

- The manuscript should be written completely in compliance with the journal's format; otherwise, it will not be accepted.
- It is worth mentioning that those manuscripts having citations to one of the papers published in this journal will be offered a special privilege.
- Submitting manuscripts or documents in PDF format is not accepted.
- The full manuscript must be submitted through website
- In order to avoid delays in publishing of papers, the authors are required to consider the following points:

To avoid duplication, the respectful authors have to consider the points established by editorial board of medical journals in country.

a) In the case of submitting a manuscript in two different languages -one in a Persian medical journal and the other in another language (English, French, German, etc.) simultaneously, the two editors should be informed of this.

b) If submission is not simultaneous: First, the second journal's editor should be informed about it. Second, the manuscript's previous publication information along with its address must be mentioned in the abstract. Author(s) should enclose a written undertaking along with manuscript, confirming the above mentioned points with signature of the author(s).

### **Paper submission**

The manuscripts should be submitted to *sbrh.ssu.ac.ir* for examination. The full manuscript must contain title, author(s) name, the corresponding author's name and surname, cell phone number, and email address, scientific rank of author(s), abstract, all tables, figures, and charts. Manuscript should be submitted in two separate files (the first file with name and author(s) profile and the second without name and author(s) profile).

### **Article Types**

#### **Original Article**

These articles must be of primary research, methodologically accurate, and relevant to social behavior research & health. They should contain no more than 7000 words excluding structured abstract, tables, and references. Each manuscript should clearly state an objective or hypothesis; the design of study and methodology (including study setting, patients or participants, inclusion and exclusion criteria, sampling and data source); data analysis and interpretations; the main results of the study, discussing the results; the conclusion. For all original articles, a structured abstract is required.

#### **Editorial**

Editorials are the message of the SBRH and are written in-house by the journal's Editorial Board members. Editorials are preferably no more than 2000 words. These provide state of the art discussions on the SBRH main scopes. An unstructured abstract is required for these types of articles.

#### **Review Article**

These articles consist of systematic reviews, meta-analyses, meta-syntheses, and health system reviews. These articles may be up to 7000 words excluding abstract, tables, and references. Inclusion and exclusion criteria for studies should be described in a flow diagram. The specific type of study or analysis, intervention, population, exposure, outcomes or tests should be described for each data source or article. Authors are to clearly cover the following topics in the method section: search strategy and selection criteria, data extraction, quality assessment, and data analysis. A structured abstract is required.





SBRH encourages authors to conduct and report systematic reviews and meta-analyses based on **PRISMA** guideline.

### **Short Communication**

Short communications are short articles (mini original articles) that present original and important preliminary findings that do not warrant publication as a full-length article but are still worthy of publication. Short communications should have an un-structured abstract and should not be more than 4000 words including references and up to three tables or figures/illustrations. The main text should be sub-divided into background, methods, results, and discussion, but should be written as concisely as possible. To maintain brevity, these articles do not need key messages.

### **Letter to Editor**

We welcome short letters with topics of interest to the SBRH readership. These letters should not exceed 700 words including only one table or figure, references and the main text. No abstract is required for these articles.

### **Case reports**

This kind of manuscript should include unstructured abstract, keywords, introduction, case report, discussion, conclusion, conflicts of interest, acknowledgment, and references. Case report should have 1500-2500 words. The title should include the words 'case report' as well as a description of the reported phenomenon (e.g., reporting of new and rare food borne pathogen). Three to five key words should be provided.

### **Text Style Guide**

Use A4 size. Text should be left-justified. Use preferably Times and New Romans font. Use 1.15 line spacing. Use Initial Upper Case for Title, Headings and Subheadings, Keywords, Affiliations, and Authors' Name. Make the titles, headings and subheadings bold or use different color.

Paper should be written in fluent English using MS Word with margins intended by 2 cm from both sides. Paper files are accepted in WORD 2003/2007. All Page orientations should be in portrait style.

