

## JHSR Submission Guideline

The *Journal of Health Systems Research* (JHSR) is an open forum for presenting academic and research work to support and enhance potential abilities in generating new body of knowledge related to health systems which will be useful for policy makers, researchers, academic and staff at all levels.

The JHSR is published quarterly: January to March, April to June, July to September and October to December.

Each work submitted for JHSR consideration must never be published nor submitted for publishing consideration elsewhere.

Communication with JHSR should be done through e-journal system only, on Discussions tab. During the process, the system will send email to your email address that you put in registration process, clicking at an embedded link will lead you to Discussions tab of the system. Should any questions arise, please call 02 832 9223 on Monday-Friday during 08.30-16.30.

### Types of article published in *Journal of Health Systems Research*

#### 1. Research Article

It is an original article that reports results on a study, a research or work related to health system and/or health system development. It should consist of the following:

- 1.1. **Article Title**
- 1.2. **Names of Author and Affiliation** including corresponding author, mobile number, and email address
- 1.3. **Abstract** in Thai and English (if possible)
- 1.4. **Keywords** in Thai and English (if possible)
- 1.5. **Background and Rationale**
- 1.6. **Methodology**
- 1.7. **Results**
- 1.8. **Discussions and Conclusions**
- 1.9. **Acknowledgement**
- 1.10. **References** Thai references should be translated into English and add “(in Thai)” at the end.

- 1.11. Please indicate when and which ethical committee(s) you have received the **EC approval(s)**. If none, please explain why.
- 1.12. **Declare Form** is required, and every author of the article must sign. The form is to confirm that the article has been submitted for publication solely to the *JHSR*.

The original article should not exceed 20 pages in length (using 16-pt TH SarabunPSK).

## 2. Review Article

It is an article collecting data or knowledge on specific topic from journals or books, published in Thailand and abroad, aiming to analyze, criticize or compare the ideas and concepts to introduce some clear and diverse perspectives on the matter. The article should consist of the following:

### 2.1. Article Title

2.2. **Names of Author and Affiliation** including corresponding author, mobile number, and email address

2.3. **Abstract** in Thai and English (if possible)

2.4. **Keywords** in Thai and English (if possible)

### 2.5. Introduction

### 2.6. Content

### 2.7. Discussions or Conclusions

2.8. **References** Thai references should be translated into English and add “(in Thai)” at the end.

2.9. **Declare Form** is required, and every author of the article must sign. The form is to confirm that the article has been submitted for publication solely to the *JHSR*.

The review article should not exceed 15 pages in length (using 16-pt TH SarabunPSK).

## 3. Special Article

It is an article that presents the author’s opinions on any current, up-to-date issues that are of interest to general public or an article that the author has collected substantial information and there are some critical opinions/debates on the topic. The article should consist of the following:

### 3.1. Article Title

3.2. **Names of Author and Affiliation** including corresponding author, mobile number, and email address

3.3. **Abstract** in Thai and English (if possible)

- 3.4. **Keywords** in Thai and English (if possible)
- 3.5. **Introduction**
- 3.6. **Content**
- 3.7. **Review**
- 3.8. **References** Thai references should be translated into English and add “(in Thai)” at the end.
- 3.9. **Declare Form** is required, and every author of the article must sign. The form is to confirm that the article has been submitted for publication solely to the *JHSR*.

The special article should not exceed 10 pages in length (using 16-pt TH SarabunPSK).

#### 4. Letter to the Editor

It is correspondences from readers to *JHSR* authors, providing feedbacks, opinions, different points of view or suggestions on controversial ideas or concepts of recently published articles, including replies and supporting or dissenting comments from the Editor.

#### Manuscript Preparation

*JHSR* e-journal submission system accepts only the manuscript in MS Words format. Some reviewers may comment the manuscript using Track Changes and New Comment features, therefore, the file must not be password-protected file.

