

We are pleased you would like to publish with *The Journal of Health Design (JHD)*. Please read through the sections below before submitting your manuscript. The *JHD* uses a “double blind” peer review. All queries may be addressed to [JHD editor](#).

Publishing Fees

The *JHD* does not charge a publishing fee because we would like authors to be able to share their ideas, information, and knowledge. All articles must meet The *JHD*’s rigorous standards and pass through peer review.

Preparing Your Manuscript

Please follow the instructions below to prepare your manuscript.

1. Select the appropriate *JHD* template: Audit; Case Study; Clinical; Editorial; Research; and Review. Templates are also available for Book Reviews and Letters to the Editor.
2. Follow **all** the directions in the template with regard to formatting, word count, figures and tables, and reference format (superscript in-text citations and use Vancouver Style for references).
3. Be sure to provide all information requested. Disclosure of sources of funding and inclusion of ethics committee approval are imperative.
4. As part of your preparation, please ensure you have the correct spelling of authors’ names and their affiliations for the **article metadata**. Affiliation information must include department name, institution, city, state and country. Do not include street addresses and postal codes. Author and affiliation information for **all** authors must be included in the metadata.

Papers will be returned to authors who fail to use the appropriate template or use improper referencing. Authors will have an opportunity to correct their manuscripts.

Please consult the [Instructions for Authors](#) for detailed instructions on requirements for submitting a paper.

Submitting Your Manuscript

1. To submit a paper, you must first register. Click “REGISTER” in the menu at the top of the website.

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 -  Author: Able to submit items to the journal.
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4. After you log in, go to “User Home”.

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6. You can also click on “Author,” then “Click here” under “Start a New Submission” and follow the five-step submission process.

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7. You will receive a confirmation email once you have completed the submission process.

The Publishing Process

Once you submit your paper successfully, the following process takes place:

1. All papers undergo an initial review to ensure they are within the scope of the *JHD*, meet the *JHD*'s minimum standards for scientific quality and that they are in order in terms of template use, formatting, referencing, etc. This initial review includes a check for plagiarism.
2. Based on the initial review, one of three things may cause the paper not to progress at this stage:
 - a. Papers that are outside the scope of the *JHD* or do not meet minimum standards for scientific quality are rejected.
 - b. Papers with formatting and referencing issues are returned to the authors to correct.
 - c. Papers found to contain plagiarised content are rejected.

The lead (corresponding) author will be notified of the decision regarding the paper.

3. Papers that pass the initial review advance to peer review. Two expert peer reviewers are assigned for each paper. Additionally, a statistical review will be performed where needed. Peer reviewers are given two weeks to complete a review. Be advised that the peer review process can take several weeks depending on the availability of reviewers, but the *JHD* works to complete the peer review process as quickly as possible.
4. Once the peer reviews are completed, authors will be notified of the result. A manuscript will be:
 - a. Rejected following peer review. Authors will receive an email outlining reason(s) for rejection.
 - b. Authors will be asked to revise their manuscript based on the reviewers' suggestions. Manuscripts may require minor or major revisions.
5. Authors are given six weeks to revise their manuscripts based on the reviewers' suggestions. A reminder will be sent at the three-week mark. If a paper is not received within six weeks, a final reminder notice will be sent requesting that authors submit the manuscript within one week. If there is no response from the authors, the paper will be archived. We understand that exceptional circumstances arise, so if an extension is needed, please email the [JHD editor](#).
6. Revised manuscripts undergo review by a senior editor. As with the expert peer review, a senior editor is given two weeks to complete a review; however, the length of time required for senior

editor review depends on availability. We work to ensure the senior editor review is completed as quickly as possible.

7. Following senior editor review, authors will be notified of the decision:
 - a. Generally, papers are accepted.
 - b. In some cases, a paper may be sent back to the authors for further revision.
 - c. A paper may be rejected if the authors have failed to satisfactorily address the expert reviewers' comments.
8. Once a paper has been accepted, the paper will be copy edited and proofs will be sent to the authors for approval. Authors will receive notification of publication.

Authors will be notified along the way of the status of their submissions and will receive specific instructions via email.

Double-Blind Peer Review

The Journal of Health Design (JHD) uses double-blind peer review, whereby the authors and reviewers remain anonymous throughout the review process.

Correspondence and Inquiries

The Journal of Health Design (JHD) is a peer-reviewed scientific publication. We aim to publish papers describing the development and evaluation of innovations to improve the patient experience of health care. Most research published tackles challenges from the perspective of the end user of health services. The *JHD* offers expert opinion and thought leadership and has a global outlook. We work hard to respond in a timely manner, to provide constructive feedback, and to be supportive and encouraging.

Please email [JHD editor](#) with any general questions about the *JHD*'s publishing process or specific questions about the suitability of a topic.

For inquiries about papers currently under review, we ask that you log in to check the email correspondence log. Please use the *JHD* publishing system to send all emails—this helps the *JHD* editorial team keep track of all correspondence and ensures a timely response to queries.