<b>positions</b>	<b>Font name</b>	<b>Font size</b>
Main title	Times New Roman (Bold)	15
Main text and references	Times New Roman	11
Subtitles	Times New Roman (Bold)	11
Author (s) name	Times New Roman (Bold)	10
Abstract and keywords	Times New Roman	10
Tables and figures' title	Times New Roman (Bold)	10
Tables, figures' text	Times New Roman	10

- **Abbreviations (short names):** An abbreviation or acronym (short name) is justified only if they are standard (like gr instead of gram). Units should be mentioned in SI.
- **Acronyms:** Acronyms are not allowed except when they are very common. Also in the text, the first use of an acronym should be in full form (with the acronym in bracket).
- The term (percent) should be written like 29%, decimal numbers should be like 15.06, and the decimal digit must be uniform through whole text, for example by two digits.



## Preparing Title Page

Main file of paper including: Title page, abstract, main text. All above mentioned point shall be submitted in one file. Multiple file submission should be avoided. The description for writing each part is provided as below:

### Title page

The title page should contain the following components:

- Manuscript Title: please keep it as precise and concise as possible and ensure it reflects the subject matter
- Corresponding author's name, qualification, affiliation, telephone number, and email address
- Each author's affiliation
- Title (better not to exceed 25 words)
- "Running title" which is the main title's abbreviation should be mentioned (50 characters with spaces)
- Abbreviations and acronyms should be avoided in the main title.
- Each author's scientific degree should be mentioned as MD, PhD, BS, MSc in front of his/her name.
- Corresponding author is required to be distinguished by \* sign.
- Authors' sequence should be shown by superscript alphabetical.
- Keywords should be extracted only by using guidelines from the **MeSH** (Three to five words selected from MeSH).

**Important Note:** While submitting your manuscript please bear in mind to upload the Authorship Form as well (this form must be completed and signed by corresponding author).

### Abstract

Include a structured abstract of no more than 350 words for original articles and reviews. An abstract is often presented separately from the article, so it must be able to stand alone. It should state briefly and clearly the purpose and setting of the research, the principal findings and major conclusions, and the article's contribution to knowledge. Abstracts should be prepared in IJHPM style including background, methods, results and conclusion. For other manuscripts, include an unstructured manuscript of no more than 300 words that summarizes the objectives and background, main points and conclusions of the article. Abstracts are not required for correspondence, and letters to editors.

## Main text of paper

### Introduction

Introduction should give the study's objectives, thus there is no need to provide broad information existing in scientific texts. Papers should clearly describe the subject's background, the authors' work, and unanswered questions from previous studies. Paper text should include the following points:

In introduction these points should be discussed:

\*Variable definitions (research subject description)

\*Research importance

\*Brief review of literature

\*Research objective

### Methods

This section should be prepared in details so that the research can be continued by other researchers. Therefore, in this section methods and materials used in selecting samples, data collection, type of intervention, etc. should be mentioned. Also, the applied statistical concepts should be clearly described. If methodology is well-known enough only reference may be mentioned, but if it is a new concept, it should be



described in an understandable and detailed approach so that it can be repeatable and practically feasible for other researchers to be performed. In the case of using any particular equipment or device, its name, factory name, and its address should be mentioned inside brackets. Any drug used in the study and its generic name, dosage, and application method should be provided. Respecting the applied software and computer systems, their year and edition should be mentioned inside brackets.

If the study includes questionnaires or checklists, they should be mentioned too. Also, authors should determine the exact validity and describe the process of validating. Methods for determining the questionnaire's reliability and the manner of applying final report on the results to meet reliability should also be explained. In standard questionnaires, name and reference should be mentioned

### **Formulas**

- Equations should be typed only in **MathType**.
- Graphical objects should not be used.
- Your equations should be editable.
- If you have used built-in equation editing tool in Microsoft Word, the equations will become unusable during the typesetting process. To resolve this problem, please re-key your equations using Math Type.
- Long equations should be set off from the text and numbered sequentially.
- If you cannot avoid using many equations or schemes, you can collect them in a table of equations and shot them as a framed figure to avoid typesetting errors.

