



# Journal of Undergraduate Health Research

UNIVERSITY OF WATERLOO

## OFFICIAL MANUAL

GUIDE FOR AUTHORS 2021 - 2022

*Adapted from the Official Manual of the Scientific McMaster Undergraduate Science Journal, with permission*



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[https://linktr.ee/juhr\\_uw](https://linktr.ee/juhr_uw)



University of Waterloo

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## About the Journal of Undergraduate Health Research

The University of Waterloo (UW) Journal of Undergraduate Health Research was founded in 2021 by Tara Behroozian and Shayanne Thomas, both undergraduate students in Hon. Health Studies.

The UW Journal of Undergraduate Health Research hopes to bring together undergraduate students' research works related to health from all faculties at the University of Waterloo. This will act as a platform to bring current undergraduate research work to light, while allowing students to make contributions to the field of health research.

Having a platform dedicated to publishing undergraduate research work is especially valuable for students as publishing research work during undergraduate studies can be a difficult task to achieve. The opportunity to publish one's research through a peer-reviewed process can be extremely important for students looking to pursue further professional or graduate studies.

Through the peer-review process, our team will ensure that accepted works are well-written, accurate, and are able to address relevant topics in the field of health research.

## Scope of the Journal of Undergraduate Health Research

For any inquiries regarding works that fall under the scope of the *UW Journal of Undergraduate Health Research*, please contact [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca) with as much insight into your future submissions as possible. Please attach a digital copy of your work to the email, whether it is complete or in-progress.

## Editorial and Creative Board

### *Editors-in-Chief*

**Description:** The Editors-in-Chief of the *UW Journal of Undergraduate Health Research* will be responsible for overlooking all editorial, creative, and managerial duties, while ensuring the best quality of publications in the journal. They represent the journal in the face of the readers, authors, potential sponsors, and partners. The Editors-in-Chief will finalize all publication and creative decisions for the journal and are responsible for meeting all legal requirements.

### **Requirements:**

- I. Undergraduate student at the University of Waterloo
- II. Prior experience in research and/or scientific writing

Number of Positions: 2 per term

**Editors-in-Chief for 2021-2022:** Tara Behroozian and Shyanne Thomas

### *Senior Editors*

**Description:** The Senior Editors of the *UW Journal of Undergraduate Health Research* will be responsible for facilitating and overlooking the peer-review process. Senior Editors will assign work to Editors who will review the submission and will then forward revisions to the secretary to maintain contact with authors regarding the following: outstanding revisions and/or documentation, deadlines for final edits, and the status of submission. The Senior Editors will also conduct pre- and post- peer-review and finalize all work before online publication.

### **Requirements:**

- I. Undergraduate or graduate student at the University of Waterloo
- II. Prior experience in research and/or scientific writing

Number of Positions: 2 per term

**Senior Editors for 2021-2022:** Megan Dol and Takuya Shibayama

### ***Editors***

**Description:** The Editors of the *UW Journal of Undergraduate Health Research* are responsible for carefully reviewing the submitted work to ensure adherence to standardized editorial guidelines. They will be required to collaborate with a co-editor and the designated Senior Editor for each assigned submission. By request, Editors may be invited to contribute submissions to the journal.

#### **Requirements:**

- I. Undergraduate or graduate student at the University of Waterloo
  - II. Prior experience in research and/or scientific writing
- Number of Positions: 16 per term

**Editors for 2021-2022:** Amanda Armstrong, Desiree Vaz, Francis Fernandes, Jalisa Karim, Jessica Chionglo, Jia Gilani, Johnson Zhou, Kelsey Mar, Krishna Arunkumar, Mahmoud El Mabrouk, Mariam Omilabu, Panuya Athithan, Precious Nwaka, Scott Blommaert, Sydney Coulis, Zahra Mohamed, and Zinnia Chung

### ***Creative Director***

**Description:** The Creative Director of the *UW Journal of Undergraduate Health Research* will be responsible for managing all tasks that involve artwork and graphic design for journal purposes. They will also be expected to oversee and delegate tasks to members within the Creative Board, including Illustrators, Graphic Designers, and the Social Media Coordinator. The Creative Director will be in direct, regular contact with the Editors-in-Chief and the Senior Editors to advise and facilitate creative work pertaining to any submissions, promotional material, and website maintenance.

