

# *JHCPU*

## INFORMATION FOR AUTHORS

The *Journal of Health Care for the Poor and Underserved* publishes original papers, commentaries, brief communications, reports from the field, columns, and reviews regarding the health of low-income and other medically underserved people. We welcome manuscripts. Though our concerns—access to, quality of, and cost of health care—are universal, our focus is on North America, Central America, and the Caribbean. Questions about the suitability of a topic should be sent to [JournalQuestion@mmc.edu](mailto:JournalQuestion@mmc.edu). Our mailing address, telephone numbers, and fax number are:

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### CHECKLIST FOR PREPARATION OF MANUSCRIPTS

#### SUBMISSION WEBSITE

- Visit our submission website at Scholar One/Manuscript Central:  
<http://mc.manuscriptcentral.com/JHCPU>.
- Register as an author and follow instructions for manuscript submission.

#### WRITING STYLE AND FORMAT

- Write clearly and succinctly, with a minimum of jargon.
- Double-space throughout.
- Do not use proportional spacing or justified margin.
- Spell out numbers from one to nine except for measurements (e.g., *four days; 14 beds; 3 mm*). Within a paragraph where a number higher than nine appears (e.g., *15 questions*) use numerals for all numbers (e.g., *7 responses*).

#### REFERENCES

- In the text, refer to each reference with an Arabic number in superscript, without parentheses. Number references consecutively and place citation at the end of the text.
- List all authors of cited works when there are three or fewer. Otherwise, list the first three, then *et al.*
- Use the following formats, based on *Index Medicus*/PubMed styles:
  - Journal article (GIVE COMPLETE PUBLICATION DATE PLUS VOLUME AND NUMBER. PubMed citations may be used as a guide):**
    1. Zuckerman B, Frank DA, Hingson R, et al. Effects of maternal marijuana and cocaine use on fetal growth. *N Engl J Med.* 1989 Mar 23;320(12):762-8.
  - Chapter in Book:**
    2. Morris JN. The last weeks of life: does hospice care make a difference? In: Mor V, Greer DS, Kastenbaum R, eds. *The hospice experiment.* Baltimore: Johns Hopkins University, 1988.
  - Government report:**
    3. National Center for Health Statistics. *Health, United States, 1989.* (DHHS Pub. no. [PHS] 90-1232.) Hyattsville, MD: U.S. Public Health Service, 1990.

**Published conference presentation:**

4. Hinman AR. Progress over the last decade. In: Proceedings of the 24th Immunization Conference, Orlando (FL), May 21-5, 1990:17-20. Atlanta: Centers for Disease Control, 1990.

**Unpublished conference presentation:**

5. McJamerson E, Pearson W Jr. The declining participation of African-American males in higher education: causes and consequences. Presented at: Mid-South Sociological Association Conference, Baton Rouge (LA), Oct 1989.

**Material accepted for publication:**

6. Hall LE, Callender CO, Yeager CL, et al. Organ donation in blacks. *Transpl Proc* (In press.)

**Other unpublished material** (cite in the text but not in the references):

(B. Jones, personal communication)

- Please note: *JHCPU* accepts Internet urls only as supplementary information. All references must include specification of the published source in the format described above. After a period ending that print citation, a new sentence reading "Available at..." where "... is replaced by the Internet address, may be added. In cases where the printed version is inaccessible, provide a citation modeled on those for print citations (supply the information referred to by words in capital letters here):

7. AUTHOR. TITLE of work being cited. LOCATION of organization/publication: ORGANIZATION/PUBLICATION posting the work being cited, YEAR posted. Available at...URL HERE.

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*Research reports, literature reviews (only in understudied areas), policy analyses, evaluations of innovative or otherwise noteworthy health and health care programs; 2,501-10,000 words.*

Follow the format provided on Scholar One/Manuscript Central for checklists, title pages, abstract, and key words. If possible, use terms from the Medical Subject Headings from *Index Medicus* for the key words.

**Text**

- Clearly state the problem or issue at hand, describe past efforts to address it, and specify how the manuscript represents a new contribution to the field.
- Note and discuss policy implications, as appropriate.
- Include brief section headings. Research reports should contain the following sections: **Introduction, Methods, Results, Discussion**. Omit the *Introduction* section heading.
- For any subheadings, use the following format:  
1<sup>st</sup> level subheading: **Boldface heading (with initial cap only) followed by period run into text.**  
2<sup>nd</sup> level subheading: *Italicized heading (with initial cap only) followed by period run into text.*  
In cases where the primary heading, a 1<sup>st</sup> subheading, and a 2<sup>nd</sup> subheading all occur in immediate succession, simply follow the same pattern. For example,

**Methods**

**Population studied.** *Demographic characteristics.* The population studied was ...

- List any acknowledgments and grant support at the end of the text under a new section heading, **Acknowledgments**
- The list of references should follow a section heading, **References**.

## Tables

- Type tables on pages separate from the text. Provide a title and consecutive Arabic numbering for each.
- USE TABS, NOT SPACES, to separate columns when formatting tables. Do not use the table formatting option in Microsoft Word® or a Microsoft Excel® spreadsheet.
- CONVERT pre-formatted tables to text (separated by tabs) prior to submitting.
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- List source for table, as appropriate.

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- Maps, diagrams, drawings, and figures (bar graphs, pie charts, etc.) must be rendered in sharp detail and appear in black and white.
- Include actual data. For figures that contain percentages, include raw numbers.
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#### 4. REPORTS FROM THE FIELD

*This section of the Journal is intended for brief, descriptive papers about programs, workshops, symposiums, courses, and other interventions that we believe will interest our readers. While still hewing to the highest standards for timeliness and accuracy. Reports are not structured as research papers and do not contain statistical analyses. Innovative and/or newsworthy events especially will interest our readers. We recommend a limit of 2,000 words.*

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#### 5. HEROES AND GREAT IDEAS COLUMN

*A column published in the Journal since 2005, Heroes and Great Ideas is a space for telling the stories of people and initiatives that have worked successfully to improve life in medically underserved communities. Styles adopted vary widely and include traditional biographical or historical accounts, essays, and narratives. We welcome submissions to this section, which is reviewed by members of the editorial staff and editorial board. We recommend a limit of 2,000 words.*

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#### 6. ACU COLUMN

The ACU Column originates in the office of the Association of Clinicians for the Underserved. Interested authors should write to the Executive Director of ACU, Kathie Westpheling, at [kathiew@clinicians.org](mailto:kathiew@clinicians.org).

#### 7. BOOK REVIEWS AND OTHER REVIEWS

*Critical summaries of books, reports, videotapes, educational materials, and other materials of interest to our readers; 500-1,500 words. See Scholar One/Manuscript Central site (<http://mc.manuscriptcentral.com/JHCPU>) for current list of books available from the Journal office for review.*

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- Assess the contributions of the material being reviewed to the broad field of health care for the poor and underserved.
- Summarize the salient features of the work; assess its accuracy, readability, completeness, biases, and important omissions; and suggest an audience that might find the work useful.

Thank you for your interest in the *Journal of Health Care for the Poor and Underserved*

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