

GUIDELINES FOR AUTHORS

NOTICE TO AUTHORS

For 22 years, the Internet Journal of Allied Health Sciences and Practice (IJAHSP) has been a free, open access journal. However, with the overwhelming growth of this journal, we can no longer continue to publish articles for no charge.

Therefore, as of January 1, 2025, we will be implementing a nominal article processing charge of \$500 USD to publish in the Journal. The fee is for supporting the copy editing, formatting, and publication of articles. Those authors who have published in this Journal as a steppingstone to publishing in more prestigious journals will recognize that the \$500 fee is very reasonable in comparison.

The fee will not be due or collected until the editor has notified authors that the article has been accepted for publication. With that notice, a link to the deposit site will be included.

Waivers and discounts may be offered when the primary investigator's (PI) country of residence is in the list of countries in the developing world defined by the World Health Organization as part of their Research4Life program. The list of countries, updated yearly, is available at <https://www.research4life.org/access/eligibility/>. In addition, students serving as the primary investigator in entry level health care programs may also be eligible for a discount.

Allied health has been an association specific enterprise, and seldom do we have the opportunity to publish in the same journal. Rarely are new authors encouraged to send in their first attempts at authorship. We at the IJAHSP welcome the first-time writer as well as the seasoned researcher. Being an academically based journal, we will continue to make it a point to assist authors of all experience levels to publish.

REQUIREMENTS FOR PUBLICATION

The IJAHSP will continue to be in journal of choice for novice authors; seasoned authors are also welcome to submit manuscripts. To be published in the journal, an article should meet the following three criteria:

1. **Importance:** Makes a significant contribution to health professions research, education, or practice. Articles that introduce novel practices or illustrate generally accepted practice in an exemplary manner are particularly desirable. Implications for other health professions and the general collaborative practice of health care professionals are considered important.
2. **Relevance to Audience:** Must be of interest to health professionals in diverse areas of allied health.
3. **Adequacy of Methodology:** Manuscripts reporting empirical studies have clearly described designs and methods, and clearly formulated findings/conclusions supported by valid, reliable data. Other manuscripts, such as those on theory development or methodological issues are supported by appropriate documentation, reasoning, and/or examples.

GUIDELINES FOR PREPARING YOUR MANUSCRIPT

The guidelines for formatting your manuscript are now listed in a separate document at the end of these instructions. You must check your manuscript to make sure it meets each of the requirements by placing a check mark (✓) in the left column next to each criteria. When you are ready to submit your manuscript, remember to also *upload the checklist* into the Supplementary Content area of the manuscript submission page.

When submitting your final manuscript (after reviewers and editor believe your paper is accepted for publication), be sure it is free of editorial comments, change tracking codes, end notes, highlighted areas, colored font, running headers or footers, and anything else. It should be ready for formatting without having to remove these items. It is the author's responsibility to submit a clean copy of the manuscript.

INITIAL SUBMISSION

Abstract

The initial submission should have an abstract of no more than 350 words. It should be written as a single, continuous paragraph. Do not put each subsection on a separate line. Include each of the following subsections:

- Purpose
- Methods
- Results
- Conclusions (and Recommendations, if you so choose)

It must be included on the manuscript and pasted into the window of the manuscript submission page.

Author Information

On the manuscript submission page, each author named must include their institutional affiliation. Authors' titles (e.g., PhD, Mrs., Dr., etc) and the location of the institutional affiliation (e.g., city, country) can be included in the Author Bios section. Use the example provided to structure each bio.

Title

Use title case for capitalizing words in the title. Do not use all caps, nor fail to capitalize major words.

Headings

Use the following format for headings:

LEVEL 1 (All caps, bold)

Level 2 (Title case, bold)

Level 3 (Title case, bold, italicized)

Level 4 (Title case, italicized)

Informed Consent

Patients have a right to privacy that should not be infringed upon without informed consent. Identifying information, including patient's 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 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.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve; however, 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 this should be documented.

The requirement for informed consent, when indicated, should be noted in the published article.

INSTITUTIONAL REVIEW BOARD

Authors must indicate the institution from which the IRB approval was obtained as well as the number assigned by the IRB for the study. This information should be included in the Methods section.

DISCLOSURE STATEMENTS

Authorship

All persons designated as authors must meet the criteria for authorship detailed in the Friedman article

(<https://www.councilscienceeditors.org/2-2-authorship-and-authorship-responsibilities#:~:text=%E2%80%9CEach%20author%20is%20expected%20to,modified%20version%20that%20involves%20the>)

Manuscripts submitted by authors who were employees of the United States federal government at the time the subject of their work was investigated, and the piece was written are not subject to the Copyright Act; these authors must inform the Editor of their status as federal employees.

