

Manuscript Preparation and Submission Guidelines

Detailed Instructions for Authors

1. Types of Submissions:

- **Original Research Articles:** Present new findings and contribute to the existing body of knowledge in integrative health.
- **Systematic Reviews and Meta-Analyses:** Summarize and synthesize existing research on a specific topic.
- **Clinical Studies:** Describe investigations that evaluate the effectiveness and safety of integrative health interventions.
- **Case Reports:** Detail individual cases that highlight unique health challenges and responses to integrative practices.
- **Commentaries and Editorials:** Offer insights into emerging trends, challenges, and opportunities within the field.

The following contributions are accepted for publication. Please adhere to the specified maximum lengths. Overlength articles will be returned without peer review:

- **Editorials:** Only if commissioned by the editor.
- **Clinical Papers:** Maximum 3000 words and 30 references.
- **Research Papers:** Maximum 3000 words and 40 references.
- **Review Papers:** No limit on length or number of references.
- **Technical Notes (Surgical techniques, new instruments, technical innovations):** Maximum 1500 words, 10 references, and 2 figures.
- **Case Reports:** Maximum 1500 words, 10 references, and 2 figures.
- **Book Reviews**
- **Letters to the Editor:** Refer to detailed guidelines provided at the end of the main guide for authors.
- **General Announcements**

Please Note: Case reports are considered for publication only if they add new information to existing knowledge or present new perspectives on known diseases. All authors must have contributed to the paper, not necessarily patient treatment. Technical notes and case reports are limited to a maximum of four authors: in exceptional circumstances, five.

2. Formatting Guidelines:

Manuscript Structure:

Title Page: Title, author names, affiliations, and corresponding author contact information.

Abstract: A concise summary (250 words max) of the study's objectives, methods, results, and conclusions.

Keywords: 4-6 keywords that capture the essence of the article.

Main Text: Organized into sections such as Introduction, Methods, Results, Discussion, and Conclusion.

References: Use AMA (American Psychological Association) style for citations and include a complete reference list.

Presentation of New Manuscripts: General Points:

Submit papers in journal style to avoid immediate return and evaluation delays.

Consistent spelling (British or American) should be used. Papers should be double-spaced with at least a 3 cm margin all around.

Keywords: Include a minimum of five keywords relevant to your article's content using the US National Library of Medicine MeSH terms.

Format:

- **Observational/Case Cohort Studies and Case Series:** [STROBE guidelines](#).

- **Randomized Controlled Trials:** [CONSORT guidelines](#).

- **Systematic Reviews and Meta-Analyses:** [PRISMA guidelines](#).

Paper should follow with each section starting on a new page:

- Title Page
- Abstract
- Text
- Acknowledgements
- References
- Tables
- Captions to Illustrations

Title Page:

- Article title.
- Full name, qualifications, and affiliations of each author.
- Institution to which the work is attributed.
- Corresponding author's contact information.
- Sources of support in the form of grants.

- Keywords.
- If the title exceeds 40 characters (including spaces), provide a short title for running heads.

Abstract:

- Maximum 200 words.
- Continuous paragraph without subheadings or abbreviations.
- Include background, methods, results, and conclusion.

Text Structure:

- **Introduction:** Nature and scope of the problem, pertinent literature review, rationale for the study, purpose of the paper, and aims of the study.
- **Materials and Methods:** Full details, technical specifications, quantities, generic names, statistical methods, and no results.
- **Results:** Past tense, non-personal form, and no repetitive data.
- **Discussion:** Discuss results, exceptions, lack of correlations, implications, and conclusions.

Sub-Headings and Quantitative Analysis:

Sub-headings should enhance readability and be minimal. For statistical methods, follow the Cochrane style manual for presentation.

Abbreviations, Symbols, and**Nomenclature:**

Use standardized terms and define unfamiliar abbreviations upon first use.

References:

- Number references consecutively throughout the article.
- List references at the end in the order they appear in the text.

Additional Guidelines:

- Avoid using 'he', 'his' where the sex is unknown. Use 'the patient' instead.
- Ensure references are accurate.
- Titles of journals should be abbreviated according to Index Medicus.

3. Submission Process:

- Manuscripts should be submitted electronically via our online submission system.
- Authors must confirm that their work is original and has not been published or submitted elsewhere.
- A cover letter addressing the significance of the work and potential contributions to the field should accompany the submission.

4. Ethical Considerations:

- All research involving human or animal subjects must comply with ethical standards and obtain necessary approvals.
- Authors must disclose any conflicts of interest and funding sources.
- A cover letter addressing the significance of the work and potential contributions to the field should accompany the submission.
- Any manuscript involving human subjects, medical records, or human tissue must adhere to the principles outlined in the Declaration of Helsinki “Ethical Principles for Medical Research Involving ‘Human Subjects,’” as adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964, and most recently amended by the 64th World Medical Assembly, Fortaleza, Brazil, October 2013.
- The manuscript must include a statement confirming that the work has received approval from the relevant Ethical Committee of the institution(s) where the research was conducted, and that informed consent was obtained from the subjects. Institutional Ethics Committee approval is mandatory for all human studies. For retrospective studies, either a statement of approval or exemption from the Committee must be provided upon manuscript submission.
- Studies involving animal experiments must state that the care provided was in accordance with institutional guidelines.
- Ethics committee oversight should be independent, as required by the ICMJE guidelines: [ICMJE Guidelines](#).

