

HEALTH SA

HEALTH SA GESONDHEID

Original Research (Empirical Research)

Structure adherence

Please ensure that you keep to this structure when formulating your article to the journal

HOUSE STYLE

Abbreviations

Abbreviations should be used as sparingly as possible. They can be defined when first used or a list of abbreviations can be provided preceding the acknowledgements and references.

Typography

- Please use 1.5 line spacing.
- Font size in 12pt
- Type the text unjustified, without hyphenating words at line breaks.
- Insert line numbers
- Use hard returns only to end headings and paragraphs, not to rearrange lines.
- Capitalise only the first word, and proper nouns, in the title.
- All pages should be numbered.
- First heading: FIRST HEADING (upper case, bold, and 14pt) ; Second heading: Second heading (normal case, bold, 14pt); Third heading: Third heading (normal case, bold, 12pt); Fourth heading: Fourth heading (normal case, bold, running in-text and separated by a colon)
- Use the *Health SA Gesondheid* reference format.
- Footnotes to text should not be used.
- Greek and other special characters may be included. If you are unable to reproduce a particular special character, please type out the name of the symbol in full.
- Place headings in bold caps; separated by space; no numbering. If additional levels of headings are used: secondary heading in bold no caps; third heading as normal.
- For quotations use single quote marks. For quotes within quotes use double marks. Quotations of more than 30 words are to be indented. Do not use quotation marks for indented quotes unless direct speech e.g. interviewee response.
- In the text (but not the references) titles of books should be in italics and titles of articles in quotation marks.
- Foreign language words should be given in italics unless they are part of normal usage, example et al.
- Use en dashes (or two hyphens) in text and single hyphens in ranges of numbers, dates etc.
- Format dates as follows: '20th century,' except at the beginning of sentences; hyphenate when used adjectivally; '1960s'; '10 October 2006.'
- Spell out 'per cent/ percentage' except in cases of exact statistical usage.
- Spell out the numbers one to nine, from 10 on use numerals, except at the beginning of a sentence – which should be avoided.
- Use a space for thousands (10 000 and above).
- Use decimal points (not decimal commas).
- Units should follow the SI standard.
- Avoid Americanisms (use 's' not 'z')

Please ensure that all special characters used are embedded in the text, otherwise they will be lost during conversion to PDF.

Tables: Tables should be self-explanatory, clearly organised and supplemental to the text of the manuscript. Each table should include a clear descriptive title on top and should be numbered in Arabic numerals (1, 2, etc) in order of its appearance as called out in text. Tables must be inserted in the correct position in the text, and uploaded separately as supplementary files each in their own excel sheet. Authors should place explanatory matter in footnotes, not in the heading. Explain all nonstandard abbreviations in table footnotes. For footnotes use the following symbols, in sequence: *, †, ‡, §, ||, **, ††, ‡‡.

Figures: All figures must be inserted in the appropriate position of the electronic document, or uploaded separately as supplementary files. Symbols, lettering and numbering (in Arabic numerals e.g. 1, 2, etc. in order of appearance in the text) should be placed below the figure, clear and large enough to remain legible after the figure has been reduced. Figures must have clear descriptive titles. **Figure legends:** The legends should be included in the main manuscript text file immediately following the references, rather than being a part of the figure file. For each figure, the following information should be provided: Figure number (in sequence); short title of figure (maximum 15 words); detailed legend, up to 50 words.

Photographs and images: If photographs of patients are used, the human subject should not be identifiable and use of the picture should be authorised by an enclosed written permission from the subject. The position of photographs and images should be clearly indicated in the text. Electronic images should be saved as either .jpeg or .gif files. All photographs should be scanned at a high resolution (300dpi, print optimised). Provision is made to upload individual images on the website as supplementary files. Please number the images appropriately.

Permission: Permission should be obtained from the author and publisher for the use of quotes, illustrations, tables, and other materials taken from previously published works which are not in the public domain. The author is responsible for the payment of any copyright fee(s) if these have not been waived. Letters of permission should accompany the manuscript. The original source(s) should be mentioned in the figure legend or as a footnote to a table.

COVER PAGE – first page

Title (fourth-level heading)

The articles full title should contain a maximum of 95 characters.

Short title (fourth-level heading)

Derived from the title of the article, provide a short title of 50 characters or less.

Research significance (fourth-level heading)

Indicate the significance of the work being reported.

Author(s) details (fourth-level heading)

State the full name(s) and title(s) of all participating author(s) including their positions, affiliations and contact details, which includes postal address, email, telephone and cell number) of each author.

Corresponding author (fourth-level heading)

Indicate the author to whom all correspondence should be made. This author will liaise with the journal and take the responsibility to responding to all queries related to the article.