#### **Requirements:**

- I. Undergraduate or graduate student at the University of Waterloo
- Number of Positions: 1 per term

**Creative Director for 2021-2022:** Kimberly D'Mello

### ***Graphic Designers***

**Description:** The Graphic Designers of the *UW Journal of Undergraduate Health Research* will be responsible for creating a visually appealing journal format by overlooking website maintenance and formatting all accepted submissions. The Graphic Designers will also have a key role with the peer-review process of submitted infographics and any manuscripts that involve artwork.

#### **Requirements:**

- I. Undergraduate student at the University of Waterloo
  - II. Website maintenance and graphic design experience is an asset
- Number of Positions: 2 per term

**Graphic Designers for 2021-2022:** Kirsten Dougall, Raven Sim, and Kelsey Zhao

### ***Illustrators***

**Description:** The Illustrators of the *UW Journal of Undergraduate Health Research* will be responsible for designing cover and back pages, illustrating for selected submissions, reviewing infographics and submissions that incorporate artwork, and creating illustrations for other journal-related projects.

#### **Requirements:**

- I. Undergraduate student at the University of Waterloo
  - II. Illustration experience is an asset
- Number of Positions: 2 per term

**Illustrators for 2021-2022:** Kirsten Dougall, Ruby Hall Elwood, Raven Sim, and Kelsey Zhao

### ***Social Media Coordinators***

**Description:** The Social Media Coordinator of the *UW Journal of Undergraduate Health Research* will be responsible for managing all social media platforms associated with the journal and maximizing the journal's outreach. They will be requested to design engaging posts for the journal's social media platforms.

**Requirements:**

I. Undergraduate student at the University of Waterloo

Number of Positions: 2 per term

**Social Media Coordinators for 2021-2022:** Nabeeha Khan and Arsh Muhyiddin

### ***Outreach Coordinator***

**Description:** The Outreach Coordinator will work closely with the creative team to promote all marketing initiatives to professors

**Requirements:**

I. Undergraduate student at the University of Waterloo

Number of Positions: 1 per term

**Communications Coordinator for 2021-2022:** Ainsley Durnin and Joshua Leung

### ***Secretary***

**Description:** The Secretary of the *UW Journal of Undergraduate Health Research* will be responsible for keeping organized records of meeting minutes, member attendance, and journal-associated deadlines. They will be asked to document all publication progress and remind the team of any outstanding tasks and upcoming deadlines. The Secretary will also be responsible for organizing folders and files, constructing spreadsheets, and managing incoming and outgoing emails.

**Requirements:**

I. Undergraduate student at the University of Waterloo

Number of Positions: 1 per term

**Communications Coordinator for 2021-2022:** Fiona Thi and Simrit Dhillon



### ***Finance Director***

**Description:** The Financial Operations Coordinator of the *UW Journal of Undergraduate Health Research* will work closely with the Editors-in-Chief to obtain internal and external funding for journal purposes. They will be asked to seek sponsors and funding opportunities, manage the *UW Journal of Undergraduate Health Research* bank account, and record all relevant funds and transactions associated with journal operations.

#### **Requirements:**

I. Undergraduate student at the University of Waterloo

Number of Positions: 1 per term

**Financial Operations Coordinator for 2021-2022:** Isabel Lacy and Taneya Raguram

### ***Senior Advisors***

**Description:** *The UW Journal of Undergraduate Health Research* is a student-run undergraduate journal; however, we are very fortunate to have a team of Senior Advisors to provide guidance. The contribution of staff and faculty members is invaluable to the success of the journal. If we suspect a submission is beyond the expertise of our undergraduate Editorial Board, the Senior Advisors will be contacted based on their area of expertise to provide guidance on the scientific accuracy and relevance.

**Senior Advisors for 2021-2022:** Dr. Diane Williams, Dr. Ellen MacEachen, Jordan Hale

## Submission Requirements

All of the following submission types are acceptable for submission to the *UW Journal of Undergraduate Health Research*.

**Please note:** If your submission is a part of coursework, publication may only be possible with the permission of your instructor. Please submit the **Exceptional Coursework Approval Form (Appendix IV)** as a supplementary file upon your submission of the work.

