, but who are not authors. Financial and material support should also be acknowledged. In-kind contributions from participants, community (communities) and other partners should be acknowledged. Ensure those who are being acknowledged have given written consent, as readers sometimes interpret their acknowledgement as endorsement of the data and conclusions.

- Please note that Authors and Acknowledgements sections must be blinded for peer review. Authors may choose to submit the unblinded sections in the Title Page or by email prior to publication.

The INTRODUCTION should state the purpose of the article and rationale for the study or intervention, but not the data or any conclusions.

The main body of the article should include headings for METHODS, RELATIONSHIP, RESULTS, LIMITATIONS, DISCUSSION and CONCLUSIONS.

METHODS should provide a concise summary of methods employed and may include the rationale for those utilized in the study.

RELATIONSHIP (if applicable) should provide a succinct summary of the research collaboration between the researcher(s) and Indigenous community / communities. Reference may be made to cultural and institutional protocols, research agreements and relevant ethical guidelines.

RESULTS should summarize the collected data and the analysis performed on those data.

LIMITATIONS should address specific limitations of the study, including possible limitations related to applicability of findings and/or implications of methodological approach utilized.

DISCUSSION and CONCLUSION/S should include relevance of the study to Indigenous health and potential contributions to existing bodies of literature. Potential uses and users of the knowledge presented in the article may be referenced.

REFERENCES should follow the style outlined in the References section, below, and in APA 6.

APPENDICES, if required, should follow the references.

TABLES and FIGURES should be placed within the body of the article in the appropriate locations, following the paragraph in which they are first cited. Number tables and figures consecutively with Arabic numerals.

If table graphs or charts are based on a spreadsheet (e.g., Excel software) the original spreadsheet file(s) should be submitted with the article.

If the table or figure has been previously published and is not copyrighted by the author(s), or is adapted from a previously published source, written permission for use and unlimited production must be obtained by the author. The written permission should be submitted with the article, and the source must be cited in the caption.

Explanatory material, including abbreviations or sources, should not duplicate the text and should be footnoted sequentially using superior letters and listed at the bottom of the chart.

Captions should be brief but descriptive and should not duplicate information in the text (see APA 6).

See table and figure examples and formatting instructions in the Submission Template.

ILLUSTRATIONS

The number of illustrations in submissions should be kept to a minimum. Previously unpublished illustrations are preferred. Previously unpublished illustrations not created by the author(s) should be accompanied by written permission for their use, publication and unlimited copy and distribution. If illustrations have been previously published, the author is responsible for obtaining written permission to reprint them. The written permission should be submitted with the article, and the source must be cited in the caption.

Print photographs and other original artwork are preferred and will be returned to the author after printing. Laser-quality copies will also be accepted and returned upon request only. Line drawings and graphs may be prepared in black/white/grey shades or colour as best suits the clarity of content. They should be prepared to high-quality resolution using an appropriate drawing program. Illustrations should not be smaller than 3.5 x 5 inches (8.9 by 12.7 cm) and not larger than 8 x 10 inches (20.3 by 25.4 cm).

Images should be embedded into the file and also saved separately as 300 DPI, RGB colour (if necessary), TIFF, RAW, PDF or maximum-quality JPEG files (clear and sharp images of high quality taken if possible at the camera's highest resolution setting). If images provided digitally

are not suitable for publication, hard copy originals will be requested and returned to the author after printing is complete. Do not write on the back of illustrations, use paperclips or mount on cardboard as doing so may damage the images. If mailing, secure the image between two sheets of heavy cardboard.

Photographs of people should be accompanied by written permission to publish the photograph, unless the person is unidentifiable.

SUPPLEMENTAL VIDEO

A permanent URL link to a video presenting the findings of the research project that has copyright held by the author(s) may be provided with the article submission for the purposes of increasing the scope of knowledge translation. The video will not be peer reviewed but will be reviewed by Editorial team members for quality, length, alignment of video and article content, potential for use by multiple audiences and fit within the IJIH mandate. Authors must confirm written consent by all video participants who can be identified as individuals when viewed in any part of the video.

If the video is accepted by the IJIH, the video title and URL link provided by the author(s) will accompany the downloadable PDF in the Journal Table of Contents. Acceptance of the video is subject to acceptance of the article.

REFERENCES

The *International Journal of Indigenous Health* follows the citation and reference style outlined in APA 6. The following examples are not exhaustive, and authors not familiar with APA style should thoroughly review the guidelines in the manual or at www.apastyle.org to properly cite all references.

For **in-text citations**, APA style uses the author-date system of parenthetical documentation:

Examples:

Kessler (2003) found that among epidemiological samples

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

For direct quotes, supply the page number/s:

She stated, “The ... ‘placebo effect’ ... disappeared when behaviours were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviours were studied.

Note: APA style calls for references to author, date and page to be separated by commas. References to page numbers are preceded by the abbreviation “p.” or in the case of multiple pages, “pp.” (This is different from MLA style, for example.)

According to APA style, information cited in running text is omitted from the parenthetical reference.

Example:

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviours were studied in this manner” (p. 276).

The **References section**, which is a list of works cited, is documented in the following manner. Authors must ensure that all citations have corresponding references, and that all references listed are cited in the text.

Where available, add URLs or DOIs for online journal references.

Anderson, J. E., & Valentine, W. L. (1944). The preparation of articles for publication in the journals of the American Psychological Association. *Psychological Bulletin*, *41*(6), 345–376.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, *24*, 225–229.
doi:10.1037/0278-6133.24.2.225

Note: Only the initials of the author’s first and middle names are given. The year of publication, in parentheses, follows the authors’ names.

Tannen, D. (1985). *Gender and conversational interaction*. New York, NY: Oxford University Press.

Note: Only proper nouns and the first word of the title and of the subtitle are capitalized.

UNITS

Authors should use the International System of Units (the SI system or the modern metric system of measurement), as outlined in APA 6. If data have been recorded using nonmetric units, or if nonmetric measurements are given in interviews, provide the metric equivalent in parentheses.

UNCERTAINTIES

A disclaimer, or quantitative statement of uncertainties, should be provided in articles reporting new experimental results. An assessment of numerical errors should be provided in articles containing numerical solutions.

Letters, numbers and symbols should be used for mathematical material. Numbers or symbols that identify mathematical expressions should be enclosed in parentheses and should be numbered consecutively in the text. Refer to equations in the text using the format “Equation 1.”