1. **Title** should be succinct and straightforward (objective-based) with no more than 100 characters, including spaces. For a lengthy title, add an explanatory subtitle to help. Unnecessary words and phrases, such as “the study of...” or “the observation of...” should be avoided.
2. **Name of Author** should include full names with neither initials nor position title.
3. **Name of Affiliation/Organization** where the author works during the time of submission. For those who work for several organizations, please provide only one. For multiple authors with different affiliations, use the following symbols \* † ‡ to identify their affiliations in footnotes respectively.
4. **Abstract**, should be in Thai and English, is a single paragraph that summarizes the article content in structural order: background and rationale, methodology, results, discussions and conclusions. The Abstract should generally be no longer than 15 lines, use easy and concise language, understandable sentences without any abbreviations. English abstract should be written in past tense.
5. **Keyword** should be in Thai and English.

6. **Background and Rationale** An introductory part of an article, describing original ideas of the study, literature reviews, the nature, scope and critical characters of the problem that leads to the importance of the study to solve the problem or answer specific questions. Any theory related to the study might also be listed here. This section should end with the objectives of the study.
7. **Methodology** should have 2 main topics:
  - **Materials used** The author should clearly describe what has been used in the study: human subjects, patients, animals, plants, as well as sample sizes and other criteria, sex, age, weight, related equipment, etc. including the written consent from research participants and ethical approval certificate/license from the Ethics Committee (EC).
  - **Methods of study** The author should provide information on research design and method used in the study, such as randomized double blind, descriptive, quasi-experiment, random, e.g. simple random sampling, multi-stage sampling, and the interventions. Common interventions can be notified by reference. For unconventional interventions, give sufficient explanation to help readers understand and make use of it. Specify equipment/tools and principles on qualitative/quantitative study in a clear and concise manner: data collecting techniques such as questionnaire, reliability of measurement, data analyses, statistics, etc.
8. **Result** The result of the study should be clearly presented in an orderly and logical sequence of the study design & plan. For simple results with moderate figures, descriptive language could be used. For complicated data with lots of figures and variables, use tables or diagrams for clarity and brevity. Do not repeat unnecessary data in the article. It is suggested that all tables, pictures/photos and diagrams should be put at the end of the manuscript. Clearly indicate within the paragraph the approximate location of tables and figures, preferably use framed notices as follows:

Insert table 1

or

Insert picture 1

### Tables

One convenient way to present figures is to organize numbers, phrases and symbols into columns to make important data and the relations of data more understandable. Guideline for table design includes:

- Should not create any table in an image form.
- Column name or header is to explain information in that column. It should be short. Further explanation could be added in a footnote under that table.

- Footnotes are for additional explanations of related information that would not fit in table. Do not use numeric figures for table's footnotes, which might be confused with numeric references of the main article. Use instead the following symbolic markers \* † ‡ § # ¶ respectively.
- Each article should have no more than 3-5 tables and the content in each table should not be repeated in the article.
- It is the author's responsibility to obtain permission for all information owned by others, or properly cite the sources.

### **Pictures/Photos and Diagrams**

Pictures/Photos and diagrams could help explain and emphasize some kinds of important data and the guideline for photo/diagram use is as follows:

- Pictures/Photos could be either black and white or multi-color but must be clear and of good quality
  - Pictures/Photos should be from original format with no less than 600 x 800 pixels
  - Please group shapes, pictures, or objects of a diagram/illustration.
9. **Discussion** The author should discuss results of the study by explaining their meanings, analyzing and comparing the results with hypotheses whether what, why and how they are the same or different, providing earnest comments, personal experiences or data collected to further explain the outstanding aspects of the study.
  10. **Conclusion** Conclude whether the study results are consistent with the objectives, give suggestions on how to use the results or plan for further relevant research.
  11. **Acknowledgement** A single-paragraphed acknowledging contributors, helps and financial support received in completing the work.
  12. **Ethics Committee (EC) Approval** Please indicate when and which ethical committee(s) you have received the EC approval(s). If none, please explain why.
  13. **References** Use Vancouver styled references. Provide superscript numeric figure in parentheses after referred phrase or referred name (use 1 for the first reference and 2, 3 respectively). Use the same number for the same reference. Never use abbreviation in references except the author's first name initial and the journal title. For material accepted for publication but not yet published, use "in press". For material yet to be submitted for publication, use "unpublished work". Avoid using "personal connection" in references except for important information that is not available for public. In that case, indicate name and date of contact in parentheses after the name referred.

