

Instructions for Authors

1. General notes

Before submitting a manuscript, please read the Instructions for Authors and the Editorial Policy carefully. 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 of the IJHP

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. 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.

Choose "Original Study" when asked for the article type during the online submission in the editorial manager.

4. 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 (see figure 1):

Figure 1: Submission of title, abstract, and keywords in English and German

The screenshot displays the submission interface for the International Journal of Health Professions (IJHP). At the top, the journal logo and 'Editorial Manager' branding are visible, along with user information: Role: Author, Username: Thomas_Bucher. A navigation menu includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY.

The main content area is divided into two sections:

- Title Section:** Contains two required fields: 'Full Title (required)' and 'Secondary Full Title (required)'. The 'Full Title' field contains the text 'Dolor Tellus: a challenge for the prevention in the school setting'. The 'Secondary Full Title' field contains the German translation: 'Dolor Tellus: eine Herausforderung für die Prävention im Setting Schule'. A rich text editor toolbar is visible above the text boxes.
- Abstract Section:** Contains two required fields: 'Abstract (required)' and 'Secondary Abstract (required)'. The 'Abstract' field has a word limit of 250 words and a current word count of 177. It contains an introduction in English: '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...'. The 'Secondary Abstract' field contains the German translation: '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 mit Symptomen eines akuten Infektes der oberen Atemwege, die je zur Hälfte einer Ärztin/ einem Arzt resp. einer APN/ CN zugeteilt wurden'. A 'Next' button is located at the bottom right of the abstract section.

A warning message on the left side of the form states: '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.'



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.

6. Format of manuscript, figures, and tables

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
- Line numbering: consecutive line numbering
- 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, no title numbering
 - a. Title of Article: **Normal case sensitivity**
 - b. Main titles in the article: **UPPER CASE LETTERS**
 - c. Subtitles in the article: **Normal case sensitivity**

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 manuscript example in appendix 1.



7. Acknowledgements, ethical considerations, conflicts of interest

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/ictrp>) if appropriate.

Conflicts of interest (e.g. commercial interests when products are mentioned) must be disclosed.

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

- **Acknowledgements (optional)**
- **Ethical approval, registration**
- **Conflicts of interest**

See manuscript example in appendix 1.

8. References

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

9. Preparations before submitting your manuscript: checklist, author's list with affiliations and cover letter

Checklist to improve your manuscript

The equator network (<https://www.equator-network.org/>) provides checklists to improve the trustworthiness and usability of scientific reports in the health sciences. "equator" stands for "enhancing the quality and transparency of health research."

For each type of study, there is an appropriate checklist: literature reviews, qualitative studies, observational studies, etc.. Choose the appropriate checklist for your study and carefully review your manuscript item by item. Make the necessary amendments in your manuscript. Complete the appropriate checklist; during the online submission process you will be asked to upload the completed checklist.



The more carefully you apply the checklist, the easier and faster the review process can be carried out.

List of authors

Prepare a list of all co-authors and their institutional affiliation. You will be asked to enter authors and affiliations during the submission). Prepare the following information for each co-author:

First name, last name, institution, unit such as department or division, zip code, city, country, e.g.:

Lea, Meyer, Zurich University of Applied Sciences, School of Health Sciences, 8400 Winterthur, Switzerland

John, Miller, Sunset Hospital, Neuro Rehabilitation Center, 23599 New Summerlake, Canada

Letter to the Editors-in-Chief

Write a short letter (max. 500 words) to the Editors-in-Chief with the following content:

1. Describe briefly your contribution (topic, method, results).
2. State why your article is relevant for the research, education, or practice of health professions.
3. Explain why the article fits into the scope of the IJHP (especially the interprofessional/interdisciplinary aspect).

An example of such a letter can be found in the appendix 2.

10. Submission

All manuscripts must be submitted online 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.

Important notes

Prepare all documents before you start the online submission: Manuscript, tables and figures, letter to the editors, and the checklist must be uploaded, otherwise you cannot complete the submission process (see Figure 2).



Figure 2: Entering the documents in the Editorial Manager

International Journal of Health Professions **IJHP** Editorial Manager

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Role: Author Username: Thomas_Bucher

Article Type Selection **Attach Files** General Information Review Preferences Additional Information Comments Manuscript Data

✓ Manuscript
✓ Cover Letter
• Checklist

Please provide any additional items.

