



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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IN REPLY REFER TO

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21 January 2011

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: AUTHOR REQUIREMENTS AND PUBLIC AFFAIRS CLARIFICATIONS:
THE JOURNAL OF HEALTHCARE, SCIENCE AND THE HUMANITIES

Ref: (a) BUMEDINST 6010.26a
(b) BUMEDINST 6500.3

Encl: (1) JHSH Contributing Author Guidelines

1. Per reference (a), to provide clarification and requirements for Navy Medicine authors submitting candidate manuscripts for publication in the Journal of Healthcare, Science and the Humanities (JHSH).

2. JHSH is an academic, peer reviewed, international publication. It is published by Navy Medicine with the Smithsonian Institution Scholarly Press (SISP). It is one of the value added professional benefits of the Navy Medicine Institute for the Medical Humanities and Research Leadership (NMI). Over 90 international scholars and editing experts serve JHSH with their academic and professional leadership. First edition is anticipated Spring 2011. Per standard academic publication procedures, applications will be made after first publication for indexing in a variety of forums including PubMed.

3. Consistent with academic publication peers such as *Nature*, *Science* or the *New England Journal of Medicine*, JHSH has its own Author Guidelines and requirements. To meet diverse disciplines, these are based upon APA style and formatting. Enclosure (1) is the current edition. These are written for all authors not just those from Navy Medicine or other federal agencies. Enclosure (1) will be updated annually and will be made readily available. These requirements, including a rigorous comprehensive 4 stage academic/editing review process, are under the sole authority of the Editor, the JHSH Executive Leadership, and the JHSH Editorial Board. Local editors, if assisting, will help authors to meet enclosure (1) regulations. No other standards for academic peer review, editing, and formatting are to be used.

4. Consistent with Navy Medicine policy, all JHSH submitting authors must faithfully fulfill all regulations and requirements for chain of command and public affairs approvals. Such approvals are not the domain of the JHSH Executives or Editorial Board members. To ensure best publication practices and preclude possible missteps, JHSH has instituted an effective three tiered oversight process designed to support our Public Affairs Leaders and to alleviate any unnecessary expenditure of their time and effort. The following pertain:

- a. Level 1: Per enclosure (1), all Navy Medicine authors must complete chain of command and public affairs requirements as established on the local command level and in each region. In the event of need or circumstance as determined by the Editor, JHSH leadership may require documentation of the same.
- b. Level 2: At the HQ level (NMI, JHSH Leadership), all manuscripts must successfully pass four stages of rigorous academic and editorial critique and assessment. When preparing for final

transmission to the publishing house, all manuscripts are copied to the BUMED PAO for final processing. JHSH Editorial Board members assist the BUMED PAO as subject matter experts. If issues arise, all parties will assist until resolution is achieved.

- c. Level 3: JHSH is published jointly by Navy Medicine and by SISP. It is therefore a federal publication. Since SISP is a federal entity, it will have a third level of public affairs review that must be met. Such will be accomplished before publication and before printing by the Government Printing Office. If issues arise, all parties will assist until resolution is achieved.

5. In addition, these matters directly assist our continuing enrichment and compliance regarding federal ethics and integrity standards for the Responsible Conduct of Research regarding Publication Practices and Responsible Authorship. Therefore, this information is copied to all Navy Medicine Research Integrity Leaders for awareness, distribution, and incorporation into potential continuing education and training initiatives for all personnel per reference (b).

6. Point of contact is Dr. Edward Gabriele, Special Assistant for Ethics and Professional Integrity (M00E) and JHSH Editor at (202) 762-3041, (202) 316-4892, or Edward.Gabriele@med.navy.mil.



DR. EDWARD GABRIELE
By direction

Copy to:
RADM Flaherty
CAPT Dawson
Navy Medicine Research Integrity Leaders
CAPT Surette

CONTRIBUTING AUTHOR GUIDELINES

The Journal of Healthcare, Science and the Humanities

A Navy Medicine Publication

July 2010

I. General Information

The Journal of Healthcare, Science and the Humanities – A Navy Medicine Publication (JHSH) publishes a wide variety of articles intended to enrich and advance the body of knowledge of healthcare, medicine and the medical humanities, as well as the art and science of the healthcare and allied professions. Authors can submit manuscripts reflecting diverse topics relevant to the mission of Navy Medicine for healthcare for all people, including members of the US Armed Services, and the public trust. Authors need not be members of Navy Medicine or the US federal government to submit a manuscript to be considered for *JHSH* publication.