Author contribution (fourth-level heading)

Include a paragraph briefly summarising the nature of the contribution made by each of the authors listed using initials, along the lines of the following:

J.K. was the project leader, L.M.N. and A.B. were responsible for experimental and project design. L.M.N. performed most of the experiments. P.R. made conceptual contributions and S.T., U.V. and C.D. performed some of the experiments. S.M. and V.C. prepared the samples and calculations were performed by C.S., J.K. and U.V. wrote the manuscript.

Reviewers (fourth-level heading)

Provide three names and full contact details (including email) of potential reviewers to evaluate the work. These reviewers should not be people with whom the researcher(s) has recently collaborated or published.

Keywords (fourth-level heading)

Provide five keywords to the article, in alphabetical order and separated by a semi-colon. Avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be used. These keywords will be used for indexing purposes.

ARTICLE STRUCTURE – second page and onwards

Abstract (first-level heading)

In English, not more than 300 words. All original and review articles should include an abstract. The abstract for an Original Research article should consist of five paragraphs focussing on the Background, Objectives, Method, Results and Conclusion. All articles must contain an abstract translated into Afrikaans called 'Opsomming', not more than 300 words which forms part of the article Abstract.

Introduction (first-level heading)

The introduction contains two subsections; namely the background section and the literature review.

Setting (second-level heading)

The setting section should be written from the standpoint of readers that is without specialist knowledge in that area and must clearly state - and, if helpful, illustrate - the setting to the research and its aims in the context of previous work bearing directly on the subject. The setting section to the article normally contains the following five elements:

Key focus (third-level heading)

A thought-provoking introductory statement on the broad theme or topic of the research.

Background (third-level heading)

Providing the background or the context to the study (explaining the role of other relevant key variables in this study);

Trends (third-level heading)

Cite the most important published studies previously conducted on this topic or that has any relevance to this study (provide a high-level synopsis of the research literature on this topic).

Objectives (third-level heading)

Indicate the most important controversies, gaps and inconsistencies in the literature that will be addressed by this study. In view of the above trends, state the core research problem and specific research objectives that will be addressed in this study and provide the reader with an outline of what to expect in the rest of the article.

Contribution to field (third-level heading)

Explanation of the study's academic (theoretical & methodological) or practical merit and/or importance (provide the value-add and/or rationale for the study).

Research Method and Design (first-level heading)

The methods should include:

Materials (second-level heading)

Describe the type of organism(s) or material(s) involved in the study.

Setting (second-level heading)

Describe the site and setting where your field study was conducted.

Design (second-level heading)

Describe your experimental design clearly, including a power calculation if appropriate. Note: Additional details can be placed in the online supplementary location.

Procedure (second-level heading)

Describe the protocol for your study in sufficient detail (clear description of all interventions and comparisons) that other scientists could repeat your work to verify your findings.

Analysing (second-level heading)

Describe how the data were summarised and analysed, additional details can be placed in the online supplementary information.

Results (first-level heading)

This section provides a synthesis of the obtained literature grouped or categorised according to some organising or analysis principle. Tables may be used or models may be drafted to indicate key components of the results of the study.

- Organise the results based on the sequence of Tables and Figures you will include in the manuscript
- The body of the Results section is a text presentation of the key findings which includes references to each of the Tables and Figures
- Statistical test summaries (test name, *p*-value) are usually reported parenthetically in conjunction with the biological results they support, use SI units

- Present the results of your experiment(s)/research data in a sequence that will logically support (or provide evidence against) the hypothesis, or answer the question, stated in the Introduction

Note: All units should conform to the SI convention and be abbreviated accordingly. Metric units and their international symbols are used throughout, as is the decimal point (not the decimal comma).

Ethical considerations (first-level heading)

Papers based on original research must adhere to the Declaration of Helsinki on "Ethical Principles for Medical Research Involving Human Subjects" and must specify the recognised ethics committee from which approval for the research was obtained. Case studies must have the consent of the patient(s) or waiver of consent approved by an ethics committee.

Potential benefits and hazards (second-level heading)

What risks to the subject are entailed in involvement in the research? Are there any potential physical, psychological or disclosure dangers that can be anticipated? What is the possible benefit or harm to the subject or society from their participation or from the project as a whole? What procedures have been established for the care and protection of subjects (e.g. insurance, medical cover) and the control of any information gained from them or about them?

Recruitment procedures (second-level heading)

Is there any sense in which subjects might be 'obliged' to participate – as in the case of students, prisoners, or patients – or are volunteers being recruited? If participation is compulsory, the potential consequences of non-compliance must be indicated to subjects; if voluntary, entitlement to withdraw consent must be indicated and when that entitlement lapses.

