

HEALTH INFORMATION & LIBRARIES JOURNAL AUTHOR GUIDELINES

21 August 2017

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1. INTRODUCTION

Thank you for your interest in *Health Information and Libraries Journal (HILJ)*. Here you will find author guidelines to assist you. HILJ publish three types of manuscript; review article, original article, regular feature article (*Dissertations into Practice, International Perspectives and Initiatives, Teaching and Learning in Action*). Please follow the relevant author guidelines below for your manuscript type. For more information on the individual manuscript types, please see our editorial: [Are you a budding academic writer?](#)

2. AIMS AND SCOPE

Health Information and Libraries Journal (HILJ) is an international journal of interdisciplinary interest to practitioners, researchers, and students in the library and health sectors. Its objectives include promoting debate about new health information developments with an emphasis on communicating evidence-based information both in the management and support of health care services.

The Editor welcomes original health information articles on current practice, research projects or the development of new resources or services, review articles, and submissions to our regular features (*Dissertations into Practice, International Perspectives and Initiatives, Teaching and Learning in Action*).

Health Information and Libraries Journal is the official journal of the Health Libraries Group of the UK Chartered Institute of Library and Information Professionals. The scope of the journal encompasses (but is not restricted to):

- Bibliometric studies of a specific health topic or geographic region
- Educating and training health library and information workers
- Identifying health information needs and use

- Information technology and its application in health care settings
- Managing health information programmes and services in the changing environment
- Outreach to health care providers as users of health information services

3. MANUSCRIPT CATEGORIES AND REQUIREMENTS

i. Review article

Word limit: 10,000 words maximum, excluding references, abstract, tables, illustrations, key messages and appendices.

Note, prior to beginning the development of their review authors are encouraged to consult '[A typology of reviews](#)' and to contact the Review Editor, Anthea Sutton at a.sutton@sheffield.ac.uk.

ii. Original article

Word limit: 3,000 – 5,000 words, excluding references, abstract, tables, illustrations key messages and appendices.

Main text:

Background: the issue the study seeks to address, incorporating a review of the international literature.

Objectives: the aims of the study.

Methods: the research tools and processes used.

Results: a brief summary of main results, with figures if appropriate.

Discussion: an interpretation of the findings in light of existing research and knowledge on the subject, including an explanation of how the study benefits and develops on what is presented in the Background section.

Conclusions: primary conclusions and their implications, including suggestions of areas for further investigation (if appropriate)

Note: If reporting a survey, a copy of the questionnaire should be supplied as part of the appendices.

ii. Regular Features

Prospective authors wishing to submit to one of our regular features, should contact the relevant regular feature editor for guidance as follows:

Dissertations into Practice:

The *Dissertations into Practice* regular feature is an opportunity for students and recent graduates to write an article based on the research they conducted for their academic dissertation or thesis. Contributors are encouraged to concentrate on the context for their research, their methods and findings and, most importantly, to highlight the implications of their research for policy and practice. Contact Audrey Marshall at a.m.marshall@brighton.ac.uk

International Perspectives and Initiatives:

The *International Perspectives and Initiatives* regular feature explores international trends in the provision of health information which are of potential interest to librarians around the globe. Contributors should focus on two or three developments in their country or region and consider whether the drivers and solutions are relevant in other countries. Contact Jeannette Murphy at j.murphy@ucl.ac.uk

Teaching and Learning in Action:

The Learning and Teaching in Action regular feature aims to cover any teaching and learning related topic that is contextualised and has practical relevance within the health library and information setting. Contributions are welcomed that address, and where possible combine concepts, theory and the practical aspects of learning and teaching in health LIS. Contact Hannah Spring at h.spring@yorks.ac.uk

4. PREPARING YOUR SUBMISSION

Parts of the Manuscript

The manuscript should be submitted in separate files: title page; main text file; figures.

Title page

The title page should contain:

- (i) a short informative title that contains the major key words. The title should not contain abbreviations. For further guidance on titles, please see our tips and examples here.
- (ii) a short running title of less than **40 characters**;
- (iii) the full names of the authors;
- (iv) the authors' institutional affiliations at which the work was carried out;
- (v) acknowledgements;
- (vi) conflict of interest statement;
- (vii) source of funding statement

Authorship

Please refer to the journal's authorship policy in the [Editorial Policies and Ethical Considerations](#) section for details on eligibility for author listing.