## Reference Writing

### 13.1 Academic Journals

Author's family name and initial. Title of article. Journal name Publication year; Volume number (issue number): page range.

For Thai journal reference: author's surname, an initial of author's first name and middle name (if any). Any article with more than six authors, provide the first six, follow by "et al.". The Journal name, however, should be in full. Keep in mind that all Thai references must be translated into English with "(in Thai)" at the end.

For English journal reference, use U.S. National Library of Medicine format, found in the annual Cumulated Index Medicus.

It is necessary to indicate which issue an article came from when it is from a journal with non-continuous pagination.

All characters in the title of article must be lowercase, with the exception of the first character and proper names.

In page numbers, put only the last different digit(s) for the last page, use 123-9, 129-34, and 199-205 for instance.

Please note that there is no space between ; and : in identifying year of publication, volume and page numbers.

Examples are as follows:

1. Sirichakwal PP, Sranacharoenpong K, Tontisirin K. Food based dietary guidelines (FBDGs) development and promotion in Thailand. *Asia Pac J Clin Nutr* 2011;20(3):477-83.
2. Chaisuntitrakoon A. Evaluation of dental services quality. *Journal of Health Systems Research* 2015;9(2):136-45. (in Thai)
3. Snowdon J. Severe depression in old age. *Medicine Today* 2002;3(12):40-7.
4. Studer HP, Busato A. Comparison of Swiss basic health insurance costs of complementary and conventional medicine. *Forschende Komplementarmedizin* 2011;18(6):315-20.
5. Skalsky K, Yahav D, Bishara J, Pitlik S, Leibovici L, Paul M. Treatment of human brucellosis: systematic review and meta-analysis of randomized controlled trials. *BMJ* 2008 Mar 29;336(7646):701-4.

6. Huang CF, Lee HC, Yeung CY, Chan WT, Jiang CB, Sheu JC, et al. Constipation is a major complication after posterior sagittal anorectoplasty for anorectal malformation in children. *Pediatric Neonatology* 2012;53(4):252-6.

#### **Institutional authors**

7. Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension* 2002;40(5):679-86.

#### **No author's name**

8. 21st century heart solution may have a sting in the tail. *BMJ* 2002;325(73):184.

#### **Supplement articles**

9. Anamnart C, Pongvarin N. Patent foramen ovale and recurrent transient neurological symptoms: a case report and review of literature. *J Med Assoc Thai* 2011;94 Suppl 1:S264-8.

### **13.2 Books, Textbooks or Reports**

10. Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.
11. National Statistical Office. The 2011 survey on conditions of society and culture. Bangkok: Ministry of Information and Communication Technology; 2012.
12. Office of the National Economics and Social Development Board. Philosophy of sufficiency economy. Bangkok: 21 Century; 2007. (in Thai)
13. Association of Southeast Asian Nations. Association of Southeast Asian Nations: One Vision, One Identity, One Community [Internet]. ASEAN Annual Report 2007-2008. Jakarta: ASEAN Secretariat; 2011 [cited 2008 July]. Available from: URL: <http://www.aseansec.org/index2008.html>.

#### **Books or textbooks written by one author**

*Author's family name and initial. Book title. Edition. City of publication: Publisher; publication year. page numbers.*

Edition will be put only when it is not the first edition.

14. Khammanee T. Science of teaching: Body of knowledge for the management of effective learning process. Bangkok: Chulalongkorn University printing house; 2007. 502 p. (in Thai)
15. Butler SW. Secrets from the Black Bag. London: The Royal College of General Practitioners; 2005.
16. Cheers B, Darracott R, Lonne B. Social care practice in rural communities. Sydney: The Federation Press; 2007.
17. Murtagh J. John Murtagh's General practice. 4th ed. Sydney: McGraw-Hill Australia Pty Ltd; 2007.

### Books with editor

Author's family name and initial. The Title of Article. In: Editor's name. Book Title. Edition. City of publication: publisher; publication year. page range.

