Instruction For Authors

Thank you for your interest in *Journal of Hospital Management and Health Policy (JHMHP)*. Please consult the following instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. We are looking forward to your submission.

1. ABOUT THE JOURNAL

   *Journal of Hospital Management and Health Policy* (JHMHP) is an international, open access, peer-reviewed online journal for dissemination of hospital management and health policy research. As the official journal of Hospital Management Institute, Fudan University, the journal represents the joint commitments to introduce and rethink the cutting-edge studies, hot research topics, and common challenges in the field of hospital management and health policy, with an attempt to summarize and share the relevant experiences in policy R&D, development, and implementation from an international perspective.

2. MANUSCRIPT CATEGORIES

   (1) ORIGINAL ARTICLE

   Word limit: 5,000 words (Max) excluding abstract but excluding references, tables and figures

   Abstract: Structured. 450 words (Max)

   References: No maximum.

   Figures/tables: No maximum, but 10 figures should be sufficient.

   Videos*: 3 (Max)

   *Playback time of all videos should be no more than 15 min - to be distributed amongst the videos as authors see fit.

   Description: Originality and clinical impact are essential for acceptance of Original Articles.

   Such an article is to present original basic science or clinical research findings by the authors in the field of pancreatic cancer. The abstract should contain the following subheadings: Background, Methods, Results and Conclusions. Original articles should entail a section describing the contribution of each author to the manuscript. See section “Authors’ Contribution” for details. Meta-analysis will be categorized into this type.
* When concerning experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national). Furthermore, authors also need to confirm that the patient has given their consent for the publication. The editorial office may request copies of the informed consent documentation at any time. We recommend the following wording used for the consent section as: “Written informed consent was obtained from the patient for publication of this article and any accompanying images. A copy of the written consent is available for review by the Editors-in-Chief of this journal.”

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(2) REVIEW ARTICLE
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References: No maximum
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Description: Reviews are comprehensive analyses of specific topics. JHMHP emphasizes that an acceptable Review Article should not be a ‘book chapter’ generally covering a topic, but should be a focused application of literature to address a relevant clinical issue. The Editors submit them upon invitation. Proposals for reviews may be submitted; however, in this case authors should only send an outline of the proposed paper for initial consideration. Both solicited and unsolicited review articles will undergo peer review prior to acceptance. Review articles should entail a section describing the contribution of each author to the manuscript. See section “Authors’ contribution” for details.

(3) BRIEF REPORT
Word limit: 2,500 words (Max) including abstract but excluding references, tables and figures
Abstract: Unstructured. 250 words (Max)
References: 20 (Max) Figures/tables: 8 (Max) Videos*: 3 (Max)
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Description: Manuscripts containing pertinent and interesting observations concerning visualized surgery and reports on new observations or studies that do not warrant publication as a full research article will be considered for the brief report. These submissions will undergo full peer review. The text should be arranged as Abstract, Introduction, Patient selection and workup, Pre-operative preparation, Equipment preference card, Procedure, Role of team members, Post-operative management, Tips, Tricks and Pitfalls and Conclusion.

(4) CASE REPORT
Word limit: 2,500 words (Max) excluding references, tables and figures
Abstract: Unstructured. 250 words (Max)
References: 20 (Max) Figures/tables: 8 (Max) in total
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Description: New observations of diseases, clinical findings or novel/unique treatment outcomes relevant to practitioners in visualized surgery covering all fields. The text should be arranged as follows: Introduction, Case Report, Discussion or Introduction, Patient selection and workup, Pre-operative preparation, Equipment preference card, Procedure, Role of team members, Post-operative management, Tips, Tricks and Pitfalls, Discussion.

The authors should provide a statement at the end of the main text to confirm that the patient has given their consent for the Case reports to be published. The editorial office may request copies of the informed consent documentation at any time. We recommend the following wording is used for the consent section: “Written informed consent was obtained from the patient for publication of this Case Report and any accompanying images. A copy of the written consent is available for review by the Editor-in-Chief of this journal.”

If the patient has passed away, informed consent for publication must be sought from the next of kin of the patient. If the patient is a minor, or unable to provide consent, informed consent must be sought from the parents or legal guardians of the patient. In these cases, the statement in the ‘Consent’ section of the manuscript should be amended accordingly.

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(6) EDITORIAL
Authors: 5 (Max)
Abstract: Not required Text: 2500 words (Max)
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Figures and Tables (combined): 2 (Max)
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Description: The Editors will invite an expert in the field to discuss a paper or report or event within the past few months or so, or in the near future and provide a commentary on the importance of each accepted paper to outline its strengths and weaknesses. It should set the problems addressed by the paper/report/event in the wider context of the field.

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Description: Correspondence on content published in JHMHP or on other topics of interest to our readers is welcomed. The journal might invite replies from the authors of the original publication, or pass on letters to these authors.

3. STRUCTURE OF THE MANUSCRIPT

Document structure. The text should be prepared using Microsoft Word processing software (.doc or .docx) and structured as follows:
Title page Abstract
Keywords
Main text (see Content Specifications section above)
Tables
Legends
References
Figures

The text should be keyed double-spaced throughout. A clearly readable font should be used (e.g. Arial, Calibri, Times New Roman, Verdana). Font size should be 10 or 12. Pages should be numbered. Language should be English. Spelling can be British or American, but consistent throughout. Any abbreviations should be defined on first usage in the text. Terms that are mentioned less than 3 or 4 times in the text should not be abbreviated.