Authors transfer their copyright to the IJAHSP but will not lose the right to reprint material from the articles. Any reprint will be required to acknowledge and credit the Internet Journal of Allied Health Sciences and Practice. If a manuscript is not accepted, or is withdrawn before publication, the transfer of copyright is null and void.

Authors are expected to abide by the Ingelfinger Rule: The Ingelfinger rule is a policy that states that a manuscript can only be considered for publication in a scientific journal if it has not been previously submitted or reported elsewhere.

Conflict of Interest

Authors must inform the Editor in writing of any financial arrangements, organization affiliations, or other relationships that might constitute a conflict of interest regarding the subject matter of the manuscript.

Editors who make the final decisions about manuscripts have no personal financial involvement in any of the issues they might judge. Other members of the editorial staff, if they participate in editorial decisions, provide provide editors with a current

description of their financial interests (as they might relate to editorial judgements) and disqualify themselves from any decisions where they have a conflict of interest. Published articles and letters include a description of all financial support and any conflict of interest that in the editors' judgement, readers should know about. Editorial staff will not use the information gained through working with manuscripts for private gain.

Acknowledgements

Authors may acknowledge persons who have made substantial contributions to the development of the study or manuscript but must obtain permission from all persons named in an acknowledgement. Authors must inform the Editor in writing that such permission has been obtained. Authors should also disclose financial support or gifts of equipment or supplies in an acknowledgement.

Permission to Reprint

Authors who include illustrations or tables taken from other publications in their manuscript must obtain written permission to reproduce this information from the original publisher of the source material.

Human and Animal Rights

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 2000. 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 must indicate whether the institutional and national guide for the care and use of laboratory animals was followed. International Committee of Medical Journal Editors ("*Uniform Requirements for Manuscripts Submitted to Biomedical Journals*") – February 2006

TYPES OF DOCUMENTS ACCEPTED

Editorials

In a research journal, an editorial is a short, opinionated piece written by the editor or a member of the editorial board, which provides commentary or perspective on a topic related to research, often highlighting key findings, discussing implications, or raising important questions within the field.

Commentaries

A commentary in a research journal is a short, focused article that provides analysis and interpretation of a recently published research study, often including the author's perspective on the findings and their implications, and usually written by an expert in the field.

Manuscript (Research Articles)

This type of original research addresses an important issue in allied health. Manuscripts should report recent, original work that expands the body of knowledge in one or more allied health disciplines. The research should either have implications for the improvement of practice, provide a better understanding of contemporary issues, present a program evaluation, or advance a theoretical framework. Both quantitative and qualitative approaches are encouraged. Manuscripts submitted for this must be methodologically sound and supported by data. Manuscripts reporting original research customarily include: a structured abstract, an introduction stating the purpose and relevance of the study, a clear and full description of materials and methods, including criteria for subject selection, a report of the results, a discussion of the findings and a bibliography.

Concept Piece

A concept piece is a brief paper written around a research question before undertaking the research. The paper is about two or three pages long and provides key details about the research, such as the question, purpose, and methods.

Book Review

The Internet Journal of Allied Health Sciences and Practice invites readers to review current books, monographs, or audiovisual materials of general or specific interest to the allied health community. This material may be appropriate from a single discipline or be of interdisciplinary interest. Reviews should contain the following information: title, author, publisher, city and state of publication, year of publication, number of pages, and price. The review should include a description of the central theme of the work, a sectioned summary with headings such as field of study, target audience, graphics, illustrations, authors, etc, a critical analysis of the content, and a critical analysis by the reviewer regarding the potential value of the material to allied health education and/or practice. The review should not exceed 3 single-spaced pages.

Article Review

An article review" is a critical evaluation of a single research article, assessing its strengths, weaknesses, and overall contribution to the field;

Systematic Review

A systematic review is a scholarly synthesis of the evidence on a clearly presented topic using critical methods to identify, define and assess research on the topic. It may or may not include a meta-analysis, depending on the homogeneity of the studies included in the review.

Case Study

A case study is a detailed study of a specific subject, such as a person, group, place, event, organization, or phenomenon, good for describing, comparing, evaluation, and understanding different aspects of a research question. They are often analyzed qualitatively, but may also have a quantitative component.

Opinion Piece

An opinion piece in research is a type of article where an author expresses their personal viewpoint on a topic within their field, drawing on existing research to support their argument, but not necessarily presenting new data or findings from their own study

Review Article

Identifies and abstracts key articles that deal with current thinking in allied health education and practice. Appropriate articles may be found in the professional journals of the individual allied health disciplines and in journals with a wider spectrum of interest. Topics might include, but not be limited to, research and development in allied health education and practice, current trends and history in allied health, health care policy and planning, legal and political issues in allied health, interpersonal skills development, simulation, and unique audiovisual approaches.

Literature Review