



Guidelines for Authors

The Elderly Health Journal (EHJ) is a biannually refereed, non-profit, and open-access journal that publishes original research articles, review articles, case studies, and short communications on aging and health. The primary objective of the EHJ is to provide the academic community with an avenue to share professional and academic knowledge in all areas of the subject. The editorial board invites the submission of articles related to all areas of elderly and health. The EHJ follows a “double-blind” [peer review process](#) in which the authors and reviewers are not informed of each other’s identity. Manuscripts submitted for review should have not been or be under current consideration for publication by other journals.

Editorial Policies

This journal defines an author as a person who has made a substantive contribution to either or all of the following: conceptualization and design of the study, collection, analysis and interpretation of the data, and writing the manuscript. All authors must verify the approval of the version to be published and to agree 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. The listing and order of all authors should be finalized prior to first submission and it cannot be changed later. The lead author is responsible for:

- All communications
- Uploading all submissions
- Revisions of the work
- Submitting a brief description of all authors in the title page
- Disclosing any information on prior or duplicate publication or submission elsewhere of any part of the work

Submission

The manuscript, the signed copyright form by author(s), and a cover letter to the editor-in-chief are submitted via either ehj@ssu.ac.ir or EHJ’s website. Cover letter signed by the author(s) must indicate that the manuscript has not been previously published or submitted for publication elsewhere. The names, affiliations, academic degrees, mailing addresses, telephone numbers, and e-mail addresses of all authors must be included in the cover letter. Conflicts of interest, if any, are also included in the cover letter. The corresponding author must register the manuscript at the EHJ’s website prior to its submission.



Types and formats of Acceptable Articles

All articles must conform to our formatting guidelines and not exceed the word count limit for its category.

Original article: Should report original findings and include a maximum of 3500 words of text, plus abstract, 40 references, 5 tables or figures. In general, this kind of publication should be divided into an Abstract, Introduction, Methods, Results, Discussion, Conclusions, and References.

Introduction should address the background and setting, theoretical framework, purpose of the study, and research questions guiding the study. It should neither review the subject extensively nor present any of the study's results and/or conclusions.

Methods must indicate clearly the steps taken to conduct the study. Specifically, it must include the following subsections: research design, subject selection, instrumentation, data collection, ethical considerations, and data analysis.

Results should be presented in chronological sequence in the text, table(s), and figure(s). The results should not be obtained from elsewhere. Table and illustrations have to be cited in order they appear in the text, using Arabic numerals.

Discussion should include the significance of the study, theoretical and clinical/practical implications, and suggestions for further research

Conclusions must be supported by the study's findings. The study's limitations and delimitations must be incorporated in drawing conclusions.

Short communication: A shorter article which should report original findings. Short communication may contain no more than 2 tables or figures, a maximum of 2000 words and 30 references. An abstract must be included.

Systematic Reviews and Meta-Analysis: These kinds of articles should be authoritative and identify any gaps in our knowledge or understanding. Systematic Reviews and Meta-analyses must contain a brief section entitled "Search strategy and selection criteria." This should state clearly the sources (e.g., databases, listing of journal or book references) of the material covered, and the criteria used to include or exclude studies; for example, English language only or studies conducted after a specific date. Review Articles should not exceed 5000 words plus abstract, 50 references, and 5 tables or figures.

It is recommended that authors follow the PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) guidance, and all systematic reviews must be accompanied by a completed checklist (available at <http://www.prisma-statement.org/>), which should be included as a supplementary file at the time of submission.



Editorials: editorials deal with important topics on which the author would like to express an opinion, i.e. 'hot' topics. Maximum of 1500 words and 20 references.

Case Reports: Clinically interesting cases should be written in a maximum of 1500 words (plus abstract) with no more than 2 figures or tables and a maximum of 10 references.