Select Item Type
Cover Letter
Description
Cover Letter

Browse... OR Drag & Drop Files Here

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items manually if necessary.

Change Item Type of all files to Change Now Check All Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Manuscript	Manuscript	Manuskript_TEST_1.docx	24.3 KB	24.01.2022	Download	<input type="checkbox"/>
2	Figure	Figure	Abbildung_TEST_1.JPG	62.3 KB	24.01.2022	Edit Data Download	<input type="checkbox"/>
3	Table	Table	Tabelle_TEST_1.docx	13.5 KB	24.01.2022	Edit Data Download	<input type="checkbox"/>
4	Cover Letter	Cover Letter	Coverletter_TEST_1.docx	16.6 KB	24.01.2022	Download	<input type="checkbox"/>

Update File Order Remove Check All Clear All

Back Proceed

Enter complete information for all authors in the corresponding box (see figure 3).

Figure 3: Entering the authors in the Editorial Manager

International Journal of Health Professions **IJHP** Editorial Manager

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Role: Author Username: Thomas_Bucher

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments **Manuscript Data**

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.

+ Title
+ Abstract
+ Keywords
- Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List

Add New Author

Given/First Name* Toni
Middle Name
Family/Last Name* Coautorone
Academic Degree(s)
Affiliation Zurich University of Applied Sciences, School of Health Sciences, 8400 Winterthur, Switzerland
E-mail Address

This is the corresponding author

Incomplete information will lead to queries and delay the processing of the manuscript.



During the online submission you'll be asked to propose reviewers for your article (see figure 4). This is optional but you can speed up the review process by proposing competent reviewers who are willing to review your manuscript.

Figure 4: Proposing reviewers

The screenshot shows the IJHP Editorial Manager interface. On the left, a progress bar indicates the submission steps: Article Type Selection, Attach Files, General Information, Review Preferences (highlighted in yellow), Additional Information, and Comments. On the right, the 'Add New Reviewer' form is displayed with the following fields:

- Given/First Name *: Lana
- Middle Name
- Family/Last Name *: Miller
- Degree
- Position
- Institution
- Department
- E-mail *: lana.miller@university.edu

11. Review

Submitted manuscripts undergo a two step review process. In a first step the editors-in-chief check for the adequacy of the content and formal criteria. If necessary, they ask the authors to make improvements, or they reject the manuscript. If the criteria are met, the manuscript will be assigned to the responsible editor who organizes the 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 reviewed by a minimum of two expert peers. They send one of the following recommendations to the responsible editor: accept – minor revision – major revision – reject. The responsible editor decides based on the peer's recommendation.

12. Submission of manuscripts after revision

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

- A cover letter with a short summary of the changes made in the revised manuscript
- A list with a brief response to all recommendations and criticisms of the reviews
- 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.

The reviewers / the editors decide anew whether the manuscript is accepted for publication, needs further improvements, or is rejected.

13. Article processing charges, publication fee

The IJHP does not charge any fees for submitting, editing, or publishing articles. The Verein zur Förderung der Wissenschaft in den Gesundheitsberufen VFWG (Association for the Promotion of Science in the Health Professions VFWG) thus promotes scientific publication activity in the academic health professions in German-speaking countries.

Appendix 1: Example of a manuscript

Appendix 2: Example of cover letter (270 words)

1 INTRODUCTION

2 Dolor labortis – the revival of an old sickness

3 Montes erat est enim, quis est quaerat elit amet sed, vivamus vel ut (Müller, 2012). Eget
4 sodales erat integer ullamcorper fringilla ad, diam nam massa velit. Arcu orci Ornare
5 curabitur ultrices, mauris etiam risus eros pellentesque velit (see table1).