5. Reporting Sex- and Gender-Based Analyses

- **Reporting Guidance:** Researchers should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and field best practices. Authors should address the sex and/or gender dimensions in their article or discuss limitations if they cannot. Explicit definitions of sex and/or gender should be provided to enhance precision and reproducibility. Refer to the [SAGER guidelines](#) for systematic approaches to incorporating sex and gender

information in study design, data analysis, outcome reporting, and interpretation.

- **Patient Confidentiality:** Patients have a right to privacy. Identifying information should not be included unless essential for scientific purposes, and informed consent must be obtained. Written consents must be available to the Editorial Office on request. Identifying details should be omitted if non-essential or altered to protect anonymity without distorting scientific meaning. Patient consent is required for clinical photographs and single case reports. If not obtained, personal details must be removed before submission.
- **Registration of Clinical Trials:** Clinical trials must be registered in a public registry at or before patient enrollment. The registration number should be included at the end of the abstract. A clinical trial is any research study assigning human participants to health-related interventions to evaluate effects on health outcomes.

6. Authorship:

- **Authors must have contributed to:** (1) study conception/design or data acquisition/analysis, (2) drafting/revising the article, and (3) final approval of the submitted version.
- **Submit an Author Contribution Form** showing each author's contributions.
- **Normally, a maximum of four authors** for case reports/technical notes, and six for other article types. Additional authors need justification in the cover letter and the Author Contribution Form. Minor contributors and non-contributory clinicians should be acknowledged before the references.
- **Co-first authorship is allowed** if agreed by all co-authors and requested by the corresponding author.
- **Only one corresponding author is allowed**, responsible for ensuring all authors are aware of their obligations and for the integrity of published data.
- **Changes to Authorship:** Authors must provide a full list of authors at the original submission. Amendments (additions/deletions) should be made before manuscript acceptance and must be approved by the Editor-in-Chief. To request

changes, email the Editor-in-Chief with reasons. An email from each author, including the manuscript number, original author list, new author list, and agreement to the change is required. Changes post-publication are considered only in exceptional circumstances.

7. Acknowledgements:

- **Non-author contributors** (technical help, writing assistance, general support) should be listed in the acknowledgements section.
- **Disclose any writing assistance and the funding source** (upload certificate of editing if applicable). Paid professional language editing services may not be acknowledged.
- **Normally, a maximum of four authors** for case reports/technical notes, and six for other article types. Additional authors need justification in the cover letter and the Author Contribution Form. Minor contributors and non-contributory clinicians should be acknowledged before the references.
- **Co-first authorship is allowed** if agreed by all co-authors and requested by the corresponding author.
- **Only one corresponding author is allowed**, responsible for ensuring all authors are aware of their obligations and for the integrity of published data.
- **Changes to Authorship:** Authors must provide a full list of authors at original submission. Amendments (additions/deletions) should be made before manuscript acceptance and must be approved by the Editor-in-Chief. To request changes, email the Editor-in-Chief with reasons. An email from each author, including the manuscript number, original author list, new author list, and agreement to the change is required. Changes post-publication are considered only in exceptional circumstances.

8. Conflict of Interest:

- **Disclose any financial/personal relationships** that could bias the work at the end of the main text. If no conflicts exist, state so.

- **Role of the Funding Source:** Declare all funding sources at the end of the text. Indicate if sponsors had no involvement in the study design, data collection/analysis, manuscript writing, or submission decision.
- **Open Access:** The journal offers an option to make articles freely available to all.

9. Criteria for Publication:

- **Focus:** Papers should be focused.
- **Hypothesis and Investigation:** Based on a sound hypothesis with an adequate investigation method analyzing a statistically relevant series, leading to relevant results that support the conclusion.
- **Writing:** Well-written in simple, scientific English grammar and style.
- **Message:** Presented with a clear message and containing new information relevant to the journal's readership.
- **Cover Letter:** Include a paragraph in your cover letter explaining what is new about your study and its impact on your field of research. Following peer review, authors must resubmit their revised paper within three months; extensions may be granted at the editor's discretion.

Peer-Review Process

The Journal of Integrative Health Research employs a rigorous peer-review process to ensure the quality and integrity of published articles. Here's how our process works:

1. Initial Assessment:

Upon submission, the editorial team conducts an initial review to determine whether the manuscript fits the journal's scope and meets basic quality standards.

2. Peer Review:

Manuscripts that pass the initial assessment are sent to at least two external reviewers with expertise in the relevant field.

Reviewers evaluate the manuscript for originality, methodology, clarity, and significance of findings. They provide constructive feedback and recommendations for improvement.

3. Editorial Decision:

- o Acceptance: The manuscript is accepted as is or with minor revisions.
- o Revisions Required: Authors are invited to make changes and resubmit the manuscript for further review.
- o Rejection: Manuscripts that do not meet the journal's standards or scope will be rejected.

4. Final Review:

For manuscripts requiring revisions, the revised version is re-evaluated by the original reviewers or new reviewers to ensure that all concerns have been adequately addressed.

5. Publication:

Once accepted, the manuscript undergoes copyediting and formatting for publication. Authors will receive proofs to review before final publication.

6. Timelines:

The peer-review process typically takes 4-6 weeks, depending on reviewer availability and the complexity of the manuscript.

We look forward to receiving your submissions to the Journal of Integrative Health Research. By adhering to these guidelines and engaging in our peer-review process, you contribute to advancing the field of integrative health and enhancing the quality of healthcare practices. If you have any questions regarding the submission process, please do not hesitate to contact our editorial team. Thank you for your commitment to advancing knowledge in integrative health.