Qualitative Research Articles: Articles should be methodologically rigorous, offer new perspectives/data on 'old' problems, or extend current knowledge in particular ways. Maximum of 5000 words (including illustrative data), 50 references, and 5 tables or figures. All requirements for original articles should be addressed for Qualitative Research Articles

Letters to the Editor: provocative, stimulating and amusing letters on general points of interest, as well as comments on and criticisms of articles previously published in the journal. This correspondence offers an opportunity for feedback, debate, and the promotion of ideas for future articles. Letters to the Editor should be of no more than 1000 words, 10 references, and 1 table or figure. Letters to the Editors may be edited.

Book Reviews: no abstract or references are needed. They should be a short critical analysis and evaluation of the quality, meaning, and significance of a book that addresses at least one of main topics of the Journal (the authors should contact the Editor-in-Chief of the journal for his/her approval before submitting a Book review).

Language and Style

Papers should be in English, typed doubled-spaced, and saved as Microsoft Word document; PDF files are not acceptable. All measurements should be in the International System of Units (SI), which is the modern form of the metric system.

Submitted Manuscript Sections

The submitted manuscript should include the following items:

Cover letter

Title page

Abstract and keywords (if necessary according to article category)

Text (according to article category)

Acknowledgments

References

Tables (if any)



Figures (if any)

Appendices (if any)

Cover letter

The cover letter must include a brief purpose of the study, its importance to the journal, sole submission to the EHJ, and submission approval by all authors.

Title Page

Title page includes the title of the manuscript; authors' names and affiliations; name of the institution/university where the work was done; running title (short form of the main title listed at the top of all pages, maximum of 5 words with exception of prepositions and conjunctions words); and complete mailing address, telephone, number, and email address of the corresponding author. The cover page is by itself. The first character of all words in the manuscript title must be in capital form with the exception of prepositions and conjunctions words.

Abstract and Keywords

Abstract and keywords page should include the following items:

The abstract, not exceeding 300 words, should consist of four sections: introduction, methods, results, and conclusion.

Please list 5 keywords at the end of the abstract. At least half of the keywords should be MESH terms. (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

References

References should be numbered consecutively (Vancouver style) and cited in the manuscript text by number (not author and date). References should not be formatted as footnotes. We suggest the use of reference management software in preparation of references.

Examples of Referenced Journal Articles:

One author: Snowdon J. Severe depression in old age. *Medicine Today*. 2002; 3(12):40-7.

Two authors: Turk DC, Cohen M. Sleep as a marker in the effective management of chronic osteoarthritis pain with opioid analgesics. *Seminars in Arthritis and Rheumatism*. 2010; 39(6):477-90.



Three to six authors: Hunskaar S, Lose G, Sykes D, Voss S. The prevalence of urinary incontinence in women in four European countries. *British Journal of Urology*. 2004; 93(3):324-30.

More than six authors: Fairhall N, Sherrington C, Lord SR, Kurrle SE, Langron C, Lockwood K, et al. Effect of a multifactorial, interdisciplinary intervention on risk factors for falls and fall rate in frail older people: a randomized controlled trial. *Age and Ageing*. 2014; 43(5):616-22.

Examples of Referenced Books:

One author: Shephard RJ. *Aging, physical activity, and health*: Human Kinetics Publishers; 1997.

Two to six authors: Cheers B, Darracott R, Lonne B. *Social care practice in rural communities*. Sydney: The Federation Press; 2007.

Six or more authors: Hofmeyr GJ, Neilson JP, Alfirevic Z, Crowther CA, Gulmezoglu AM, Hodnett ED, et al. *A Cochrane pocketbook: Pregnancy and childbirth*. Chichester, West Sussex, England: John Wiley & Sons Ltd; 2008.

Edited book: Brooks A, Mahoney P, Rowlands B, editors. *ABC of tubes, drains, lines and frames*. West Sussex: Blackwell Publishing Ltd; 2008.

Book in a series: Bennett GL, Horuk R. Iodination of chemokines for use in receptor binding analysis. In: Horuk R, editor. *Chemokine receptors*. New York (NY): Academic Press; 1997. P. 134-48. (Methods in enzymology; vol 288).