18. Mahathanan N, Rodpai S. Counselling for renal replacement therapy. In: Eiam-Ong S, Susantitaphong P, Srisawat N, Tiranathanagul K, Praditpornsilpa K, Tungsanga K, editors. Textbook of hemodialysis. Nakhon Pathom: A I Press; 2007. P. 94-103.
19. Alexander RG. Considerations in creating a beautiful smile. In: Romano R, editor. The art of the smile. London: Quintessence Publishing; 2005. p. 187-210.

### Book chapter

20. Speroff L, Fritz MA. Clinical gynaecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p.1103-33.

### E-books

21. Irfan A. Protocols for predictable aesthetic dental restorations [Internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Netlibrary: <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=181691>.

### E-book chapter

22. Darwin C. On the Origin of Species by means of natural selection or the preservation of favoured races in the struggle for life [internet]. London: John Murry; 1859. Chapter 5, Laws of Variation. [cited 2010 Apr 22]. Available from: <http://www.talkorigins.org/faqs/origin/chapter5.html>.

### 13.3 Conference

Author's family name and initial, editor(s). Title of paper. Conference name; year month date of conference; City of conference. Place of publication: Publisher; publication year. page numbers.

23. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. P. 1561-5.

#### Presentation

24. Bowden FJ, Fairley CK. Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange. Paper presented at: The Scientific Meeting of the Royal Australian College of Physicians; 1996 June 24-25; Darwin, Australia.

#### Proceeding

25. Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

### 13.4 Research reports, published by funding agency

Author's family name and initial. Title of report. Place of publication: Publisher/funding agency; publication year. Report number.

26. Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US). Office of Evaluation and Inspections; 1994. Report No.: HHSIGOEI69200860.

### 13.5 Theses or Dissertations

Author's family name and initial. Title of Dissertation (Type of Degree). Campus city: University name; graduation year.

27. Khwansuk N. The effect of a home environmental management program for children with asthma on caregivers' management behavior (master's thesis). Bangkok: Mahidol University; 2011. (in Thai)

### 13.6 Other Publications

#### Newspaper articles

Author's family name and initial. Title of article. Newspaper name year month date of publication;Section: page number (column number).

28. Purdon F. Colder babies at risk of SIDS. The Courier Mail 2010 Mar 8:9
29. Robertson J. Not married to the art. The Courier Mail (Weekend edition). 2010 Mar 6-7:Sect. ETC:15.

#### Newspaper articles (No author's name)

30. Meeting the needs of counsellors. The Courier Mail 2001 May 5:22.

#### Legal documents

31. Preventive Health Amendments of 1993. Pub L No. 103-188, 107 Stat. 2226. (Dec 14, 1993).

#### Encyclopedias/Dictionaries

32. Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p.119-20.

#### Online dictionaries

33. Stedman's medical dictionary. [Internet]. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p.119-20. [cited 2009 Nov 11]. Available from: <http://www.stedmans.com>.

### 13.7 VDO

VDO Title (VDO). City of production: name of studio; year of publication.

34. Robinson J (producer). Examination of the term neonate: A family centred approach [DVD]. South Hurstville, NSW: Midwifery Educational Services; 2005. 1 DVD: 37 min., sound, colour, 4 ¾ in.

### 13.8 Electronic Media

Author's family name and initial. Title of article. Journal or Media name [serial online]. Publication year [year month date of citation];Volume if any: [total page or image numbers]. Source: URL address.

### Electronic references with DOI number

35. Degenhardt L, Bohnert KM, Anthony C. Assessment of cocaine and other drug dependence in the general population: ‘Gated’ vs. ‘ungated’ approaches. *Drug Alcohol Depend* [Internet]. 2008 Mar 1 [cited 2010 Apr 15]; 93(3): 227-32. Available from: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2756072/DOI:10.1016/j.drugalcdep.2007.09.024>.

### Electronic references without DOI number

36. Lemanek K. Adherence issues in the medical management of asthma. *J PediatrPsychol* [Internet]. 1990 [cited 2010 Apr 22]; 15(4):437-58. Available from: <http://jpsy.oxfordjournals.org/cgi/reprint/15/4/437>.