While authors are strongly encouraged to explore relevant diverse fields of inquiry and various topics, manuscripts that may appear to give commercial or political endorsement to products, programs or organizations are not acceptable. Program or project summaries/exemplars, formal case studies, or case scenarios are acceptable, but must be carefully constructed to avoid any subtle commercialization or politicization. Authors are free to submit academic manuscripts that seek to present differing or alternative views to current issues and debates. Such manuscripts may make relevant conclusions. However, manuscripts cannot be used for political or commercial advancement either directly or indirectly. If there is need, final decisions regarding these issues will be made by the Editor having heard the members of the Journal Executive Leaders including Intellectual Property Counsel.

When an author submits a proposal or full manuscript to *JHSH* for consideration, for all practical purposes it falls solely under *JHSH* consideration. *JHSH* will not consider manuscripts that are being submitted or considered elsewhere simultaneously. If an author wishes to have a work rescinded from *JHSH* consideration for submission to another publication, the author must request and be granted (at least via email) an official notification regarding the same from the Editor or Senior Associate Editor.

Of particular importance, unless there is clear justification and only with the written permission of the previous publisher, *JHSH* will not accept manuscripts published elsewhere, or that will be published prior to appearing in *JHSH*. Authors must inform the Editor of such matters at the time a manuscript is submitted. Such matters must be acknowledged in the Author's Note. These matters usually require the review of Intellectual Property Counsel. Counsel oversees and advises in the area of intellectual property and copyright matters. Please see Section X below for more information.

II. Representative Manuscript Categories

JHSH encourages authors to choose from a wide range of categories for presenting subject matter. Authors may explore various categories and possibilities with the Senior Associate Editor. The Senior Associate Editor will discuss these explorations with the Editor who has responsibility for final decisions in this area. The following are several representative categories.

- a. *Research papers* report the results of original research. Articles should reflect the stages of the research process and be organized into distinct sections (i.e., introduction, materials and method, results, conclusions, cited references, acknowledgments, tables and figures—see “Style” below).
- b. *Theoretical articles* draw upon existing research literature to advance a theory in any area related to research development and/or administration.
- c. *Scholarly critiques* organize, integrate, and evaluate previously published information on mission relevant topics. Authors should identify contradictions, gaps, and inconsistencies in the body of knowledge and recommend steps needed to resolve the identified problem(s).
- d. *Commentary articles* present an author’s point of view on a relevant topic. The author’s position is supported by literature citations, data and/or examples from personal experience.
- e. *Formal case studies or case scenarios* provide background information on an example, a problem or a related issue and describe how this problem or issue has been resolved within a particular organization. Case studies must follow the prescribed methodologies specific to the relevant disciplines germane to the subject matter.
- f. *Program or project summaries/exemplars* provide overview of various efforts that are either in process or have been completed. Summaries or exemplars are descriptive or narrative in nature and seek to disseminate information about diverse academic or professional programs in use by relevant institutions or provide critical support or leadership for healthcare leaders. Such articles may draw conclusions or may promote other initiatives by way of enrichment for the professions, the body of knowledge, or the allied disciplines.
- g. *Reaction papers* are articles in which the author responds to an article previously published in the *JHSH* or perhaps in other periodicals provided that the *JHSH* readership would be familiar with the latter. Such articles may be initiated from the field or invited by the Editor. The author of the original manuscript will always be given an opportunity to reply.
- h. *Review articles* evaluate items such as books, films and other media, diverse educational or professional resources, emerging legal cases and changes in legislation etc relevant to research and its administration.
- i. *Other articles* may include edited transcripts of roundtable discussions that focus on topics of interest to researchers and research administration personnel; articles based on interviews with key policy-makers; or other forms of written expression deemed appropriate to the *JHSH* mission by the Editor. More creative writing is also potentially appropriate such as relevant essays etc. For all such decisions, the Editor consults collegially with the Journal Board of Governors.

III. Submission Review Processes

All submissions generally undergo four stage processes of rigorous review, discernment, evaluation, and approvals. The Editor has the prerogative to adapt these processes to meet various circumstances.