Title page
The title page should include:
1) A brief and descriptive title of the article (no abbreviations allowed);
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4) The name, address, telephone and/or fax numbers and the e-mail address of the corresponding author;
5) The contribution made by each author should be briefly stated in the Authors’ Contributions section (See “Authors’ Contributions” in detail);
6) Footnote section: Conflicts of Interest (See specific statement in the following Policy of Conflict of Interest);
7) Acknowledgements (All sources of funding for the work should be included in this section).

Abstract
The Abstract should conform to the requirements noted in the Content Specifications section above. It should not
contain any abbreviations or reference citations.

**Keywords**
Following the Abstract, 3-5 keywords should be given.

**Main text**
The text part should be arranged into short/sharp paragraphs, which are best suited for reading on-screen. JHMHP strongly discourages lengthy text descriptions. Authors are instead urged to use videos and figures to explain their points. The text should be considered as the matrix which cites and binds the multimedia components together. IMPORTANT: supporting description concerning the multimedia objects should be contained within the Legends only and NOT repeated in the text. The company name, city and country of any commercial material must be included at first mention within parentheses in the text.

If an article describes any procedure, technology or apparatus that is new, has not been used in the indication described, or is being used for a purpose for which it was not originally intended, it is the responsibility of the authors to ensure that all ethical committee, institutional review board, and/or governing body approval has been properly obtained. Such approval must be explicitly stated in the main text.

**Tables**
Tables should be self-explanatory, supplementing but not duplicating the text. A brief title should be provided. Any abbreviations used in the Tables should be defined at the bottom. Each Table should be on a separate page.

**Legends**
Legends are required corresponding to each individual figure and video (do not repeat legend information in the text).

A list of references to the literature should be arranged sequentially following appearance in the text. Referenced articles should ideally be not older than 5 years.

Personal communications, and unpublished data should not be included in the list of references, but can be mentioned in the text.

The Vancouver system of referencing should be used (examples are given below). In the text, references should be cited using numbers in round brackets in which they appear consecutively [e.g., “cancer-related mortality (19); “denocarcinoma (29,30)”). If cited in tables or figure legends, number according to the first identification of the table or figure in the text. In the reference list, cite the names of all authors when there are three or fewer; when more than three, list the first three followed by et al.

Do not use ibid. or op cit. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g., Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Journal names should be abbreviated according to Index Medicus: http://www.ncbi.nlm.nih.gov/nlmcatalog/journals. Authors are responsible for the accuracy of the references.

To optimize hyperlinking of references to enable editors and reviewers to cross-reference online, the format and punctuation should be as given in the examples below:

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**Books**

**Multi-author books**

**Online publications**

or
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Specifications: .tiff or .jpg files; resolution: 300 dots per inch; pixel screen width: 1280, grayscale for black and white, RGB for colour.

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Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of in accordance with the Helsinki Declaration as revised in 2013, available at: http://www.wma.net/en/30publications/10policies/b3/%20index.html. The journal retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies. All investigations on human subjects must include a statement that the subject gave informed consent. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized (or an eye bar should be used).

For studies in the following categories:
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Case-control study: A case-control study is designed to retrospectively analyze the exposure to the risk factor of interest in subjects with known outcomes (with or without disease; dead or alive; or, with or without other predetermined endpoints).
Prospective cohort study: In a prospective cohort study, patients with known exposure to a risk factor are followed and then the outcomes (with or without disease; or, dead or alive) were identified.
Cross-sectional studies: Cross-sectional studies are performed to investigate the occurrence of a specific disease or the status quo of a clinical condition.
Basic or translational medical research using human specimens:
• Authors must state whether their studies had been approved by an institutional review board (IRB) (if yes, please provide the number of approval document). For a multi-center study, IRB approval must be obtained from each center.
• The authors must state whether all the subjects had signed the informed consent forms. For subjects under 18 years of age or those with limited capacity to give informed consent, a legal guardian or representative must also sign the consent form.
conduct, the authors must state whether their caregivers had signed the informed consent forms.

• Also, the authors should state whether the study outcomes will affect the future management of the patients.

► For other categories:
Returning and ambispective cohort studies: In these studies, the patients’ exposure to risk factor(s) were retrospectively identified, followed by the retrospective follow-up of the patients to determine the relationship between the future or current endpoints (with or without disease; or, dead or alive) and the exposure.

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• Also, the authors should state whether the study outcomes will affect the future management of the patients.

• The authors must state whether all the subjects had signed the informed consent forms before enrollment. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms. However, for retrospective studies based on a hospital medical record system, no informed consent is required.

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If the study has a prospective design:

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• The authors need to state whether the previous studies had been approved by the local medical ethics committee(s)
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For more information on statement of ethics, please feel free to consult our editorial staff.

9. INFORMED CONSENT
Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient

(or parent or guardian) gives written informed consent for publication. Informed consent is required for Case report, original/research articles and visualized surgery. The statement should be included in the footnote.
It may be possible to publish without explicit consent if the report is important to public health (or is in some other way important); consent would be unusually burdensome to obtain; and a reasonable individual would be unlikely to object to publication (all three conditions must be met).

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(2) Conflict of Interest
Our journal complies with the International Committee of Medical Journal Editors’ uniform requirements on Conflict of Interest statement.

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Update on March 11, 2019