### Podcasts

37. Dirks, P. “Missing Link” fossil discovery in South Africa [podcast on the internet]. Sydney: ABC Radio National; 2010 [updated 2010 Apr 9; cited 2010 Apr 14]. Available from: <http://www.abc.net.au/rn/breakfast/stories/2010/2868072.htm>.

### Blog Posts

38. Flower R. How a simple formula for resolving problems and conflict can change your reality. *Pick the brain* [blog on the Internet]; 2015 Jun 1 [cited 2015 Jun 9]. Available from <http://www.pickthebrain.com/blog/how-a-simple-formula-for-resolving-problems-and-conflict-can-change-your-reality/>.

## Manuscript Editing Process

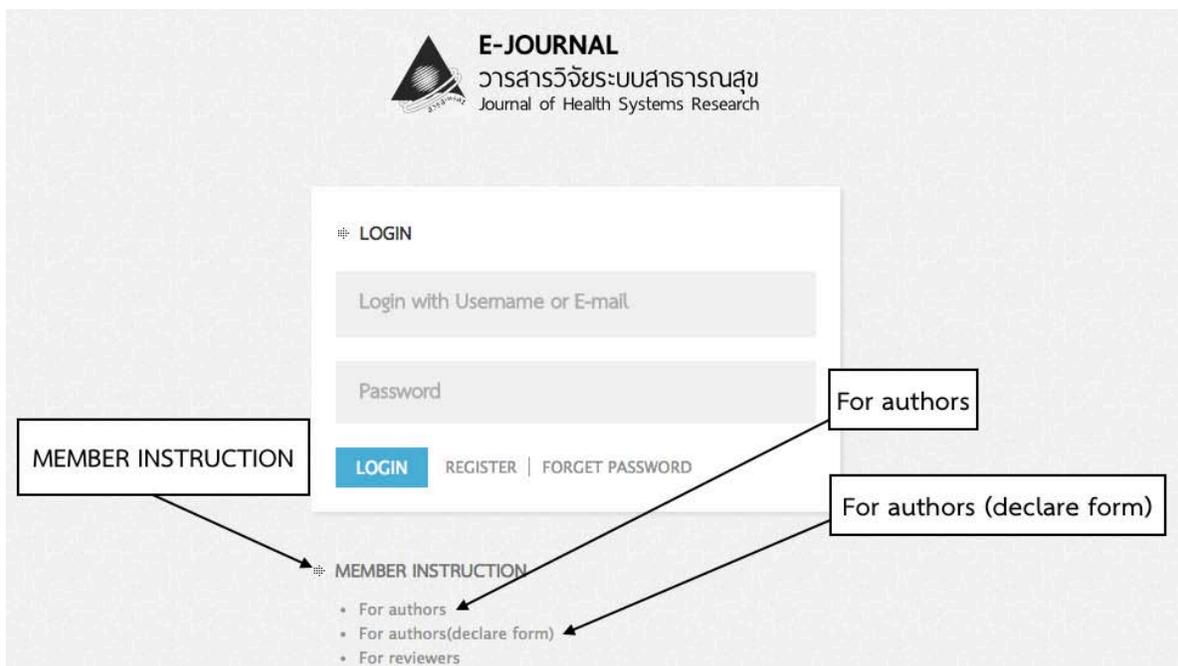
Normally, *JHSR* reviewers would thoroughly examine all academic correctness and completeness before returning the manuscript to the author who has the right to improve the manuscript. However, the *JHSR* editorial staff reserves the right to publish only the work that has been properly complied with *JHSR* house style and standard, in both format and quality of content, and approved by the *JHSR* editorial staff.