Main text

- As review and original article manuscripts are **double-blind peer reviewed (at a minimum)** the main text file should not include any information that might identify the authors.
- The main text file should be presented in the following order: (i) title, (ii) abstract, (iii) key words, (iv) key messages, (v) main text, (vi) references, (vii) table legends, (ix) figure legends, (x) appendices (if relevant). Tables, figures and supporting information should be supplied as separate files.
- The journal uses **British English**, however authors may submit using either British or American English as spelling of accepted papers is converted during the production process.
- Footnotes to the **main text** are not allowed and any such material should be incorporated into the text as parenthetical matter.

Abstract

Please provide a structured abstract of no more than **200 words**. The following sections should be included: 'Background', 'Objectives', 'Methods', 'Results', 'Discussion' and 'Conclusion'.

Keywords

Please provide **four to ten keywords**. Keywords should be taken from those recommended by HILJ, and can be selected from the list on ScholarOne upon submission. A full list of the keywords can be found here.

Key messages

Key messages must highlight the implications of the report or study for health science librarians and

information scientists, and explain *why* the research is important. The focus of key messages should relate to EITHER implications for practice OR implications for policy OR implications for future research. If appropriate, two categories may be explored.

The key message section should be included in the main document and include up to **5 key messages**, *each 25 words* or less.

For further guidance on how to write engaging key messages, see the HIJ document, '[What is the purpose of Key Messages?](#)'.

References

APA Style

Manuscripts should follow the style of the *American Psychological Association*. The Wiley APA Style Manual for authors is available [here](#). Please note APA referencing style requires that a DOI be provided for all references where available.

Acknowledgments

Contributions from anyone who does not meet the criteria for authorship should be listed, with permission from the contributor, in an Acknowledgments section. Thanks to anonymous reviewers are not appropriate.

Conflict of Interest Statement

You will be asked to provide a conflict of interest statement during the submission process. See the section 'Conflict of Interest' in the [Editorial Policies and Ethical Considerations](#) section for details on what to include in this section. Please ensure you liaise with all co-authors to confirm agreement with the final statement.

Funding Statement

You will be asked to provide a source of funding statement during the submission process. See the section 'Funding' in the [Editorial Policies and Ethical Considerations](#) section for details on what to include in this section.

Table and Figure Legends

Legends should be concise but comprehensive – both the table/figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

Tables

Tables should be self-contained and complement, but not duplicate, information contained in the text. They should be supplied as **separate, editable files**, not pasted as images or included in the main text file. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. All abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for P-values. Statistical measures such as standard deviation (SD) or standard error of the mean (SEM) should be identified in the headings.

Figures

Although we encourage authors to send us the highest-quality figures possible, for peer-review purposes we are happy to accept a wide variety of formats, sizes, and resolutions.

[Click here](#) for the basic figure requirements for figures submitted with manuscripts for initial peer

review, as well as the more detailed post-acceptance figure requirements. Figures should be supplied as **separate files**, not included in the main text file.

Colour figures.

Figures submitted in colour may be reproduced in colour online free of charge. Please note, however, that it is preferable that line figures (e.g. graphs and charts) are supplied in black and white so that they are legible if printed by a reader in black and white. If you wish to have figures printed in colour in hard copies of the journal, a fee will be charged by the Publisher.

Appendices

Appendices will be published after the references. For submission they should be supplied as separate files but referred to in the text. Some examples of information suitable for appendices include; search strategies, surveys and questionnaires, interview questions.

Supporting Information

Supporting information is information that is not essential to the article but that provides greater depth and background. It is hosted online, and appears without editing or typesetting. It may include tables, figures, videos, datasets, etc. [Click here](#) for Wiley's FAQs on supporting information.

Note, if data, scripts or other artefacts used to generate the analyses presented in the paper are available via a publicly available data repository, authors should include a reference to the location of the material within their paper.

Twitter Handle

If your article is accepted for publication the journal may promote it on Twitter. During submission you will be asked to provide the Twitter handle for yourself, your co-authors, and any institution or organisation represented by you and/or your co-authors. If your article is accepted we can include these handles in our tweets to ensure the article receives the best possible publicity on Twitter.