Electronic book – entire book: Bartlett A. *Breastwork: Rethinking breastfeeding* [monograph online]. Sydney, NSW: University of New South Wales Press; 2005 [cited 2009 Nov 10]. Available from: Net Library

Translation of a book: Luria AR. *The mind of a mnemonist* [L. Solotaroff, trans]. New York: Avon Books; 1969.

Chapter in an edited book: Rowlands TE, Haine LS. Acute limb ischaemia. In: Donnelly R, London NJM, editors. *ABC of arterial and venous disease*. 2nd ed. West Sussex. Blackwell Publishing; 2009.

Chapter in a book: Speroff L, Fritz MA. *Clinical gynaecologic endocrinology and infertility*. 7th ed. Philadelphia: Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p.1103-33.

Reports and other Government publications: Australia. Parliament. Senate. Select Committee on Climate Policy. *Climate policy report*. Canberra: The Senate; 2009.

Thesis: Kay JG. *Intracellular cytokine trafficking and phagocytosis in macrophages* [PhD thesis]. St Lucia, Qld: University of Queensland; 2007.

Thesis – retrieved from database/internet: Pahl KM. *Preventing anxiety and promoting social and emotional strength in early childhood: an investigation of aetiological risk factors* [PhD thesis]. St



Lucia, Qld: University of Queensland; 2009 [cited 2010 Mar 24]. Available from: University of Queensland Library E-Reserve

Tables and Figures

Tables are placed at the end of the manuscript in separate pages. The position of each table should be clearly specified in the body of the text of the article.

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form as a separate file. All figures should be of high quality, legible, and numbered consecutively with Arabic numerals.

The superscripts and/or asterisks should be shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure, or plate.

Ethical Guidelines

- Papers should contain sufficient detail and references to permit others to replicate the work. Fraudulent or inaccurate statements constitute unethical behavior and are unacceptable.
- If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.
- Ethical considerations must be addressed in the “Methods” section.
- If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) (i.e., institutional review board or ethics review committee) had approved them. The reference number should be mentioned in the Ethical considerations sub-section.
- The principles outlined in the Declaration of Helsinki should be followed and it should be mentioned in the Ethical considerations sub- section.
- Authors should include a statement in the manuscript that the written informed consent was obtained for experimentation with human subjects. Please state that written informed consent was obtained from all human adult participants and from the parents or legal guardians of minors. Also, please state the manner in which a written informed consent was obtained from the study participants.
- The privacy rights of human subjects must always be observed.
- Editors may request that authors provide documentation of the formal review and recommendation from the institutional review board or ethics committee responsible for oversight of the study.



- The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, this has been appropriately cited or quoted.
- When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

All clinical trials must be registered prior to submission to the EHJ at one of the registration sites listed below. The registration number should be included in the Methods section.

Iranian Registry of Clinical Trials (www.IRCT.ir).

U.S. National Institutes of Health Clinical Trials Registry - <http://www.clinicaltrials.gov>

EU Clinical Trials Register - <https://www.clinicaltrialsregister.eu>

WHO International Clinical Trials Registry Platform - <http://www.who.int/ictrp/en>

Authorship Criteria

In accordance with the ICMJE recommendations, authorship in the EHJ is based on the following criteria:

Substantial contributions to the conception or design of the work; and the acquisition, analysis, or interpretation of the data.

Drafting the work or revising it critically for important intellectual content.

Approval of the final version of the manuscript.

Agreement 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.

Complaints Procedures

This procedure applies to complaints about the policies, procedures, or actions of The EHJ Editorial Board. We welcome complaints as they provide an opportunity and a spur for improvement, and we aim to respond quickly, courteously, and constructively. The following procedures are followed:

Definition

Our definition of a complaint is as follows:

- The complainant expresses his or her expression of unhappiness as a complaint.



- We infer that the complainant is not simply disagreeing with a decision we have made or something we have published (which happens every day) but thinks that there has been a failure of process; for example, a long delay, a rude response, or a severe misjudgment.
- The complaint must be about something that is within the responsibility of The *EHJ* editorial board - content or process.