## Final Proof

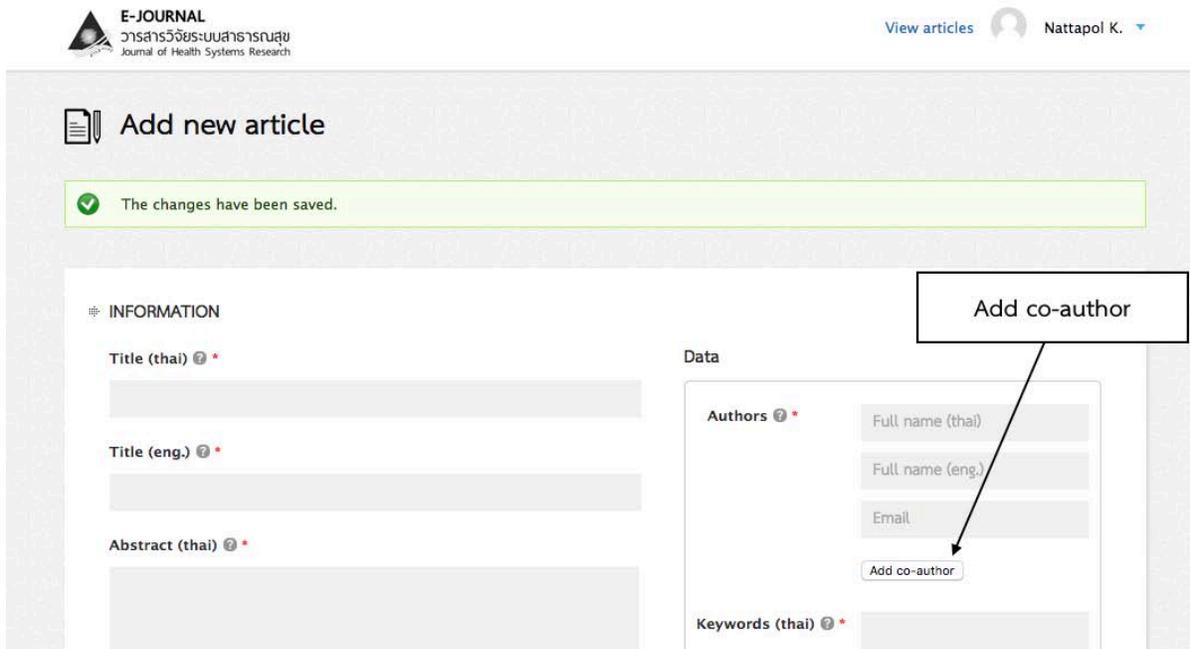
The author should approve the final edited article in the process to confirm that he or she has read and concurred with of the whole content of the manuscript.

## How to Submit

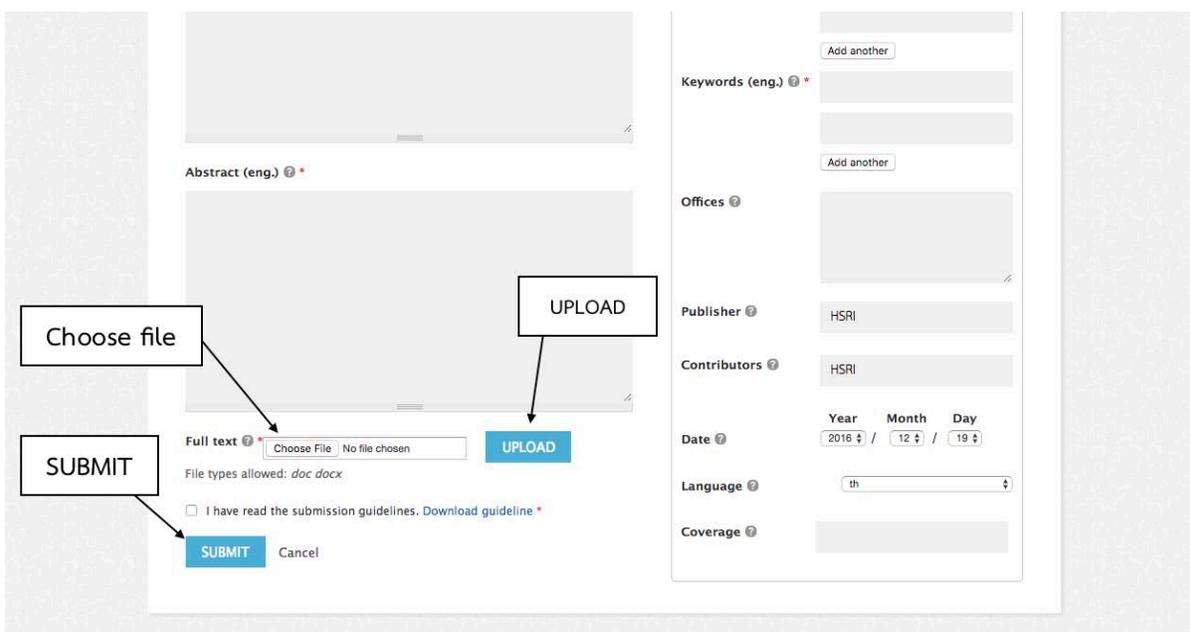
Manuscript submission to the Journal of Health Systems Research can be done through online system only at <http://ejournal.hsri.or.th/> . The first page is as shown below. Registration is required for the first-time sender. After registration, a one-time link will be sent to your registered email address. You must log in and set up a new password within 24 hours. If the password is forgotten, just put your username or registered email address, and click FORGET PASSWORD, a help message will be sent to your registered email address. Please study our submission guideline which can be downloaded by clicking at “For authors”.



