

## Instructions for Authors

### 1. About

Before you submit a manuscript for publication, please read the Instructions for Authors and the Editorial Policy. Submission of a manuscript to International Journal of Health Professions (IJHP) implies that its author(s) understand and accept the policies of the journal and have complied with and followed the Instructions for Authors. All manuscripts must be original and not previously published or under consideration for publication in any other medium. For each manuscript submitted one corresponding author acts in behalf of all the co-authors of an article.

### 2. Scope

The International Journal of Health Profession (IJHP) is an academic open access journal with principle focus on interdisciplinary and interprofessional collaboration of health professionals in research, practice and education.

IJHP calls for original articles (research studies, reviews, theoretical and methodological topics) on health professions and health care issues with an interdisciplinary or interprofessional perspective in the areas of:

- patient perspective and participation in inter-professional health care
- decision making science and development of evidence in health care provision
- studies of inter-professional collaboration from practice; problem-based and case-based collaboration; error and error management culture in inter-professional collaboration
- interfaces in sequential collaboration (patient pathways, treatment chains)
- cooperation and innovation in integrated health care, managed care, case management, e-health
- interdisciplinary clinical studies, assessments and outcomes
- promotion of self-determined participation in social activities, health and functioning in daily life from an interdisciplinary perspective
- Innovation in interdisciplinary research methods
- health policy, health economics with interdisciplinary/ inter-professional relevance
- higher educational didactics and educational issues with interdisciplinary/ inter-professional relevance

### 3. Language

IJHP publishes articles in English and German.

Title, abstract and keywords are required **both in English and German** language. Please use the appropriate boxes during online submission:



Enter the Title in English language in the box **Full Title**.

Enter the title in German language in the box **Secondary Full Title**.

The same applies for the abstract and the keywords:

International Journal of Health Professions **IJHP** Editorial Manager  
Role: Author Username: Thomas\_Bucher  
HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

**Title**

**Full Title** (required) ✓

Dolor Tellus: a challenge for the prevention in the school setting

**Secondary Full Title** (required) ✓

Dolor Tellus: eine Herausforderung für die Prävention im Setting Schule

**Abstract**

**Abstract** (required) ✓

Limit 250 words Word Count: 177

**Introduction:** The shortage of general practitioners in Switzerland requires new ways to ensure primary outpatient health care. The group practice Medbase Winterthur Neuwiesen has been testing the use of Advanced Practice Nurses (APN) and Clinical Nurses (CN) for the treatment of clearly defined cases with minor illnesses for the past two years. In the context of quality assurance, this study examines the quality of treatment and outcome in 60 patients with symptoms of an acute upper respiratory tract infection, half of whom were assigned to a general practitioner and half to a clinical nurse.

**Secondary Abstract** (required) ✓

Einleitung: Der Mangel an Hausärzten erfordert auch in der Schweiz neue Wege, um die ambulante Grundversorgung sicher zu stellen. Die Gruppenpraxis Medbase Winterthur Neuwiesen erprobt seit 2 Jahren den Einsatz von Advanced Practice Nurses (APN), resp. Clinical Nurses (CN) für die Behandlung klar definierter Fälle mit leichten Erkrankungen. Im Rahmen der Qualitätssicherung untersucht diese Studie die Behandlungsqualität und den Outcome bei 60 Patienten/-innen mit Symptomen eines akuten Infektes der oberen Atemwege, die je zur Hälfte einer Ärztin/ einem Arzt resp. einer APN/ CN zugeteilt wurden

Next

**Keywords**

Keywords must be separated by semicolons. Each individual keyword may be up to 256 characters in length.

**Keywords** (required) ✓ Limit 8 Keywords Keyword Count:5

clinical nurse; treatment quality; influenza; outpatient care; Switzerland

**Secondary Keywords** (required) ✓

klinische/-r Fachspezialist/-in; Behandlungsqualität; Grippe; ambulante Versorgung; Schweiz

Next



#### 4. Categories of Manuscripts

The following types of manuscripts are considered for publication:

- **Original research articles:** should include introduction, method, results and discussion (incl. limitations) sections
- **Reviews:** based on systematic literature search (e.g. potential analysis, study protocols).
- **Case studies:** should include introduction, method, selection of observations, results and discussion (incl. limitations) sections
- **Theoretical and methodological topics:** based on systematic literature search
- **Invited editorials:** the editors can invite experts for an invited editorial. The editors-in-chief decide upon authors and topics.

The type of manuscript must not be specified during the online submission of the manuscript in the editorial manager.

#### 5. Length

Complete manuscripts have a maximum length of 50'000 characters (including blanks).

Manuscripts contain text body and bibliography. Tables and figures are submitted separately.

Title, subtitle (optional), authors and affiliations, abstract (max. 250 words), keywords (3-8) are included separately during the submission process.

Enter **all** co-authors **with their institutional affiliation** in the following form in the appropriate field during the submission process in the Editorial Manager:

**Institution, unit, postal code, city, country**, e.g.

Anton Meyer, Zurich University of Applied Sciences, Department of Health, 8400 Winterthur, Switzerland

The screenshot displays the 'Enter Author Details' form within the Editorial Manager interface. The form is titled 'Enter Author Details' and includes the following fields: 'Given/First Name\*', 'Middle Name', 'Family/Last Name\*', 'Academic Degree(s)', 'Affiliation' (highlighted in yellow), and 'E-mail Address'. There is also a checkbox labeled 'This is the corresponding author'. The background shows the 'Authors' section of the submission process, with a 'Current Author List' table containing one entry: 'Dr. Thom'. The interface also shows navigation buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.



