Requirements for Submission of Manuscripts

Compliance with International Committee of Medical Journal Editors Uniform Requirements for Manuscripts
The American Journal of Homeopathic Medicine adheres to the requirements for manuscripts as promulgated by the International Council of Medical Journal Editors. A complete description of these requirements can be found on the American Institute of Homeopathy’s website (www.homeopathyusa.org) or the ICMJE’s website (http://www.icmje.org). Authors of experimental studies should pay special reference to these requirements, which are too exhaustive to list here. A brief summary of the bulk of the requirements is here listed:

Authorship qualifications (others in acknowledgments)
Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

Peer Review
All articles are subject to peer review, with articles being distributed to at least two peer reviewers for criticism, comments, and approval. Final decisions are the province of the editor. In general, the peer review process can be expected to require two to three months for completion.

Conflict of Interest
Authors must disclose any potential/actual conflict of interest – financial or personal; to be included on title page under title. If a study is funded by an organization or company, authors must disclose the level of involvement and whether or not all data was made available to author. Peer reviewers and editorial staff have a similar obligation to disclose conflict interest.

Privacy/Informed Consent
Authors must be sure to secure the privacy of any patient cases published – no names, numbers, identifiers are to be mentioned; if identity is revealed, informed consent must be secured by the journal or author (with a written statement to that effect sent to journal).

Authors/Reviewers: Unless otherwise stated, privacy of authors will be maintained from peer reviewers, and vice versa for reviewers. Reviewers’ comments will not be published with the article without review and permission of the author.

Protection of Human/Animal Subjects
When reporting 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) and with the Helsinki Declaration of 1975, as revised in 2008 (5). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

Overlapping/Redundant Publications
The journal will not publish papers that have been simultaneously submitted to other journals. If an article was previously rejected by another journal, the AJHM must be informed. The author should include a statement with the submitted article as to where, when, and outcome of submissions to other journals.

Policy Statement for Authors
The American Journal of Homeopathic Medicine is the official medical scientific publication of the American Institute of Homeopathy (AIH), representing medical and osteopathic physicians and dentists who use homeopathy in their practice, advance practice nurses, physician’s assistants, and doctors of homeopathy. It is the express policy of the Board of Trustees of the AIH that authors who submit papers for consideration for publication in the AJHM which contain clinical material dealing with the treatment of the sick must be duly licensed or otherwise legally engaged in the practice of homeopathic medicine at the location of their practice.

Writing, Assembling, Sending Manuscripts
• For main body text use Times New Roman, font size 10, justified both margins. Do not indent paragraphs
• Italicize all remedy names, and write them out fully.
• Do not add extra styling to headings or captions. No boxes around text. We will do this. Keep it simple.
• Use two spaces following a period (full stop) to separate sentences.
• Accents and Special Characters. Many accents, symbols, and special characters are available as ASCII characters in a word processor and should be used.
• Headings. Use normal type for headings. Capitalize the first letter of the first word only. Do not type headings in ALL CAPITALS or with the “Caps Lock” on. Do not underline headings. Headings should be ranged to the left-hand margin, not centered.
• Use of Italic or Bold. Use italic sparingly (in the text only) for emphasis.
• Units. Always insert a space between a number and a unit; e.g., 5 mm.
• Quotes. Please use “double” quotation marks. Use ‘single’ quotation marks for quotes within quotes.
• Footnotes. You may use the Footnote or Endnote command in software programs for pdf or .doc document writing. This automatically creates consecutively numbered superscripts (1,2,3…) and places the reference text in a footer at bottom of page (Footnote function) or at end of text (Endnote function). Alternatively, in your MS you can manually type footnote numbers in parentheses ( ) and use NO superscripts, then write the reference text at the end of the article, indicating the footnote number. MAKE A CHOICE; do not use both superscripts and parentheses.
• Charts, Tables, Illustrations. All graphics are to be sent in 2 ways: 1st - placed as desired within the article; 2nd – sent as individual, separate files. For example, if you have 8 charts, you will send 10 files: one containing the article and all the charts placed properly in the text, one containing only the text, and 8 other files containing one chart each. This allows the publisher to work with the charts on the page.
All graphics must be sent as pdf, .doc or Tiff files – NOT ppt or jpeg.
Be sure that each table or illustration is cited in the text. Explain in footnotes all nonstandard abbreviations that are used in each table.
• If you use data from another published or unpublished source, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

Permission is required irrespective of authorship or publisher except for documents in the public domain. If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph (see Protection of Patients’ Rights to Privacy).
• Send by email. Include the author’s name(s), address, and email address within the body of the text. Manuscripts must be accompanied by a covering letter signed by all coauthors. This must include 1) information on prior or duplicate publication or submission elsewhere of any part of the work as defined earlier in this document; 2) a statement of financial or other relationships that might lead to a conflict of interest; 3) a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work. The manuscript must be accompanied by copies of any permissions to reproduce published material, to use illustrations or report information about identifiable people, or to name people for their contributions.

Copyright Transfer
All accepted articles are copyright and become the permanent property of the American Institute of Homeopathy. The author maintains co-copyright status, should s/he intend the article to be part of a future publication.

Title Page
The title page should carry 1) the title of the article, which should be concise but informative; 2) the name by which each author is known, with his or her highest academic degree(s) and institutional affiliation; 3) the name of the department(s) and institution(s) to which the work should be attributed; 4) disclaimers, if any; 5) the name and address of the author responsible for correspondence about the manuscript; 6) source(s) of support in the form of grants, equipment, drugs, or all of these; and 7) a short running head or footline of no more than 40 characters.

Authorship
All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public
responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Abstract and Key Words
The second page should carry an abstract of no more than 150 words. The abstract should state the main points of the article or, if a research study, the purposes of the study or investigation, basic procedures, main findings, and principal conclusions. It should emphasize new and important aspects of the study or observations. Below the abstract authors should provide, 3 to 6 key words or short phrases that will assist indexers in cross-indexing the article.

Acknowledgments
List all contributors who do not meet the criteria for authorship, such as a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Financial and material support should be acknowledged.

Research Studies.
Arrange both the Abstract and Text in the following sequence: Background, Methods, Results, and Conclusion. Subheadings may be used within sections to clarify content.

References
References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Use the style of the examples below, which are based on the formats used by the NLM in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult the List of Journals Indexed in Index Medicus through the library's web site (http://www.nlm.nih.gov).

Reference Formats
Journals
1. Standard journal article
2. Organization as author
3. No author given
4. Article not in English

Books and Other Monographs
5. Personal author(s)
6. Editor(s), compiler(s) as author
7. Organization as author and publisher
8. Chapter in a book
9. Conference proceedings
10. Conference paper

Unpublished Material
11. In press

Electronic Material
12. *Journal article in electronic format*
Available from: URL:
http://www.cdc.gov/ncidod/EID/eid.htm