Exceptional coursework pieces that do not fit any of the below categories but are science communication-based and on a relevant topic in health — such as policy briefs and essays, may be submitted to be considered for publication on the *UW Journal of Undergraduate Health Research* through OJS as “Other”. The word limit is flexible for this submission type (we recommend that you do not exceed 6,000 words). If selected, the article will be considered as a “**Featured Article**”.

### Original Research

Original Research submissions must be submitted to the *UW Journal of Undergraduate Health Research*'s Open Journal System (OJS). Original research articles may include independent theses and research practicum coursework reports. The **Original Research Approval Form (Appendix I)** must be completed and submitted along with the manuscript as a supplementary file.

The original research piece should be between **3000 - 6500 words**. Do not neglect to number pages of main work (bottom right hand of each page). Please note that the word limit does not include the title page, abstract, lay summary, key words, references, or acknowledgements. Please ensure that the submitted manuscript includes **line numbers**.

**The submitted manuscript must contain the following sections in this sequence:**

**Title Page:** Include the title of the work submitted, with the author names in sequence of who conducted the most to least amount of work. In addition, indicate the program, department, faculty, and year of study (e.g. 3A, 2B) of each author using Arabic numeral superscripts. Provide the email correspondence to only one author and ensure the accompanying author has an asterisk superscript near their name.

**Lay Summary:** Summarize the entire piece for a lay audience in 100-200 words. Be sure to include relevant information such as the purpose of the research conducted, main results, as well as the significance of the findings to the field of health research as a whole. This should not be identical to the abstract and must be intended for a lay audience.

**Abstract:** Briefly outline the research and the significance of the work (max. 200 words). Graphical abstracts, if applicable, should be pasted in this section as well.

**Keywords:** A list of 3-6 keywords that best describe the work.

**Introduction:** Provide an informative description of the relevant field(s) of science. Include the literature background in this section.

**Methods:** Describe the order of procedures and experiments attempted in obtaining the results as well as relevant tools/equipment and ethics disclosure where live participants are involved.

**Results:** Describe all the results obtained from the research study. Include figures, graphs, data tables with appropriate titles, and statistical analysis outputs, as needed.

**Discussion:** Summarize the results and discuss the findings and their significance towards the research field. If applicable, discuss relevant research and compare/contrast findings to recent work. Describe the limitations of the project and outline further steps to be taken.

**Conclusion:** Relate the main findings to the original hypothesis(es).

**Acknowledgements:** Provide information regarding funding, conflicts of interest, joint first authorship (if applicable) and support from faculty members or other mentors.

**References:** All references should be listed using the **Vancouver** (*superscript - after period*) citation format. All references should be mentioned in the text of the manuscript and vice versa. Refer to the following *AMA* citation guide to format your list of references:

<https://subjectguides.uwaterloo.ca/ama>

### ***Image Formatting Considerations:***

- If your submission includes images, each image must be uploaded as a supplementary file (in PDF, PNG, or JPEG format), with a minimum resolution of 75 dpi each.
- Figures and tables should be referenced throughout the publication and listed at the end of the manuscript (after the references) in the order in which they appear throughout the manuscript.
- If the figure has been adapted from an external source, indicate this in accordance

with *Vancouver (superscript - after period)* style citations.

### ***Academic Literature Review***

Review submissions must be submitted to the *UW Journal of Undergraduate Health Research's* Open Journal System (OJS) and include systematic reviews, meta-analyses, narrative reviews, and scoping reviews pertaining to a specific topic. The review should be between **2000 - 4500 words**.

It may be helpful to follow the [PRISMA](#) checklist to help guide systematic reviews, and the search strategy must be specified. Narrative reviews may be submitted without a specified search strategy and may identify a few studies on the topic of interest. If you require assistance, please utilize the literature reviews support offered by the Waterloo Library which can be found [here](#). Please ensure that the submitted manuscript includes **line numbers**, and do not neglect to number pages of main work (bottom right hand of each page).

### ***The submitted manuscript must contain the following sections in this sequence:***

**Title Page:** Include the title of the work submitted, with the author names in sequence of who conducted the most to least amount of work. In addition, indicate the program, department, faculty, and year of study (e.g. 3A, 2B) of each author using Arabic numeral superscripts. Provide the email correspondence to only one author and ensure the accompanying author has an asterisk superscript near their name.