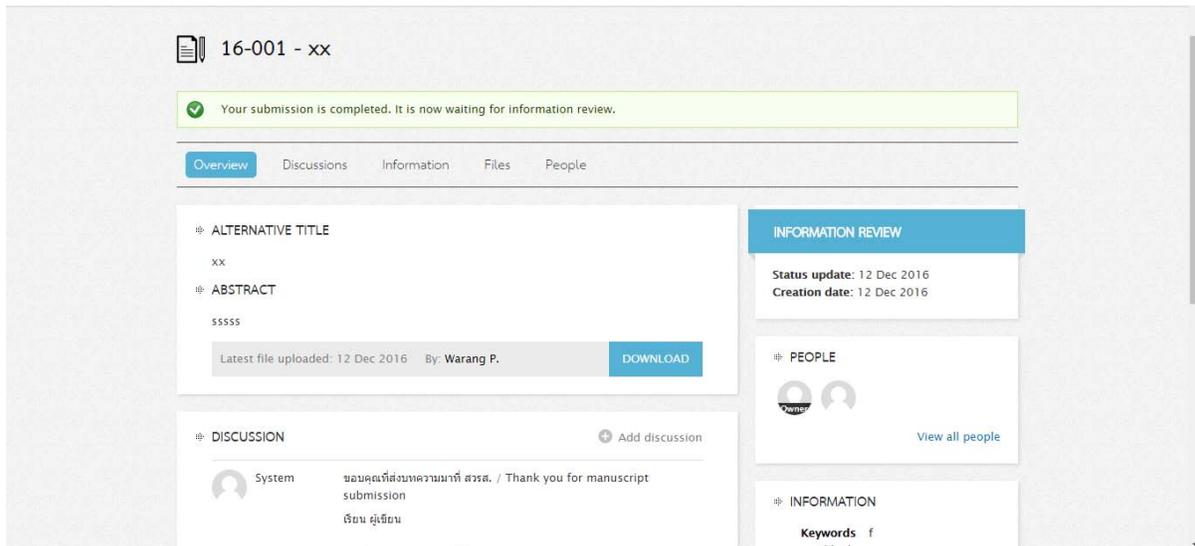
When you finish setting up a new password and click SAVE, the following page will appear.



