

## Manuscript Preparation for Submission

*last updated: 22 February 2024*

When preparing your manuscript for the submission to the European Journal of Health Communication (EJHC), please **generally adhere to the APA (7<sup>th</sup> edition) guidelines** that you can find here: <https://apastyle.apa.org/style-grammar-guidelines>.

**Every submission to the EJHC must include at least two files: A title page and the manuscript.** The required content of these files is described on the following pages along with some especially important points from the APA guidelines.

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## General Formatting

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This applies to the manuscript as well as the title page:

- The title page and the manuscript (including abstract, tables, figures, and references) are to be submitted in Microsoft Word, OpenOffice, or RTF document file format.
- Font: 11-point Calibri, 11-point Arial, 12-point Times New Roman or 11-point Georgia
- Line-spacing: double-space
- Use *Title Case* for Headings (<https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case>).
- Insert page numbers in the top right corner. The page number should be included on all pages.

## Title Page

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The title page must contain the following information:

- Title
- Author Information (see below)
- Declaration of possible conflicts of interest
- Funding statement
- Ethical Approval statement

## Author Information

Please provide the following information for all authors:

- Name
- Affiliation (Department, University, Country):
  - Please list the affiliation that was relevant at the time the study was conducted.
  - **No more than two affiliations** may be added per author. Dual affiliations can only be added if the two institutions both contributed substantial support to the study
- ORCID iD (if available)

Please provide the following information for the corresponding author:

- E-Mail address

Furthermore, make sure to include the following sections on the title page:

- *Author Contributions*: Specify the contribution of each author to the manuscript by using the following template (only authors should be listed in the author contributions; other persons – e.g. data collection support – may be mentioned in the acknowledgements):

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Conceptualization (main idea, theory):  
Funding acquisition:  
Project administration:  
Methodology (design, operationalization):  
Data collection:  
Data analysis:  
Writing – original draft:  
Writing – review & editing:

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- *Author Biographies*: For each contributing author, include a short biography (2 to 3 sentences).

### **Conflict of Interest Statement**

Explicitly declare, whether there are any conflicts of interests associated with your manuscript. Also explicitly state if you think that there are no conflicts of interest.

### **Funding Statement**

Explicitly mention, who (institution, sponsor, funding) provided the necessary funding for the research presented in your submission.

### **Ethical Approval**

If human subjects are involved in your research, please indicate whether the research project was approved by an ethics committee or an institutional review board and provide the name of this body as well as the approval number (if available). If ethics approval was not sought, or if an exemption was granted for the research by the ethics body, these circumstances should be explained. If the approval has not yet been collected (e.g. in the case of a pre-registration) authors should indicate how they plan on obtaining the ethical approval and consent. Also explicitly state, if you think that no ethical approval was necessary for your research.

## Manuscript

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### First Page

The first page of the manuscript must include the **title of your submission**, the **abstract (max. 200 words)**, the **wordcount (only main text, without tables and reference list)**, and **suitable keywords for your article (min. 3)**.

### Reporting Statistics

- Include non-breaking spaces around mathematical operators (e.g., “ $M = 1.23$ ”, “ $p = .05$ ”, “ $p < .01$ ”).
- Round means and SDs for data measured on integer scales to one decimal (e.g., 1.4; also in tables and figures).
- Round other statistics to two decimals (also in tables and figures).
- Report p-values to three decimals (e.g., “ $p = .005$ ”, “ $p < .001$ ”).

These are just the most common rules. For a comprehensive guide on how to report statistics in APA style, see: <https://apastyle.apa.org/instructional-aids/numbers-statistics-guide.pdf>

### References

- Format your references according to the APA (7<sup>th</sup> edition) standard: <https://apastyle.apa.org/style-grammar-guidelines/references>
- Include DOIs as hyperlinks in the reference list in the following format: [https://doi.org/\[doi\]](https://doi.org/[doi])

### Tables and Figures

Tables and figures must be placed at the end of the manuscript file and numbered in the order they appear in the text. An in-text callout (example: “[Figure 1 here]”) must be inserted on a separate line just after the paragraph where each figure or table should appear.

#### *Tables*

- Use the same font in tables as in the rest of the manuscript.
- Only use horizontal lines and borders.

#### *Figures*

- Use a non-serif font in figures. Font size should be equivalent to the font size of the text.
- Make sure that your figures have a high resolution. If possible, provide them in .svg format.

Generally, tables and figures should be formatted according to the APA standards.

### **Language**

- Make sure that **British English spelling** is used throughout the manuscript and all supplementary material.
- We advise all authors to send their manuscript to a professional language editing service before handing in the final version of their manuscript.

### **Anonymisation**

Make sure that the manuscript is anonymised to ensure a double-blind review process:

- Omit mentions of concrete project identifiers (e.g. names, numbers, etc.) in the manuscript.
- Make sure no identifying information is included in the acknowledgments.
- Keep references to your own previous publications in the text, but ensure that the wording does not explicitly link these works to you (e.g. avoid sentences such as “In our previous study (Surname & Surname, 1999), [...]” and rephrase to “In previous studies, it has been found [...] (Surname & Surname, 1999).”).