**Lay Summary:** Summarize the entire piece for a lay audience in 100-200 words. Be sure to include relevant information such as the purpose of the research conducted, main results, as well as the significance of the findings to the field of health research as a whole. This should not be identical to the abstract and must be intended for a lay audience.

**Abstract:** Briefly outline the research and the significance of the work (max. 200 words). Graphical abstracts, if applicable, should be pasted in this section as well.

**Keywords:** A list of 3-6 keywords that best describe the work.

**Introduction:** Provide an informative description of the relevant field(s) of science. Include the literature background in this section.

**Methods:** Describe the literature search methodology, including databases searched and process of article selection/extraction for inclusion in the review. Please also discuss any methods of bias or evidence assessment, if applicable.

**Results:** Describe all the results obtained from the literature review. Include figures, graphs, data tables with appropriate titles, and statistical analysis outputs, as needed.

**Discussion:** Summarize the results and discuss the findings and their significance towards the research field. Describe the limitations of the project and outline further steps to be taken.

**Conclusion:** Provide an overview of the work undertaken and reiterate recommendations for future research.

**Acknowledgements:** Provide information regarding funding, conflicts of interest, joint first authorship (if applicable) and support from faculty members or other mentors.

**References:** All references should be listed using the **Vancouver** (*superscript - after period*) citation format. All references should be mentioned in the text of the manuscript and vice versa. Refer to the following *AMA* citation guide to format your list of references: <https://subjectguides.uwaterloo.ca/ama>

### **Image Formatting Considerations:**

- If your submission includes images, each image must be uploaded as a supplementary file (in PDF, PNG, or JPEG format), with a minimum resolution of 75 dpi each.
- Figures and tables should be referenced throughout the publication and listed at the end of the manuscript (after the references) in the order in which they appear throughout the manuscript.
- If the figure has been adapted from an external source, indicate this in accordance with *Vancouver (superscript - after period)* style citations.

### **Opinion Piece**

Opinion piece submissions must be submitted to the *UW Journal of Undergraduate Health Research's* Open Journal System (OJS) and include evidence-based pieces of argumentative writing that express the author's personal opinions pertaining to a **controversial** topic in health research. A proposed solution, if applicable, may or may not be provided in the work. Ensure that the writing is opinionated while maintaining a formal academic writing style. A competitive Opinion Piece will demonstrate that the author is informed on opposing views, yet still diplomatically argues that their viewpoint is unequivocal. The original research piece should be between **500 - 1500 words**. Do not neglect to number pages of main work

(bottom right hand of each page). Please ensure that the submitted manuscript includes **line numbers**.

**The submitted manuscript must contain the following sections in this sequence:**

**Title Page:** Include the title of the work submitted, with the author names in sequence of who conducted the most to least amount of work. In addition, indicate the program, department, faculty, and year of study (e.g., 3A, 2B) of each author using Arabic numeral superscripts. Provide the email correspondence to only one author and ensure the accompanying author has an asterisk superscript near their name.

**Lay Summary:** Summarize the entire piece for a lay audience in 100-200 words. Be sure to include relevant information such as the motivation driving the piece and the significance of the piece to society as a whole. This should not be identical to the abstract.

**Abstract:** State the topic of your article followed by a brief description of your central thesis/argument. Write about the significance (i.e., why others should care) of your perspective.

**Keywords:** A list of 3-6 keywords that best describe the work.

**Introduction:** Provide an informative description of the relevant field(s) of science. Include the literature background in this section.

**Body:** The body encompasses majority of the manuscript. It could be divided into sections in an organized manner using Arabic numerals (e.g. 1.1 Genetically Modified Organisms, 1.1.1 Commercial Foods), or could be structured as a single body of the text. Provide your personal perspective on the work throughout the body section. A concluding paragraph or statement should be included in this section.

**Acknowledgements:** Provide information regarding funding, conflicts of interest, joint first authorship (if applicable) and support from faculty members or other mentors.

