



## MANUSCRIPT PREPARATION

### Page Size

The *JHEA* uses the American “Letter” size. Do not have the page size set to A4 when you submit.

### Length of Manuscript

Manuscripts can be any length as long as the information presented in the manuscript and its quality explain the relevance of the length in it. However, the *JHEA* recommends that you present and discuss your findings and arguments concisely.

### Spelling

The *JHEA* uses American spelling, grammar, and punctuation. Consult a full guide on American spelling and punctuation conventions if you are unfamiliar with them.

### Font

Authors should use only 9-point font size, *Minion Pro*, either in Microsoft Word or OpenOffice format.

### Emphasizing Text

Please use italics to emphasize text, rather than bold text or underscore.

### Line Spacing

The manuscript should have single line spacing.

### Paragraphs

Please indent all paragraphs except the first line of a new paragraph immediately following headings. And do not create line space between paragraphs.

### Headings

Format section headings as follows:

**SECTION HEADING 1: BOLD-FACED, CENTERED, CAPITAL LETTERS**

***Section heading 2: Bold-faced, Italics, Centered, Headline Capitalization***

***Section heading 3: Bod-faced, Italics, left-aligned, initial capitalization only***

### Manuscript File Format

All documents that authors upload on the *JHEA*'s Submission page must be either in Microsoft Word or OpenOffice file format.

### Figures and Tables

All diagrams, photos or drawings used in manuscripts must be converted to jpg images, and be attached as additional files alongside the manuscript during electronic submission. For tables, authors must develop tables using the TABLE FUNCTION of Microsoft Word. Do not make a table with Tabs. Separate text with cells in the table. Do not use a text box or Excel to create a table. Use NO graphics in a table. All tables must fit on a portrait page, not landscape. Landscape tables will be placed as Appendixes. A text marker should dictate the placement of photographs or diagrams, “Figure 1.” Tables are to be placed in their appropriate spot by the author.

### Informed Consent Requirement

The *JHEA* respects patients' right to privacy. Patients' privacy should not be infringed upon without informed consent. Identifying patients' names or hospitals where patients are admitted should not be published in written descriptions or photographs or any identifiable manner unless the information is necessary for the thesis of authors' essays and the patient (or legal proxy or guardian) gives written informed consent for publication. When informed consent has been obtained it should be indicated in the published article.

### Cover Letter

A separate cover letter must be prepared and submitted alongside the manuscript when the manuscript is submitted online on the *JHEA*'s Submission page. The cover letter must indicate the title of the article, a list the names, credentials, and affiliations of the authors in the order of authorship.

### Anonymity Policy

Do not write the names, credentials, and affiliations of the authors on the manuscript. All manuscripts will be read through the *JHEA*'s blind, peer-review process.

### Abstract

The *JHEA* recommends that an abstract may not exceed 300 words for all submissions. It should be written as a single paragraph.

### Acknowledgements

Acknowledgements and details of support must be included at the end of the text before references and not in footnotes. Authors should also disclose financial support or gifts of equipment or supplies in an acknowledgement. Personal acknowledgements should precede those of institutions or agencies

### Abbreviations

Ensure that the use of abbreviations is clear, and each one is defined in the text at its first mention only.

### Quotations

Quotations of more than two lines should be indented and set off in a separate paragraph. Quotations of less than two lines may remain in the main body of the text, placed within double quotation marks. All such citations must include page numbers.

### Footnotes

Avoid extracts, tables, and paragraphing in notes. Endnotes will be converted to footnotes in the typeset version.

### References

Authors are responsible for the accuracy and thoroughness of citations. References should follow the guidelines of the Chicago Manual of Style author-date system for science manuscripts. More details follow.

The *JHEA*'s basic documentation system and stylistic format uses **the Chicago Manual Style**, for further details about the citation and reference guideline, please visit the most updated edition of the Chicago Manual Style available at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

If you have any further questions, contact Editor of the *JHEA*, Dr. Marvin Lee, at [marvin.lee@sju.edu](mailto:marvin.lee@sju.edu).