Stage 1: Authors send initial submissions, whether actual manuscripts or concept proposals, to the Senior Associate Editor directly. The Editor, Senior Associate Editor, and Associate Editors review for preliminary assessment any immediate revisions and for applicability within the *JHSH* mission. If the original submission had been a full manuscript and no revisions were required for Stage 1, the Editor

notifies the author and forwards the manuscript for Stage 2. If the author had submitted a manuscript originally and if revisions from Stage 1 were required, the author submits the final version to the Senior Associate Editor for acceptance before Stage 2 review. If a proposal was submitted, the author must submit a final manuscript with Stage 1 revisions to the Senior Associate Editor.

Stage 2: The Editor forwards the final manuscript, upon receipt, to the Chair of the Academic Review Committee (ARC) for rigorous peer review. *All Journal peer reviewers have signed non-disclosure agreements and conflict of interest declarations to protect an author's rights and academic propriety.* Peer review processes nearly always require revisions. The author and the ARC Chair work together to address matters stemming from peer review and to ensure that the manuscript is revised accordingly.

Stage 3: After successful peer review and after all peer review revisions are met, the ARC Chair sends the manuscript (revised, if needed) to the Chair of the Manuscript Editorial Committee (MEC) for rigorous editorial and formatting reviews, revisions and critiques. Authors should be prepared for revisions and reformatting. The author and the MEC Chair process and finalize the manuscript. When MEC review is completed, the MEC Chair sends the final manuscript back to the Editor as certified ready for final review.

Stage 4: Upon receipt from the MEC Chair, the Editor sends the final edition of the manuscript to the Senior Associate Editor for final review and approval by the Journal Associate Editors. Any additional changes required are completed between the author and the Senior Associate Editor. Upon successful final review by the Associate Editors, the Editor formally accepts a manuscript for a future edition of *JHSH*.

Note: The Editor may make further determinations regarding requirements or revisions to manuscripts. The Editor also is the approving agent for whether revisions from various stages are required or suggested. The Editor notifies the author of final acceptance.

IV. Style Requirements

APA Style Requirements: *JHSH* has adopted the publication style manual of the American Psychological Association (APA) as the guide to follow when submitting manuscripts. Copies are available in most public and university libraries or through most university psychology departments. Reference information: Publication Manual of the American Psychological Association (5th Ed., 2005), Washington, DC: American Psychological Association.

APA Style Web Resources: The URL links below provide additional information and assistance for APA style requirements.

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.apastyle.org/elecref.html>

<http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm>

<http://www.psychwww.com/resource/apacrib.htm>

Formatting Specifics:

In addition to meeting APA style requirements, articles should be organized according to the format below. All papers must be divided into appropriate, titled sections and subsections for reader-ease. Sections and subsections will depend upon subject matter.

- a. *Introductory Material.* Each manuscript must begin with the title, name of author(s) with current title(s) and institutional affiliation(s). For regular articles and manuscripts (not creative essays pre-approved by the Editor), titles of papers shall be consistent with the scholarly and professional nature of the Journal. Informality, a casual tone, and colloquialisms are to be avoided. Authors may indicate their academic rank or degree by use of Dr. in front of their name. If this is used, initials for degrees after the name are not to be used. When electing to use degrees after an author's name, periods are not to be used. For example, PhD, not Ph.D. For the sake of brevity, complete mailing or contact information about all authors need not be included. However, contact information for the corresponding author is to be included, either in the introductory material or as part of the Author's Note. Authors are also to provide complete, precise information for themselves and each co-author. The following example illustrates how basic address and contact information are to be submitted:

Mary Smith, MD, PhD, CPI
Chair, Department of Surgical Research
University of Smithville
301 Smithville Road
Smithville, MD
Tel: (301) 456-1234
Fax: (301) 456-1235
Email: Mary.Smith@smithville.edu