**References:** All references should be listed using the **Vancouver** (*superscript - after period*) citation format. All references should be mentioned in the text of the manuscript and vice versa. Refer to the following *AMA* citation guide to format your list of references:

<https://subjectguides.uwaterloo.ca/ama>

### News and Views

News and Views submissions must be submitted to the *UW Journal of Undergraduate Health Research's* Open Journal System (OJS) and include evidence-based pieces of argumentative writing that express the author's personal opinions pertaining to a **controversial** topic in health research; the contents should contain critical review of **recent** (2018 and onwards) **primary** literature. *Please exclude the discussion of politically controversial matters*, for this we suggest **Opinion Pieces**.

The News and Views research piece should be between **500 - 1500 words**. Do not neglect to number pages of main work (bottom right hand of each page). View an example of a News and Views article at the following article:

<https://www.nature.com/news/2011/110517/full/news.2011.298.html>. Please ensure that the submitted manuscript includes **line numbers**.

#### *The submitted manuscript must contain the following sections in this sequence:*

**Title Page:** Include the title of the work submitted, with the author names in sequence of who conducted the most to least amount of work. In addition, indicate the program, department, faculty, and year of study (e.g. 3A, 2B) of each author using Arabic numeral superscripts. Provide the email correspondence to only one author and ensure the accompanying author has an asterisk superscript near their name.

**Lay Summary:** Summarize the entire piece for a lay audience in 100-200 words. Be sure to include relevant information such as the motivation driving the piece, main results, as well as the significance of the findings to society as a whole. This should not be identical to the abstract.

**Abstract:** Briefly outline the research and provide your interpretation of the significance of the work (max. 200 words). Graphical abstracts, if applicable, should be pasted in this section as well.

**Keywords:** A list of 3-6 keywords that best describe the work.

**Introduction:** Provide an informative description of the relevant field(s) of science. Include the literature background in this section. For example, if the manuscript is about a novel treatment, include information on the related disorder(s), past treatment(s), and associated issues of the preceding knowledge.

**Body:** The body encompasses majority of the manuscript. It could be divided into sections in an organized manner using Arabic numerals (e.g. 1.1 Genetically Modified Organisms, 1.1.1 Commercial Foods), or could be structured as a single body of the text. Provide your personal perspective on the work throughout the body section. A concluding paragraph or statement should be included in this section or may be included as its own section.

**Acknowledgements:** Provide information regarding funding, conflicts of interest, joint first authorship (if applicable) and support from faculty members or other mentors.

**References:** All references should be listed using the **Vancouver** (*superscript - after period*) citation format. All references should be mentioned in the text of the manuscript and vice versa. Refer to the following *AMA* citation guide to format your list of references: <https://subjectguides.uwaterloo.ca/ama>

### **Abstract**

Abstract submissions must be submitted to *UW Journal of Undergraduate Health Research's* Open Journal System (OJS) and constitute a concise yet comprehensive summary of the pending or completed research work. Submissions may be accompanied by a visually appealing graphical abstract, if appropriate. An ideal abstract should be engaging to the undergraduate health/science audience and should convey the importance of the conducted research. The abstract must be separated into the following sections: "Background and Purpose", "Methods", "Results", and "Conclusions". The written abstract should be between **250-350 words**. Please ensure that the submitted manuscript includes **line numbers**.

***The submitted manuscript must contain the following sections in this sequence:***

**Title Page:** Include the title of the work submitted, with the author names in sequence of who conducted the most to least amount of work. In addition, indicate the program, department, faculty, and year of study (e.g., 3A, 2B) of each author using Arabic numeral superscripts. Provide the email correspondence to only one author and ensure the accompanying author has an asterisk superscript near their name.

**Lay Summary:** Summarize the entire piece for a lay audience in 100-200 words. Be sure to include relevant information such as the motivation driving the piece, main results, as well as the significance of the findings to society as a whole. This should not be identical to the abstract.

**Abstract:** The abstract must be separated into the following sections: "Background and



Purpose”, “Methods”, “Results”, “Discussion & Limitations”, and “Conclusion”.

**Keywords:** A list of 3-6 keywords that best describe the work.

**Acknowledgements:** Provide information regarding funding, conflicts of interest, joint first authorship (if applicable) and support from faculty members or other mentors.