### **Tables**

- Should be prepared left to right and without any margin
- Table number and caption always appear above the table.
- Should be editable and upright on the page, not on sideways.
- Should be prepared with no borders and columns.
- Should be plain with NO colors, shading, or graphics.
- Should not contain inserted text boxes, tables within tables or cells within cells.
- Should be cited in numerical order upon their first mention.
- Symbols and abbreviations should be defined immediately below the table, followed by essential brief description.
- All tables should be inserted at the end of Results. Authors should not upload them as separate files

### **Figures/illustrations**

- All figures/images must be cited within the main text in numerical order.
- All figures/images must be centered. Figure number and legend always appear below the figure.
- Histograms should be prepared in a simple, two-dimensional format, with no background grid.
- Graphics downloaded from Web pages should not be used.
- Figures/images should be inserted at the end of Results. Authors should not upload them as separate files.
- Figures or illustrations with their titles beneath are accepted in JPG format.
- Minimum figures' resolution should be 200 dpi and their maximum size can be 500 KB.
- Figures caption should be centered in the below. Charts should be mapped in two dimensions.
- If a figure or table is obtained from another reference, the reference number should be written at the end of figure or table and citation should be included in reference part.
- Appendixes and notes should be mentioned at the end of manuscript after references.

### **How to include other points**

Appendixes and notes should be mentioned at the end of paper after references.



## **Results**

Findings of the research include the most important results and must appropriately answer objectives, questions, and hypotheses. They should be provided in logical order in form text, table, chart, and figure.

All tables, charts, and figures have to be numbered.

If research population is in numbers, the first table should be table of demographic variables of participants. Repeating the data should be avoided. Table content and other information tabulated in tables should not be repeated in text, but rather the numbered related table should be referred to.

Sequence of tables, charts, and figures should be consistent with objective sequence.

Tables, charts, and figures irrespective of text should be completely clear; their understanding should not depend on full study of the text.

## **Discussion**

Discussion section includes the following:

- Interpreting and discussing the results achieved from the study (by researcher): results should not be repeated in detail in this part.
- The current findings should be compared with those of previous literature to support or reject the study results.
- Advantages and limitations: when talking about advantages and limitations, the degree of generalization for findings should be considered.

## **Conclusion**

The study's conclusion should be clear and draw on the achieved findings.

## **Acknowledgments**

All papers must carry an acknowledgment text to thank all those people who helped in thinking, designing, or carrying out the work, or supplied materials. Also, mentioning the name of supporting organizations and sponsors is necessary in this section. If the manuscript is extracted from a student's proposal, mentioning proposal's number and university name in acknowledgment section is also necessary. Here in this section the research's sponsor should be mentioned.

## **Authors' Contribution**

Enter all author contributions in the submission system during submission. The contributions of all authors must be described using the **CRedit Taxonomy** of author roles.

Contributions will be published with the final article, and they should accurately reflect contributions to the work. The submitting author is responsible for completing this information at submission, and it is expected that all authors will have reviewed, discussed, and agreed to their individual contributions ahead of this time.

## **References**

- All references should be relevant and up to date. At the end, full details of the corresponding in-text reference should be provided.
- References should be in superscript and numbered sequentially. The number is placed after relevant full stops and commas.
- To minimize errors in writing, application of bibliographical information management software is recommended, such as Reference Manger and Endnote.
- If it involves multiple simultaneous references, like references 3, 4, 5, 6 it should be introduced as (3-6) in the text. In discussion section sometimes a compound of numberings exist, which should be mentioned as (7, 4, 1-8).





- Arrange references as a simple list at the end of your manuscript based on our Endnote and Manually style. Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted.
- Only one publication can be listed for each number.
- Published conference abstracts, numbered patents and preprints on recognized servers may be included in reference lists, but text, grant details and acknowledgements may not citing in the text.
- Three or more consecutive references are cited in a range with dashes.
- References in tables, figures, and panels should be in numerical order according to where the item is cited in the text.
- Please note that if references are not cited in order the manuscript may be returned for amendment before it is passed on to the Editor for assessment.
- List the surnames and initials of first names of all authors if there are 6 or fewer; otherwise list the first 3 and add 'et al.' Use one space only between words up to the year and then no spaces.
- Citations should be numbered sequentially and according to Vancouver style, they should be placed appropriately within the text. All Persian references have to be written in Latin and at the end the term [Persian] must be mentioned. The remaining bibliographical information should be arranged as the following.

