



GUIDE FOR AUTHORS

Types of peer-reviewed manuscripts in regular issues include:

- Full length research articles - 4000 words excluding tables, figures, and references
- Review articles
- Policy impact articles
- Commentaries

Preparation of manuscript

General Guidelines

- Manuscripts submitted should be in A4 paper format, double-spaced all throughout, left justified, with one-inch margin on every side using 11 point Calibri
- Every research article must have the following major parts:
 - Title page
 - Abstract with keywords
 - Text or body of the report
 - References
 - Tables
 - Figures and illustrations (when necessary)
- *References, tables, figures and illustrations should be cited in the text, in numerical order.*
- System International (SI) units must be used for all measurements and weights.
- Each page of the paper must be labeled with the family name of the main author and page number in Arabic printed on the upper right corner.
- For full research articles, this should not be more than 4000 words excluding tables, figures and references.
- The article must be submitted via email through pjhrd2014@gmail.com.
- A cover letter must accompany the article for submission addressed to the Editor-in-Chief. This should include a disclaimer that the article has not yet been submitted to any other journal for publication.
- IRB Approval. Manuscripts with human and/or animal studies will be accepted if it is made clear that the study was to a high ethical standard. A formal and documented ethical approval from the IRB should be obtained for all studies that involve persons, medical case records and human tissues. Approval for animal studies should sought in their respective . All studies should conform to the World Medical Association Declaration of Helsinki (June 1964) and subsequent amendments (<http://www.wma.net/e/policy/b3.htm>) and all manuscripts should include a statement that the research protocol was approved by the local Ethical Committee or equivalent.



- In case reports, a declaration in the manuscript that consent from the persons involved was granted and that strict anonymity will be maintained. The persons included in the research paper should not be identifiable.

Title page

The title page must contain a brief title (not more than 15 words) of the article; full name starting with the first name, middle initial (if any) and last name; preferred degree; affiliation(s) and full address(es) of the authors. The corresponding author must be clearly indicated with email and telephone numbers.

If the paper was or will be presented in a scientific program or convention, a footnote must be included indicating the name, location and date of the meeting.

Abstract

The one-page structured abstract, should contain no more than 250 words. This should include background, objectives, methods, results, and conclusion. Three to five keywords that reflect the content of the manuscript should be provided.

Body of the Report

The Body of the Report must be organized as follows: Introduction, Method, Results and Discussion. The entire text of the Body of Report must be written out continuously from beginning to end, double-spaced, with only the respective section titles, centered on the line and serving as center-heads, marking the transitions.

- The **Introduction** states the research's objective(s), scope, significance, and hypothesis (if any). It also summarizes the literature and related studies.
- The **Method** section is brief but as detailed as to allow for independent replication of the entire research. It has three subsections which also serve as side heads: (1) Participants or Source(s) of Data, (2) Materials or Instruments, and (3) Procedure for Data Collection and Analysis.
- The **Results** section discloses the general and specific outcomes of the data collection and analysis. It is evidenced by adequately labeled statistical and other tests. Results may be presented based on the organization of the research variables, or on the logic imposed by the research framework.



- The **Discussion** section presents an evaluation and interpretation of the research outcomes. It explicates the statistical interactions and main effects, and acknowledges their validity limitations. Where appropriate, it revisits the literature and related studies in light of the new findings. Finally, it articulates vital implications and recommendations that ensue from the findings.
- **Acknowledgements** (if any) to individuals, groups of persons, institutions, or funding agencies must be included at the end of the Body of the Report.

References

- References must be cited in the text sequentially using Arabic numbers enclosed in a bracket, after the last word of the sentence and right before any punctuation mark. If more than one reference is cited, these should be separated by a comma.
- The Reference List should be numbered consecutively in the order of mention in the text. This should immediately follow the acknowledgements section.
- A maximum of six authors per article can be cited; beyond this, only the first three must be mentioned followed by “et al.”
- The format for the listing of references must follow the Publication Manual of the American Psychological Association (APA), 6th edition 2010. Refer to the following examples which are lifted from the Publication Manual of the APA, 6th edition.

Journal accessed in print:

Carlson, L. A. (2003). Existential theory: Helping school counselors attend to youth at risk for violence. *Professional School Counseling*, 6(5), 10-15.

Journal accessed electronically with DOI

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

Journal accessed electronically without DOI

Silick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>



Online resource

U.S. Department of Health and Human Services. (2003). *Managing asthma: A guide for schools*. Retrieved from http://www.nhibi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

Book

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Tables

- The main table heading, which appears above the table, should include a table number (Arabic) and a title. Legend and explanatory notes must appear below the table.
- Tables should be single-spaced and in 10 point Calibri.
- Tables, which are meant to supplement information in the text, must be self-explanatory.
- Tables must be submitted as a separate file.

Figures

- Figures or graphs should be identified by Arabic Numbers with titles and explanations underneath. The numbers should correspond to the order in which the figures/graph occur in the text. It is recommended that figures/graphs also be submitted as image files (preferably as jpeg, tiff or png files) of 300 dpi.
- All identifying data of the subject/s or patient/s under study such as name, case numbers, etc., particularly in case reports, should be removed.
- Figures must be submitted as a separate file.