How to Make a Complaint

- The best way to reach us is by email. Complaints should ideally be made to the person the complainant is already in contact with over the matter being complained about. If that is not appropriate, please email ehj@ssu.ac.ir
- Whenever possible, complaints will be processed by the relevant member of the Editorial Board. If that person cannot deal with the complaint, it will be referred to the appropriate section editor or the executive editor.
- Complaints that are not under the control of the *EHJ* Editorial Board will be sent to chairman of the *EHJ*.
- All complaints will be acknowledged within seven working days.
- If possible, a full response will be made within four weeks. If this is not possible, an interim response will be given within four weeks. Further interim responses will be provided until the complaint is resolved.
- If the complainant is not happy with the resolution, s/he can ask for the complaint to be forwarded to the Head of School of Public Health at Shahid Sadoughi University of Medical Sciences.
- If the complainant remains unhappy, complaints should be forwarded to the Shahid Sadoughi University of Medical Sciences chancellor, whose decision is final.
- If a complainant remains unhappy after what the chancellor's final decision, the complainant may complain to The Committee on Publication Ethics (COPE). COPE publishes a code of practice for editors of scientific, technical, and medical journals <http://www.publicationethics.org>. It will consider complaints against editors but only once a journal's own complaints procedures have been exhausted.

Ethics of scientific publishing

Duplicate Submission: Submission of a paper implies that it reports unpublished work and that it is not under consideration for publication elsewhere. Manuscripts that are found to have been submitted elsewhere, or to be under review elsewhere, will incur duplicate submission sanctions. If previously



published tables, illustrations or text are to be included, this should be clearly indicated in the manuscript and the copyright holder's permission must be obtained. Previously published material can be cited in a later review or commentary article, but it must be indicated, using quotation marks if necessary.

Duplicate Publication: Manuscripts that have been published elsewhere with the same intellectual material are considered duplicate publication. If authors have used their own previously published work, or work that is currently under review, as the basis for a submitted manuscript, they are required to cite the previous work and indicate how their submitted manuscript offers novel contributions beyond those of the previous work.

Selective Reporting of Data: Selective reporting of data is inappropriate, especially if unreported data are in disagreement with the findings of the selectively reported data. In accordance with the ICMJE, the EHJ supports publication of negative studies. Authors should cite publications in the literature that are relevant to the uniqueness of the research, publications by others, as well as of their own research. Previous publication of a preliminary report on the data is permissible, if it is stated clearly as a footnote.

Conflicts of Interest: Authors must acknowledge and declare any sources of funding and potential conflicting interest, such as receiving funds or fees from, or holding stocks and shares in, an organization that may profit or lose through publication of your paper.

Scientific Misconducts

Fabrication: Fabrication is the intentional misrepresentation of research results by making up data, such as that reported in a journal article. As with other forms of scientific misconduct, it is the intent to deceive that marks fabrication as highly unethical and different from scientists deceiving themselves. In some jurisdictions, fabrication may be illegal

Falsification: Falsified evidence could be created by either side in a case (including the police/prosecution in a criminal case), or by someone sympathetic to either side. Misleading by suppressing evidence can also be considered a form of false evidence (by omission).

Plagiarism: Plagiarism of text from a previously published manuscript by the same or another author is a serious publication offence. Small amounts of text may be used, but only where the source of the material is quoted and clearly acknowledged. Fraudulent data or data stolen from other authors is also unethical and will be treated accordingly. Any alleged offence is considered initially by the Editorial Board.

Retraction Policy: The EHJ for retraction of a published article uses the COPE flowchart <http://publicationethics.org/resources/guidelines>



Research Funding

Research funding and grant numbers (if any) should be disclosed at the end of manuscript.

Copyright transfer statement

Authors should sign copyright transfer statement when submitting their work to the EHJ.

Conflict of interest statement

Authors should acknowledge conflict of interests (if any).

Acknowledgments

The authors are encouraged to acknowledge the people and/or entities that supported the conduct of the study.