**References:** All references should be listed using the **Vancouver** (*superscript - after period*) citation format. All references should be mentioned in the text of the manuscript and vice versa. Refer to the following AMA citation guide to format your list of references:

<https://subjectguides.uwaterloo.ca/ama>

### **Infographic**

Infographic submissions must be submitted to the *UW Journal of Undergraduate Health Research*'s Open Journal System (OJS) and should describe a concept related to health research using informative content and appealing visuals. Submissions may be accompanied by a visually appealing graphical abstract, if appropriate. The title should be visibly stated on the work. The infographic should be a maximum of **1000 words**. Do not neglect numbering your pages at the bottom right of each page. The infographic should be letter size (8.5" width x 11" height), or tabloid sized (17" width x 11" height) split into two letter size pages of at least 300 dpi resolution. The infographic must be submitted in PDF or doc./docx. format. **Please include a draft/mock-up of the illustrations and formatting required for the infographic, along with the full text.** Please visit this link for an example of an infographic:

<https://jamanetwork.com/journals/jama/fullarticle/2762386> Please ensure that the submitted manuscript includes **line numbers**.

### **Interview**

Written interviews must be submitted to the *UW Journal of Undergraduate Health Research*'s Open Journal System (OJS). Interviews can be conducted with researchers and/or students at the University of Waterloo. Interviews are an integral part of the *UW Journal of Undergraduate Health Research* as they allow personal insight into the innovative perspectives at the University of Waterloo. Written interviews should be between **300-1500 words**.

### *Interview submissions comprise the following components:*

- Specific interview questions are written by the interviewers and must be approved by the *UW Journal of Undergraduate Health Research* team using the **Interview Approval Form (Appendix II)**. There must be a minimum of 5 questions to which a reasonably thorough response might be expected. This form must be completed and submitted 14 days prior to the actual interview as a supplementary file to [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca). Questions should focus on the planning and findings of the project.
- Additional topics of discussion may include challenges, limitations, or aspects of the researcher's career and research.
- Include a high-quality **photograph** of the interviewee as a supplementary file with your submission, as well as an **abstract** (200 words) briefly outlining their research and their **biography** (200 words).

## Submission Review and Editing

### *Pre-Submission Checklist*

- Ensure that all guidelines and requirements outlined in this manual have been read and followed.
- Format of the manuscript should be as follows:
  - Text is single spaced, 12 pt font
  - Italics rather than underlining (except with URL addresses)
  - All illustrations, figures, and tables are placed within the text rather than at the end
- Ensure that all documents have been anonymized. This means removing any identifying information such as author name, or any affiliations.
- The manuscript submission must contain numbered lines. For details on how to include line numbers to your submission, please visit: <https://support.microsoft.com/en-us/office/add-or-remove-line-numbers-b67cd35e-422c-42eb-adc9-256ca9802e22>
- All authors must create a sketch to submit alongside the manuscript of what illustrations they would like to accompany their piece. These illustrations will assist the Creative Team when formatting the final manuscript.
- We require all authors to schedule a drop-in session with the **UW Writing and Communication Centre (WCC)** prior to the submission of their works to receive feedback. Please submit the receipt from the drop-in session along with submission.
  - For additional writing resources please visit <https://uwaterloo.ca/writing-and-communication-centre/workshops> for a list of available asynchronous workshops. These workshops can help improve the quality of the work and will in turn result in higher chances of publication. We also encourage authors to

seek advice through the WCC one-on-one sessions prior to submission and during the review process for assistance when responding to reviewers' comments: <https://uwaterloo.ca/writing-and-communication-centre/appointments>.

### **How to submit**

Please visit <https://openjournals.uwaterloo.ca/index.php/JUHR> to submit your documents.

**Acceptable File Formats.** All written submissions should be made in docx., rtf., txt. All infographics are to be submitted in pdf., png., and jpeg. All other formats will not be accepted.

### **Submission Evaluation Process**

The *UW Journal of Undergraduate Health Research* is proud to accept submissions from all undergraduate students and alumni of the University of Waterloo, and all works will be evaluated according to standardized parameters. The Editors-in-Chief will evaluate whether the submission meets the scope of the journal, the originality of work, and the extent of met guidelines according to the **Types of Submission** section of the document.