- b. *Author's Note.* Immediately following the title and author information, each paper must include a brief, un-indented paragraph containing important preliminary and/or disclaimer information. The paragraph, called an Author's (or Authors') Note, will state whether the material has been based on a preliminary presentation or derived from other materials such as the author's doctoral dissertation. If the work were supported by a grant, contract, or similar instrument, proper credit must be given. The Author's Note is also to include any required institutional disclaimers. It should also indicate any corresponding author information as may be relevant per the paragraph above. The Author's Note is to include information relative to contributors to the paper. See the information below concerning requirements for designating authorship as opposed to contributors. Authors will place any acknowledgments in the Author's Note.
- c. *Abstract.* Immediately following the Author's Note and without any page break, all articles will have an abstract of approximately 200 words. The abstract is to be a single paragraph of plain text without bullets, indentation or subsections. The abstract must use key information from the text to provide a clear, concise and unbiased summary. Abstracts are not to be used for reviews.
- d. *Keywords.* Immediately following the abstract and without any page break, list at least three key words to facilitate electronic searches of the manuscript. Examples of such key words might be: management, research administration, professional development, human subject protection, animal research, responsible conduct for research, grant administration, research regulations, etc. The choice of key words will depend greatly on the subject matter. Key words are not to be used for reviews.
- e. *Introduction.* Immediately following the key words and without any page break, the actual text must begin with an Introductory section, followed immediately by middle sections, and then the conclusion. The Introduction is to be entitled "Introduction." In the Introduction, the author might thoroughly chronicle the past history of the subject under discussion with appropriate use of references from the literature. Both the content and length of the introduction will vary according to subject matter.

- f. *Middle Sections.* Based upon subject matter and methodology, the middle portion of the manuscript is to be divided into appropriate sections and subsections. Each must be introduced with an appropriate subtitle. See Section V for the formatting of headings for sections and subsections.
- g. *Conclusion.* This section should provide a concise summary of the materials already presented, and point toward future or practical implications and/or implementation.
- h. *References.* Most Journal articles should provide a reference list at the end on a separate page. Accuracy is the responsibility of the author; references will not be validated in editorial review. Chapter 4 of the APA publication manual provides detail on the correct format for all referenced articles except for law reviews, which will follow the referencing styles and techniques used by those institutions and law schools. Finally, other types of Reviews (e.g., book/media or resource reviews) do not require references per se unless essential.

V. Manuscript Preparation Requirements

Manuscripts must be submitted (including tables and figures) in single spaced copy. Standard American or UK English usage and spelling are the norm, the latter for authors from UK English-speaking communities. Except for clearly stylistic conventions that can be reasonably justified in an academic and professional publication of this nature, authors are to avoid overly informal compositional style and language. Similarly, the use of the first person singular or plural is not to be used except where the usage mirrors the style of academic/scientific papers in scholarly publications. Contractions are not to be used except for intentional style purposes or within quoted materials. In citing a person, diminutive forms of first names shall not be used. For all tables and figures, see “Graphics” below for more detailed instructions. All manuscripts must use one-inch margins throughout. Authors are to submit all materials in electronic format compatible with MS Word for MacOS and Windows. It is the author’s responsibility to ensure software compatibilities for both text and graphics. Manuscripts should not contain any specialized formats, automatic styles, or other such features not capable of being easily translated between computing platforms or unable to be shaped by desktop graphics technicians at the Society’s publishing house.

Bullets

Bullets are cumbersome in scholarly work and are not permitted. An exception may be made for an appendix that reproduces an already in-use reference. Numbered lists are acceptable.

Electronic Submission

All manuscripts should be submitted to the Senior Associate Editor via an E-mail attachment. All manuscripts must be submitted in MS Word format for MacOS and/or Windows. See directions below regarding graphics. Authors may wish to review examples of previously published articles as guides. These can be made available upon request.

Headings

Each manuscript must be subdivided into various relevant sections as discussed above. Sections can be further subdivided as needed to enhance the discussion or for other editorial reasons. Major sections should use Level 1 headings. Subsections should use headings for Levels 2 through 4 as relevant. Directions for formatting Level Headings follow:

- Level 1: Helvetica 14pt Centered Uppercase and Lowercase Heading [Bold]
Level 2: *Helvetica 14pt. Centered, Italicized, Upper and Lowercase Heading*
Level 3: Helvetica 14 pt Flush Left, Italicized, Uppercase and Lowercase Heading
Level 4: *Helvetica 14pt Indented, italicized, lowercase paragraph heading ending with a period*

Where authors do not have Helvetica font, Arial is to be substituted.