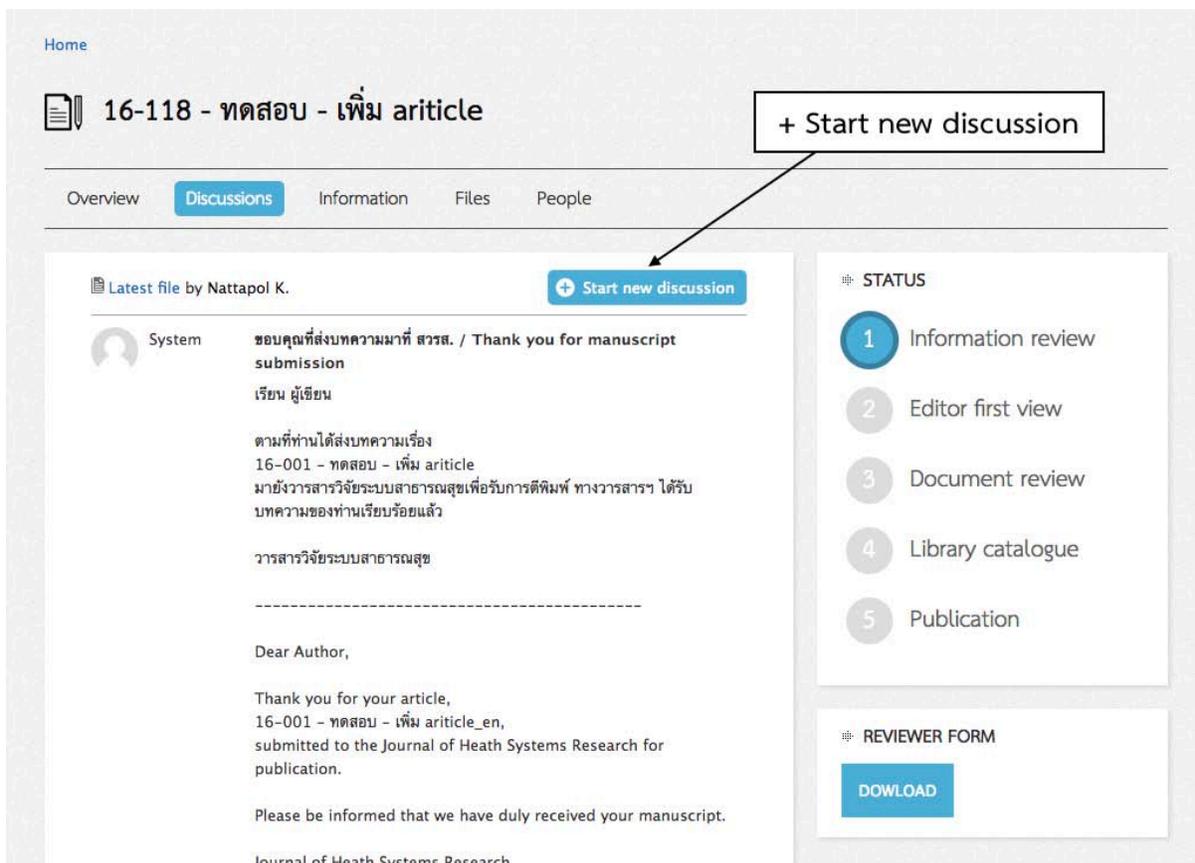
Please fill in all related necessary information especially names and email addresses of every author as identified in the manuscript. Boxes for filling in brief details of one co-author will be shown when you click “Add co-author”. Once you finish filling in required fields, please click “Choose file” to identify your manuscript file, then click “UPLOAD”. When the file is uploaded, click “SUBMIT” to complete your submission.



The following window shows that you successfully complete your submission.



Communication with the journal staff can also be done through logging in at <http://ejournal.hsri.or.th/> on tab “Discussions”, clicking at “+ Start new discussion”.



Consequently, the following window will appear.

The screenshot shows a web interface for adding a new article topic. The title is "16-118 - ทดสอบ - เพิ่ม article". The interface has tabs for Overview, Discussions (selected), Information, Files, and People. The main content area is titled "ADD NEW TOPIC" and contains a "Title" field with a red asterisk, a "Details" text area, a "File" upload section with a "Choose File" button and "No file chosen" text, and a "File type allowed: doc docx" note. There are "UPLOAD" and "START NEW DISCUSSION" buttons. A "Cancel" button is also present. A "STATUS" sidebar on the right lists five steps: 1 Information review, 2 Editor first view, 3 Document review, 4 Library catalogue, and 5 Publication. Callout boxes with arrows point to the "UPLOAD" and "START NEW DISCUSSION" buttons.

Please fill in all required fields marked by red \* and put your message in “Details” box. If a file is needed in the communication, click “Choose file”, then “UPLOAD”. After the upload process is completed, please click “START NEW DISCUSSION” to send the message to the journal staff. “Files” tab will show all the successfully uploaded files of the article with dates of uploading.

The journal staff can also be reached during office hours (08.30-16.30) on Monday-Friday (except public holidays) at 0 2832 9200.