**Journal article:**

Surname of author or authors (space) initials(.) full name of paper(.) full name of journal(.) publication year(;)volume(no.)(:):first page number(-)the last page number(.)

*Example:* Jajarm HH, Mohtasham N, Rangiani A. Evaluation of oral mucosa epithelium in type II diabetic patients by an exfoliative cytology method. J Oral Sci. 2008; 50(3): 335-340.

**Book:**

Surname of author or authors (space) initials(.) full name of book(.) edition number (ed) place of publication(:) name of publisher(;) publication year(.P(:):first page number(-)the last page number.)

*Example:* Little JW, Falace DA, Miller CS, Rhodus NL. Dental management of the medically compromised patients. 7<sup>th</sup> ed. St. Louis: Mosby Elsevier; 2008.P:212.

**Chapter in a book:**

Surname of author or authors of chapter (space) initials(.) chapter title(.) then the word(In:) surname of first editor of book initials of first name of editor(.) surname of second editor of book initials of first name of editor(.) full title of book(.) Edit no(.) city of publisher(:) name of publisher(;) publishing year(.P(:):first page number(-)last page number.)

*Example:* Stabholz A. Evaluating success and failure. In: Walton RE, Torabinejad M, editors. Principles and practice of endodontics. 3<sup>rd</sup> ed. Philadelphia: W.B. Saunders Co; 2002.P:42-45.

**Proposal, thesis and dissertation:**

Student surname (space) initials(.) full title of proposal(.) [name of proposal in square bracket](.) name of country(.) and name of university, name of faculty(;) year of publication(.)

*Example:* Hadizadeh B. Nickle ion released from as received and recycled NiTi wires in artificial saliva. [Doctorate Thesis]. Iran. Mashhad University of Medical Sciences, Dental School ;2006. [Persian]

**Conference Proceeding:**

Surname of author or authors (space) initials(.) Paper title(.) [presentation type (POSTER, LECTURE)] (at:) number and series of conference(;) year month day (s) of conference(;) holder of conference(.) location of conference(.) country of conference(.) city of publisher(:) publisher name(;) year of papers publication(:):first page of paper(-) last page of paper(.)





**Example:** Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. [POSTER] at: Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992:1561-1565.

#### **References Found in Electronic Form:**

Surname of author or authors (space) initials(.) Main title(.) Available (at:) (URL:) full address of website(.)  
Access date in order of access by month(,)day and year(.)

Note: in case the author name is not included in website, title of material precedes.

**Example:** Carrie A, Bobb R. Mucoceles of the paranasal sinuses. Available at: URL: <http://www.bcm.edu/oto/grand/05252000>. Accessed April 26, 2008.

#### **Proofreading**

A copy of manuscript will be sent to the corresponding author before publishing for correcting any probable errors. The changes and corrections should be implemented in the quickest possible time and submitted through the journal's website. Abbreviations and symbols: Just standard abbreviations and symbols are permissible and using short forms in title and abstract should be avoided. Once the paper published, a copy will be sent to the corresponding author and journal issue number will be accessible to both authors and readers.

#### **Written undertaking**

A letter should accompany the submitted paper, bearing signature of all authors in which permission for paper publication has been issued.

#### **Review process**

Papers are assessed according to the receipt date. After examining structure of the submitted manuscript by the editor, it will be proposed in the editorial board meeting. In the case of primary acceptance by at least three specialists in the relevant field, scientific review will be carried out as peer review. Editorial board is free in acceptance or rejection of manuscripts and if necessary, informs the corresponding author about its corrective and consolatory views after reexamining the paper within 1 - 3 months from the receipt date. The admission to publication process of manuscript is from 4 to 6 month. The corresponding author has to submit the paper after applying the necessary corrections along with the required responses at maximum two weeks. Author(s) are required to be fully responsible for all the published materials. Authors are responsible for any claim from the legal or real person and this journal will not take responsibility for the probable claims. Any manuscript will first be assessed against journal's objectives and framework. In the case of any inconsistency, the manuscript will be returned to the corresponding author.