Typeface

Except for headings as listed above, Times New Roman 12pt font is required for the body of the manuscript and references. Do not use bold or underlining for emphasis. Italics are allowed as appropriate to APA style guidelines.

Headers and Footers

Headers or footers (including footnotes) are not permitted in the manuscript. “Headers and footers/footnotes” are not the same as “headings” addressed above.

Pagination is allowed at the bottom center for review purposes only.

Length

Regular articles should be approximately 15-20 pages single-spaced (9,000 – 12,000 words) not including references, tables, graphics, or other appendices. For lengthy manuscripts (those exceeding 20-25 pages), prior approval of the Editor is required. The Editor grants approvals for lengthier manuscripts in consultation with *JHSH* senior leadership.

For articles that would be of greater length, authors can arrange with the Editor for the publication of companion manuscripts in back-to-back editions of the Journal. For reviews, texts are limited to 5-8 pages single-spaced including references.

Punctuation

For the Abstract and Author’s Note only, type these texts as single paragraphs with no indents. For all other paragraphs, start each with an indent. Use a comma between elements and preceding the conjunction (and, or) in a series of three or more. Use a semicolon to separate elements in a series that already contains commas. Use a colon between a grammatically complete introductory clause and a final clause. Do not use a colon to introduce an incomplete sentence. Avoid the overuse of double quotation marks for words; use them only the first time an *ironic comment* is coined. Introduce a key or new technical term in *italics*.

References

Chapter 4 of the APA publication manual provides detail on the correct format, including the hanging indent for the second and subsequent lines of the reference. A brief list of common citation types follows. Use Arabic numbers throughout the references unless a Roman numeral is part of a title.

Book (author):

Hewlett, L.S. (publication year). *Title of work*. Location: Publisher.

Book (editor):

Roberts, N.M. (Ed.). (2001). *Book title*. Location: Publisher.

Chapter in an Edited Book:

Hewlett, L.S. (1999). Title of chapter in book. In author or editor of book, *Title of book*. (pp. xxx-xxx). Location: Publisher.

Journal Article (print):

Hewlett, L.S., Evans, A. E., & Belfar, S. F. (1998). Title of article. *Title of Periodical*, volume xx, number x, (pp. xxx-xxx).

Journal Article (electronic):

Justin, A.A. (2001). Title of on-line article. *Title of Periodical*, xx, x, xxx-xxx. Retrieved day month year from <http://www....>[rest of source url address]

VI. Graphics Requirements

All tables, figures and graphics must be submitted in two ways. First, they are to be submitted at the end of the MS Word document per below. They are also to be submitted as separate computer files, namely as permanent graphic file formats such as JPG, PIC, or TIFF. The two sets of submissions allow graphics specialists to provide careful quality assurance and quality controls due to the possibility of font or image artifacting when transferring files between computer hardwares or between interoperable computing systems.

Graphics can be submitted in color, grayscale, or black and white only. However, authors have it as their responsibility to ensure that color graphics are clearly discernible if printed in grayscale. Graphics must be clear and easily readable. Authors are solely responsible for ensuring the readability of graphics and will be asked to revise or edit. Editorial staff are not responsible for editing graphics, tables, and figures.

Tables are to be numbered consecutively in the order in which they are introduced in the text, using Arabic numerals preceded by the word "Table." Identify each figure, drawing, illustration, chart or graph consecutively by number (using Arabic numerals) preceded by the word "Figure." Consistent with comments above, all graphics must be in file formats suitable for desktop graphics publishing. When creating tables, figures or graphics within word processing documents, present all text in standard Times New Roman. Tables and figures will be printed in black/white and grayscale only.

Per above, do not embed tables and figures within the manuscript itself where they will appear at publication. In the same Word file, place on separate pages after the references. However, within the appropriate place in the actual text of the paper, embed a "stage direction" immediately before where the table or figure should appear. Bold, italic text and parentheses are to be used for the "stage directions." Authors are to center the "stage direction" so that it assists graphics designers when shaping copy. The following is an example:

(Insert Table X or Figure X here)

Authors must avoid incorporating commercial references and logos in figures. Figures must fit into one or two columns of the Journal page and be very clear. Use only Times New Roman type font. *Notes are to be in italics at the bottom of the table as may be applicable.* The table's number is presented flush left (and in consecutive order) without a period after the table number. The title, italicized and in upper/lower case, starts flush left one line beneath it.