General Style Points

The following links provide general advice on formatting and style.

- **Abbreviations:** In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- **Statistical methods:** These should include the following: (i) study objective(s); (ii) study design; (iii) data collection methods; (iv) the source of and reasoning behind research subjects and selection methods; (v) study procedure; (vi) response rate; (vii) data analysis, including the statistical methods used and the appropriate references; (ix) main results with confidence intervals; and study limitations.

Actual P values obtained must be given, rather than ranges (e.g. $P=0.143$ rather than $P>0.05$); the test statistic; degrees of freedom; and sample size (even for negative results). For more information, see the HILJ editorial on [Reporting statistical analyses in peer review journal articles](#).

Wiley Author Resources

Wiley has a range of resources for authors preparing manuscripts for submission available [here](#). In particular, authors may benefit from referring to Wiley's best practice tips on [Writing for Search Engine Optimization](#).

Editing, Translation and Formatting Support: The language of publication is English. Authors for whom English is a second language must have their manuscript professionally edited by an English speaking person before submission to make sure the English is of a high quality. It is preferred that

manuscripts are professionally edited. A list of independent suppliers of editing services can be found at http://authorservices.wiley.com/bauthor/english_language.asp. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication. This should conform with the *Concise Oxford English Dictionary*.

5. SUBMISSION

Note that submission implies that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium.

Once you have prepared your submission in accordance with the Guidelines, manuscripts should be submitted online at <https://mc.manuscriptcentral.com/hlj>.

Note: Book reviews, short reports, brief news items and letters are likely to be more appropriate for publication in the HLG Newsletter. Please email these directly to the HLG Newsletter Editor, Joel Kerry at joel.kerry@nhs.net.

The submission system will prompt you to use an ORCID iD (a unique author identifier) to help distinguish your work from that of other researchers. [Click here](#) to find out more.

[Click here](#) for more details on how to use [ScholarOne](#).

For help with submissions, please contact: HLJedoffice@wiley.com.

We look forward to your submission.

6. EDITORIAL POLICIES AND ETHICAL CONSIDERATIONS

Editorial Review and Acceptance

The acceptance criteria for all papers are the scope, quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are **double-blind peer reviewed**. Papers will only be sent to review if the Editor-in-Chief determines that the paper meets the appropriate scope, quality and relevance requirements.

Wiley's policy on confidentiality of the review process is [available here](#).

The decision on a paper is final and cannot be appealed.

Data storage and documentation

Health Information and Libraries Journal encourages data sharing wherever possible, unless this is prevented by ethical, privacy or confidentiality matters. Authors publishing in the journal are therefore encouraged to make their data, scripts and other artefacts used to generate the analyses presented in the paper available via a publicly available data repository, however this is not mandatory. If the study includes original data, at least one author must confirm that he or she had full access to all the data in the study, and takes responsibility for the integrity of the data and the accuracy of the data analysis.

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Authorship

The list of authors should accurately illustrate who contributed to the work and how. All those listed as authors should qualify for authorship according to the following criteria:

1. Have made substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
2. Been involved in drafting the manuscript or revising it critically for important intellectual content;
3. Given final approval of the version to be published. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content; and
4. Agreed 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.

Contributions from anyone who does not meet the criteria for authorship should be listed, with permission from the contributor, in an Acknowledgments section (for example, to recognize contributions from people who provided technical help, collation of data, writing assistance, acquisition of funding, or a department chairperson who provided general support). Prior to submitting the article all authors should agree on the order in which their names will be listed in the manuscript.

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9. POST PUBLICATION

Access and sharing

When your article is published online:

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- As the author, you will have free access to your paper (after accepting the Terms & Conditions of use, you can view your article).
- The corresponding author and co-authors can nominate up to ten colleagues to receive a publication alert and free online access to your article.

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Wiley also helps you measure the impact of your research through our specialist partnerships with [Kudos](#) and [Altmetric](#).

10. EDITORIAL OFFICE CONTACT DETAILS

Dr Thomas Gaston, Managing Editor

Email: HIJedoffice@wiley.com

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