Informed consent (second-level heading)

Where appropriate, consent of participants **MUST** be requested and put in terms easily comprehensible to lay persons. This should ideally be both **ORALLY** and in **WRITING**. An information sheet setting out factors relevant to the interests of participants in the study must be written in like terms and handed to them in advance of seeking consent. They must be allowed to retain this sheet.

Data protection (second-level heading)

The project should comply with the requirements of current data protection legislation and how this is accomplished should be disclosed to participating subjects and those monitoring the research procedure. This should include proposed data storage arrangements, degree of security etc. And whether material facts have been withheld (and when, or if, such facts will be disclosed).

Trustworthiness (first-level heading)

This refers to the findings of the study being based on the discovery of human experience as it was experienced and observed by the participants.

Reliability (second-level heading)

Reliability is the extent to which an experiment, test, or any measuring procedure yields the same result on repeated trials. Without the agreement of independent observers able to replicate research procedures, or the ability to use research tools and procedures that yield consistent measurements, researchers would be unable to satisfactorily draw conclusions, formulate theories, or make claims about the generalisability of their research.

Validity (second-level heading)

Validity refers to the degree to which a study accurately reflects or assesses the specific concept that the researcher is attempting to measure. While reliability is concerned with the accuracy of the actual measuring instrument or procedure, validity is concerned with the study's success at measuring what the researchers set out to measure. Researchers should be concerned with both *external* and *internal* validity. External validity refers to the extent to which the results of a study are generalisable or transferable. Internal validity refers to (1) the rigor with which the study was conducted (e.g. the study's design, the care taken to conduct measurements, and decisions concerning what was and wasn't measured) and (2) the extent to which the designers of a study have taken into account alternative explanations for any causal relationships they explore. In studies that do not explore causal relationships, only the first of these definitions should be considered when assessing internal validity.

Discussion (first-level heading)

This section normally contains the following four elements. It is suggested that sub-headings are used in this section.

Outline of the results (second-level heading)

Restate the main objective of the study and reaffirm the importance of the study by restating its main contributions; Summarise the results in relation to each stated research objective or research hypothesis; link the findings back to the literature and to the results reported by other researchers; provide explanations for unexpected results.

Practical implications (second-level heading)

Reaffirm the importance of the study by restating its main contributions and provide the implications for the practical implementation your research.

Limitations of the study (first-level heading)

Point out the possible limitations of the study and provide suggestions for future research.

Recommendations (second-level heading)

Provide the recommendations emerging out of the current research.

Conclusion (first-level heading)

This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance, with a recommendation for future research (implications for practice). Provide a brief conclusion that restates the objectives; the research design; the results and their meaning.

Acknowledgements (first-level heading)

If, through your study, you received any significant help in thinking up, designing, or carrying out the work, or received materials from someone who did you a favour by supplying them, you must acknowledge their assistance and the service or material provided. Authors *always* acknowledge outside reviewers of their drafts and any sources of funding that supported the research. Please list the source(s) of funding for the study, for each author, and for the manuscript preparation in the acknowledgements section.

Competing Interests (second-level heading)

A competing interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organisations that can potentially prevent you from executing and publishing unbiased research. Authors should disclose any financial competing interests but also any non-financial competing interests that may cause them embarrassment were they to become public after the publication of the manuscript. Where an author gives no competing interests, the listing will read 'The authors declare that they have no financial or personal relationship(s) which may have inappropriately influenced them in writing this paper.'

Authors' contributions (second-level heading)

In order to give appropriate credit to each author of a paper, the individual contributions of authors to the manuscript should be specified in this section. An 'author' is generally considered to be someone who has made substantive intellectual contributions to a published study.

Contributions made by each of the authors listed, along the lines of the following (author initials):

J.K. was the project leader, L.M.N. and A.B. were responsible for experimental and project design. L.M.N. performed most of the experiments. P.R. made conceptual contributions and S.T., U.V. and C.D. performed some of the experiments. S.M. and V.C. prepared the samples and calculations were performed by C.S., J.K. and U.V. wrote the manuscript.

References (first-level heading)

- Please avoid excessive referencing. References begin on a separate page. References cited in the text should all be included in the list at the end of the paper. Your reference list should appear at the end of your assignment/report with the entries listed in the same order that they were cited in the text.
- Please see the journals full House Style Guide for Harvard Referencing
- It is very important that you use the right punctuation and that the order of details in the reference is also correct.
- Only first words of the article title and words that normally begin with a capital letter are capitalised.
- Authors are responsible for the accuracy of all references.