

Journal of Correctional Health Care Information for Authors

The only national, peer-reviewed scientific journal to address correctional health care topics, the *Journal of Correctional Health Care's* mission is to inform correctional health professionals of trends and developments important to their field. The *Journal* welcomes original manuscripts that report empirical research findings, review the literature in an area of interest, or qualitatively describe case studies or best practices related to common problems in correctional settings. Also, recent books addressing correctional health or related fields may be reviewed.

Editorial Policies

To ensure that the *Journal of Correctional Health Care* meets the highest standards, its editorial policies are based on the Editorial Policy Statements approved by the Council of Science Editors (CSE). These policies address the following areas:

- Responsibilities and Rights of Editors of Peer-Reviewed Journals (e.g., quality of content; editor responsibilities to authors, readers, and peer reviewers; and editor rights)
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- Conflicts of Interest and the Peer Review Process (disclosure requirements applying to authors, editors, and peer reviewers)
- Relations Between Editors and Their Publishing or Sponsoring Societies (e.g., the author maintains total responsibility, authority, and accountability for editorial content)
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In addition, authors are expected to adhere to *Journal* policies governing manuscript development, review, and publication. These policies are based on the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs), promulgated by the International Committee of Medical Journal Editors (ICMJE). The URMs address the following areas:

- Ethical Considerations in the Conduct and Reporting of Research (e.g., credit for authorship and contributorship; editor roles and editorial freedom; peer review; disclosure of conflicts of interest for authors, editors, and reviewers; privacy and confidentiality of patients/study participants, authors, and reviewers; protection of research subjects)
- Publishing and Editorial Issues Related to Publication in Biomedical Journals (e.g., the obligation to publish negative studies; corrections and retractions; copyright policies; overlapping publication in another journal; publishing correspondence from readers and authors; theme issues and special series; electronic publishing considerations; advertising)
- Manuscript Preparation and Submission (e.g., how to prepare and send the manuscript)

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Authors must submit a statement indicating that the manuscript has not been published previously and will not be submitted to another journal for consideration until after notification is received from the *Journal*. The editor assumes that articles from a particular institution are submitted with appropriate approval. Authors must disclose real or potential conflicts of interest, including corporate financial or material support.

Upon acceptance, all authors must sign a publication agreement and transfer of copyright and complete a conflict-of-interest disclosure form. Lead authors also must supply a current curriculum vitae.

Review Process

The corresponding author will receive notice after the manuscript is received. Manuscripts are subject to blind peer review by at least two correctional health experts. Authors will be notified of the review process results in 3 to 6 months. All manuscripts will be edited to conform to the *Journal's* standards and style.

Manuscript Preparation and Submission

Prepare manuscripts, including references, using the style and standards specified in the *Publication Manual of the American Psychological Association*, 5th edition (APA). Submit the manuscript as an e-mail attachment or on disk (MS Word software preferred). If submitting hard copy (8½-x-11-inch paper, double-spaced, single-sided, 1-inch margins), send four copies. Limit manuscript length to 15 pages, excluding supporting materials such as figures.

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References listed at the end of the article must be cited in the text, and any reference mentioned in the text must appear in the reference list. References must follow APA style.

Send the manuscript to journal editor John R. Miles, 250 Gatsby Place, Alpharetta, GA 30022; e-mail journal@ncchc.org; fax (770) 650-5789.

Journal of Correctional Health Care Checklist for Authors

- Letter of submission
- Conflict of interest statement, if applicable, from all authors
- Original manuscript (four copies if submitted in hard copy)
- Title page with author contact information, credentials, affiliations, and acknowledgments
- Abstract of 120 words or less, plus keywords
- References (APA Style)
- Tables with legends (on separate pages)
- Figures/illustrations with legends (digital or camera-ready)
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