## **6. References**

Proper formatting of the references and bibliography is crucial. References and bibliography must be formatted in APA Style, 7th Edition (<https://apastyle.apa.org/>).

References and bibliography must be finalized and fully formatted before submission. Manuscripts with incomplete or incorrect references or bibliography will be sent back to the authors before peer review.

Instructions and examples can be found at [www.apastyle.org](http://www.apastyle.org) or [blog.apastyle.org](http://blog.apastyle.org)

## **7. Acknowledgments and ethical considerations**

All authors must disclose any financial support (including grant supports from federal, private and commercial organizations, scholarships, honoraria). Authors acknowledge the participation of patients in studies, scientific and/ or technical support of their colleagues not listed as co-authors. Ethical considerations must be mentioned (including the name of the body which gave approval, with a reference number), if appropriate. Clinical studies have to be registered following the WHO guidelines (<http://www.who.int/ictpr>) if appropriate.

Add at the end of each manuscript (after the discussion and before the references) the following subtitles and provide the necessary information:

- Acknowledgement(s)
- Ethical approval, registration
- Conflict of interest

## **8. Review process**

Submitted manuscripts undergo a two step review process.

In a first step two members of the editorial board decide, if a manuscript fulfils the content and formal criteria for the second step.

If the criteria are met, the manuscript will undergo a double blind peer review process. The reviewers receive the manuscript with a cover sheet without names and affiliated institutions of the authors. No further measurements for anonymization are carried out. The authors don't know the names of the reviewers.

Manuscripts are refereed by a minimum of two reviewers.

Details of the whole review process are explained in the Editorial Policy.

## **9. Submission**

All manuscripts must be submitted electronically via Editorial Manager:  
<http://www.editorialmanager.com/ijhp/default.aspx>



In case of technical problems, please contact the Editor of this journal at:  
editorial.manager@ijhp.info

### **Steps**

1. Register in the Editorial Manager. You will receive a username and a password by email.
2. Log in with your username and password as author (-> Choose „Author Login“).
3. The Editorial Manager system leads you step by step through the submission process.

The journal does not have article processing charges (APCs) nor article submission charges.

## **10. Manuscripts**

Manuscripts must be submitted as Word-files (.doc, .docx).

Author's name(s) and institutional affiliation(s) etc. must not be mentioned in the manuscript. The manuscript contains only the titles/subtitles, the text (including remarks, acknowledgments etc. ), and the references. Tables and images are to be submitted as separate documents (see below).

The word document with the manuscript has the following formats:

- Page layout: A4
- Margins: 2 – 2.5 cm
- Text in one column
- Pagination at the bottom in the middle
- Font: Arial, Times or another commonly used font
- Body text: left alignment, size: 11 – 12 pt.; line spacing: 1.5; paragraph spacing: 6-12 pt. after
- Titles and subtitles: same font and size as text, **bold**
  - Title of the article: **Small and capital letters, bold**
  - Main titles in the text: **CAPITAL LETTERS, BOLD**
  - Subtitles in the text: **Small and capital letters, bold**
- No numbering of titles and subtitles.

Tables and images

- Create a separate document for **each** table or image with consecutive numbering (e.g. table\_1.xlsx, table\_2.docx etc.).
- Tables may be submitted in Excel-format or in Word-format. Images, graphs etc. must be submitted in one of the following formats: TIFF, .GIF, .JPG; (min. 200 dpi).
- In the document each table/image has a consecutive number followed by a meaningful title e.g.  
Table 1: Job satisfaction of therapists in hospitals and nursing homes



- Refer in the body text to tables/images, e.g: “The job satisfaction of therapists working in hospitals is significantly lower than of those working in nursing homes (see table 1).”
- Mark in the body text the place where tables/figures shall be inserted by writing the number and title of the table/figure followed by the note “(INSERT HERE: table XX)”  
e.g.  
Table 1: Job satisfaction of therapists in hospitals and nursing homes  
(INSERT HERE: table 1).

See example on the last page.

### **11. Submission of manuscripts after revision**

If a revision of the manuscript is necessary after the review process, the following documents have to be uploaded:

- A cover letter with a brief response to all recommendations and criticisms of the reviews and a short summary of the changes made in the revised manuscript
- the revised version of the manuscript with the revised portions clearly indicated (tracked changes)
- a clean version of the revised version of the manuscript without the indicated changes.



## **EXAMPLE FOR MANUSCRIPT**

### **INTRODUCTION: DOLOR TELLUS IN ELEMENTRY SCHOOL CHILDREN**

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Table 1: Prevalence of Dolor Tellus in Europe

(INSERT HERE: table 1)

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### **Genetic dispositions for Dolor Tellus**

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### **Psychosomatic causes of Dolor Tellus**

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arcu sodales (Meier, 2014). Leo volutpat vivamus ut. Feugiat donec neque ridiculus mollis rutrum ornare as shown in figure 1.

Figure 1: Psychosomatic model of Dolor Tellus after Meyer et al. (2017)

(INSERT HERE: figure 1)

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## **METHODS**

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## **RESULTS**

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## **DISCUSSION: CONSEQUENCES FOR THE TREATMENT OF DOLOR TELLUS**

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## **Acknowledgements**

This review was financed by a grant of the No More Dolor Tellus Foundation in Zurich/ Switzerland. The authors would like to thank Elisabeth Giornali of Eulach University Library for her assistance with the literature search.

## **Ethical approval, registration**

No ethical approval necessary: Literature review without patient involvement



### **Conflict of interest**

None.

### **REFERENCES**

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