Place the title information *above* each table, in the following format:

Table 1
Journal Readership Exceeds Expectations

Place the title information *beneath* each figure, in the following format:

Figure 1. Journal readership exceeds expectations.

If there are any questions regarding complications regarding tables, figures and graphics, the Editor may assist. Assessment and decisions regarding such issues will be made after hearing requirements from the Journal's publisher/graphics arts experts and/or the Chair of the Manuscript Editorial Committee.

VII. Authorship

For all *JHSH* submissions, the naming of authors is to be consistent with contemporary practices of other academic publications and the norms for responsible authorship and publications under the core elements for the responsible conduct of research. Authorship may only be ascribed to those individuals who personally contributed to the actual writing of a manuscript, its design, conceptual development, or its academic or professional scholarship. Honorary authorship by virtue of one's position within a first author's chain of command (e.g. Department Chair) is not permitted. Authors are permitted to list other individuals as contributors where this would be relevant and appropriate. Contributor information is to be placed in the Author's Note paragraph. However, information about contributors must be kept brief and relevant.

Authors submitting manuscripts must apprise the Editor immediately if controversies exist concerning authorship or other related issues. *JHSH* cannot take responsibility for mitigating author disputes or related controversies. If an author dispute were to be discovered and claimed after publication, *JHSH* and Intellectual Property Counsel have the right to direct retractions, errata, or other corrections in future editions of the Journal in accordance with pertinent laws, regulations, federal requirements, or academic standards. These actions and others may be taken in the event of research misconduct.

The Editor and relevant members of the Journal Editorial Board reserve the right to edit contributor information. The Editor and relevant members of the Journal Editorial Staff also reserve the right to dialogue with authors concerning author designation. Failure to comply with these standards for authorship designation may result in the rejection of a manuscript.

VIII. Responsible Conduct of Research Standards

Authors must clearly adhere to all standards regarding research integrity and the responsible conduct of research. *JHSH* strictly adheres to requirements regarding research misconduct, namely falsification, fabrication, and plagiarism. If an allegation of research misconduct is made, the matter is immediately referred to the Editor who then immediately refers the matter to the Journal's Intellectual Property Counsel. *JHSH* strictly will support all requirements and processes for such matters to their conclusion.

Articles involving human subjects or animal research must indicate appropriate IRB or IACUC protocol review and approval, and cite the approved protocol number. When there may be questions regarding whether data/materials are determined to be human subjects research or involve human research efforts that are exempt from regulations, the text must clearly indicate when and by whom such determinations have been made.

Similarly, authors must disclose relevant conflict of interest information where applicable. All questions regarding these areas and other matters related to academic, research, publications, or professional ethics are to be referred directly to the Editor.

IX. Intellectual Property Information

As a publication of the U.S. Government, *JHSH* is not copyrighted. Authors, other than federal government employees who have prepared their manuscripts during the course of their employment, retain the copyright to their work. In most instances, manuscripts co-authored jointly by government and private sector individuals will be in the public domain.

Federal employees must complete all publication clearance requirements from their respective agencies or manuscripts cannot be published. Proof of completion of clearance requirements may be required. For all private sector authors and co-authors, manuscripts require the submission of a signed and dated copyright release or license to use the work from the first author upon submission of the first draft.

JHSH adheres rigorously to United States norms for ethical authorship under the standards for the responsible conduct of research; and honors the academic standards and expectations of other international peer publications.

If an author's manuscript is accepted for publication in *JHSH*, all first authors and co-authors must sign appropriate author agreements and comply with various Navy Medicine directives. One such area is to respect the work derived from previous efforts. Therefore, all authors must disclose such factors and work with the Editor and Journal Leadership for the preservation of all intellectual property and copyright issues relative to materials cited or used.

Those seeking permission for duplication and use of articles authored solely by private sector individuals must contact the first author directly. *JHSH* is not responsible for the processing of or permission for the duplication of any published manuscripts.

X. Contact Information

Manuscripts and/or concept proposals for articles are to be sent directly to the Editor and Senior Associate Editor at Journal@med.navy.mil. If there are difficulties with transmission, contact the main voice mail of the Navy Medicine Institute for the Medical Humanities and Research Leadership at (202) 762-3600.