6 Table 1: Prevalence of dolor labortis in Europe

7 (INSERT HERE: table 1)

8 Aliquam vel massa nihil suscipit nulla. Tincidunt Tabelle 1 eu facilisi suspendisse lacus arcu
9 odio lacinia (...)

10

11 Biomedical causes of dolor labortis

12 Id dolore, ipsum sollicitudin purus consequat cum, quis orci, etiam in eu sunt fringilla,
13 quisque a phasellus (Plinius & Horaz, 2021) lectus scelerisque, ac imperdiet nibh ut congue
14 in tincidunt, lacus arcu odio lacinia laoreet as figure 1 shows:

15 Figure 1: Transmission of dolor labortis

16 (INSERT HERE: figure 1)

17 Condimentum non id at suscipit. metus lobortis, sollicitudin nam massa velit. Arcu orci,
18 dolorum ullamcorper Ornare curabitur ultrices, mauris etiam risus eros (...).

19

20 New findings from psychosomatics on dolor labortis

21 Elit vestibulum ultricies aliquet congue auctor convallis, mi ullamcorper vel placerat magna
22 nisl vivamus leo feugiat venenatis, laoreet metus, enim magna arcu sodales (Meier, 2014).
23 Leo volutpat vivamus ut. Feugiat donec neque ridiculus mollis rutrum ornare (...).

24

25 Goal of this study

26 Unk omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem
27 aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto (...).

28

29 METHODS

30 Wuismod donec nulla sed, felis lacus, mi tristique ut perspiciatis, unde omnis iste natus error sit
31 voluptatem accusantium doloremque laudantium, totam rem aperiam (...).

32 **RESULTS**

33 Viverra elit nunc dignissim ut dolor posuere, a hymenaeos pretium amet, euismod donec
34 nulla sed, felis lacus, mi tristique tristique aliquam (...).

35

36 **DISCUSSION**

37 **The Results of this study in the light of previous findings**

38 Mauris Lorem ipsum dolor sit amet, sodales sit integer phasellus lectus scelerisque, ac
39 imperdiet nibh ut congue in tincidunt, lacus arcu odio lacinia laoreet, condimentum non id at
40 suscipit. Kellus aliquam dictumst (...).

41 **Consequences for the prevention of dolor labortis**

42 Tincidunt Tabelle 1 eu facilisi suspendisse sit, eget arcu pellentesque mattis, mi lorem eget
43 vel lacus. Ut sed fusce, porta mattis. Massa libero cras bibendum, nunc eu dapibus
44 maecenas fusce, eget nam curab

45

46 **Acknowledgements**

47 This study was financially supported by the No More Dolor Labortis Foundation. The authors
48 would like to thank Elisabeth Giornali of the Eulach University Library for assistance with the
49 literature search.

50

51 **Ethical considerations, registration**

52 The Ethics Committee of the Canton of Zurich approved this study according to the
53 guidelines of the Swiss Human Research Act (Ref. No. ZH-2022-899-R).

54

55 **Conflicts of interest**

56 None.

57

58 **REFERNCES**

59 Bertma, P. (2019). Should Dolor Labortis Be Measured by Peak Picking or by Waveform Matching?
60 *Folia Doloris*, 61(5):305–308.

Appendix 2

Lee Autorone
Sternenberg Health University
Research Department
Talroad 13-21
CH-8499 Sternenberg

International Journal of Health Professions IJHP

Sternenberg, January 23, 2022

Dear editorial team

We're sending you our article with the title "Do the competencies of bachelor's degree graduates meet the demands of the health care system? Results of a follow up study in Switzerland measuring competencies at two time points."

At the end of their studies, graduates of the health professions assessed their acquired competencies on a scale (1 to 7). One year later, the same young health professionals assessed the extent to which they needed these competencies in their professional practice (online questionnaire). We were able to analyze N=1594 cases. The competencies for therapeutic work /nursing, interprofessional teamwork, and communication seemed to be sufficient. In the first professional year there was little demand for research and scientific writing skills. Deficits in dealing with IT and in stress management became apparent.

Our findings are relevant for the education of health care professionals and may help to improve the Swiss health care system. The results provide indications for adjustments in the curricula of various study programs. Results must be interpreted with care because they are based on self-assessments and may be subject to several biases.

In this study, young health care professionals assessed the appropriateness of their studies for professional practice. Bachelor graduates of nursing, occupational therapy, physical therapy, and midwifery programs participated in this study. This allowed for profession-specific and cross-professional analyses. This is in line with the scope of the IJHP.

Thank you for considering our contribution.

Kind regards

Lee Autorone, Mic Seondautor, Edai Thirdpos