

## **Checklist for Authors submitting original articles.**

Before you submit your manuscript, please check the instructions to authors to ensure that your manuscript is in the correct format. Manuscripts not in the correct form will be returned to the authors, please note that it is your responsibility to get the manuscript into the required format!

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General	<p>Pages arranged in this order: title page, summary, text, references, tables, figures.</p> <p>Please number all pages clearly.</p>
Title	<p>Is the title adequate and appropriate for the article?</p>
Title page	<p>Article title, names of all authors and affiliations, corresponding author contact details, running title, key words.</p>
Summary	<p>Does it contain the essential information of the article? Is it suitable for inclusion by itself in an abstracting service?</p> <p>This should explain briefly what was done, what was observed and what was concluded. Summaries should be structured, with the following headings:-</p> <ul style="list-style-type: none"><li>• Background</li><li>• Aim</li><li>• Methods</li><li>• Findings</li><li>• Conclusion</li></ul> <p>Summaries must not exceed 250 words.</p> <p>This is arguably the most important part of the entire paper, and will be the first, and perhaps the only, part of your paper that is read.</p>
Text	<p>Word limit equates to approximately 4000 words in total, which includes summary, text, acknowledgements and references. Each figures and/or tables present will reduce the word count permitted by 200 words.</p>
References	<p>Have the references been made to the most recent and most appropriate work?</p> <p>References within the text should be in superscript Arabic numbers and should all be listed in the reference list. Please view the Instructions to Authors for a full guide to the correct reference style. Journal titles should be in italics and journal volume numbers in bold. Lists of authors should be given for up to six authors; list the first three for seven or more and add <i>et al</i> (italics).</p>
Tables	<p>Tables should be numbered in Roman numerals (e.g. Table III). Each table should be on a separate sheet after the references and should include a title which makes the meaning clear without reference to the text.</p>

Figures	All illustrations are to be numbered with arabic numerals as Figures 1, 2, 3 etc. without abbreviation, in the order of their first mention in the text. A short explicit legend must be provided for each figure. All such legends should be listed together in the final section of the manuscript.
Figure legends	Listed on separate pages.
Acknowledgements	In accordance with the instructions to authors and appropriate statement included.
Conflict of interest	In accordance with the instructions to authors and appropriate statement included.
Source of funding	In accordance with the instructions to authors and appropriate statement included.

### **What we look for in your paper.**

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Relevance to the JHI	Please check with the list in <i>Advice for Authors (April 2011)</i> that the subject matter of your paper actually falls within the scope of the JHI.
Novelty	This is the most important factor that we ask the referees to consider. We are interested in work that is novel and original. Authors should not submit work merely because they need to get a paper published in order to graduate or before applying for a new job or promotion.
Scientific merit	Is the work scientifically rigorous, accurate and correct?
Originality	Is the work relevant? Does it contain significant additional material to work already published?
Appropriateness	Is the material appropriate to the scope of the journal?
Clarity	Is the English clear and well-written? Please write in plain English; poorly written English may obscure the scientific merit of your paper and may lead to rejection.  Are the ideas expressed clearly and concisely? Are the concepts understandable? Is the discussion written in a way that is easy to read and understand?
Statistics	If statistical methods have been used, are they relevant and appropriate for the data? Have you used commonly understood symbols?