Granted all conditions are met, the submission is forwarded to the Senior Editors to begin the pre-peer review and, if warranted, the peer review process. Note, although the peer-review process at *the UW Journal of Undergraduate Health Research* includes grammatical editing, poorly written pieces will not be considered to maintain the professional integrity of the journal. We kindly ask that authors address *all* edits provided by our editorial team prior to returning the submission for subsequent rounds.

### **The following steps outline the Submission process and timelines:**

1. The corresponding author makes a submission via OJS
2. The Editors-in-Chief will briefly review the submission. If the submission meets the scope of the journal, a Senior Editor is assigned to conduct **pre-peer review**.
  - a. Pre-peer review entails assessment of adherence to guidelines outlined in this manual
  - b. Pre-peer review is an unblinded process.
3. If the submission meets Pre-Peer Review criteria, 2-3 Editors will be assigned by the Senior Editor to conduct **Peer-Review Round 1**.
  - a. Round 1 entails validation of scientific accuracy, legitimacy of sources, and overall organization of the piece.
  - b. At this stage, authors may consult with an Illustrator on the Creative Team if they have requested to develop artwork for their piece.
4. Following Peer-Review Round 1, the submission will be sent back to the

corresponding author to address all comments within **7 days** of receipt.

5. Once the authors have addressed comments from Peer-Review Round 1, two Editors will conduct **Peer-Review Round 2**.
  - a. Round 2 entails further content editing, but is largely concentrated on grammar, syntax, and punctuation. The Editors will also ensure that all suggestions from Round 1 have been addressed.
6. Following Peer-Review Round 2, the submission will be sent back to the corresponding author to address all comments within **5 days** of receipt.
7. Additional review rounds may be required at the discretion of the Editors, Senior Editor, and Editors-in-Chief. The Editors-in-Chief will make a final decision of whether the submission is to be accepted for publication.
8. Upon acceptance of the manuscript for publication, the manuscript will undergo **Copyediting** and **Formatting** by Graphic Designers. The authors and Editorial Board will have the opportunity to complete a final proofread of the piece prior to publication.

### **Communication of Acceptance, Wait-listing, and Rejection**

If your work has been selected for peer review, we will be in contact within 1 week of your submission. The decision for selected and rejected submissions will be communicated via OJS. Correspondence relating to rejected or wait-listed submissions will contain justifications for the decision by the editorial board. If this does not suffice or feedback is unclear, and you would like to know more, please contact us at [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca).

### **Archiving of Work**

In the event of submission overflow, your article may be placed in our archive for future consideration, granted that it was chosen for peer-review or wait-listed.

## **Submission Terms and Conditions**

It is the author's responsibility to ensure that their submission is under Journal of Undergraduate Health Research peer review process only, and that their work has not been published anywhere prior to the submission to the UW Journal of Undergraduate Health Research.

### **Plagiarism of Work**

*Journal of Undergraduate Health Research* is deliberate to maintain the integrity of the journal, ensuring all manuscripts and works are original. Plagiarized content includes incorrectly cited sources, as well as components that were failed to be cited altogether. The Editorial Board will diligently enforce a zero-tolerance policy for any plagiarized submissions to the *UW Journal of Undergraduate Health Research*, meaning that after a fair review, any plagiarism discovered will be rejected. In the interest of time, said author(s) will be barred from submission to the *UW Journal of Undergraduate Health Research* indefinitely. Authors submitting to the journal must adhere to the terms of **Attribution-ShareAlike 4.0 International (CC BY-SA 4.0) license** as outlined below:

- a. You are free to share (copy and redistribute) any material from this journal, granted you have given appropriate credit, provided the link to the license, and indicated whether changes were applied to original work.
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## Appendix I: Original Research Approval Form

Author's Name:

Date of Approval:

Principal Investigator (PI) Name:

Faculty or Department:

PI's University:

Author's Corresponding Email:

Original Research Paper Title:

Brief Description of Research Project (75 words or less):

Approval from Faculty Member:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

OR

Screenshot of PI's email approving the submission to *Journal of Undergraduate Health Research* (please, see footnote below).

Journal of Undergraduate Health Research requires handwritten or digital signatures. For handwritten signatures, you must print the form, attain a signature from the PI and then scan the form or take a clear picture to be submitted as a supplementary file on the Open

Journal System (OJS) along with your main submission. If you are unable to obtain a handwritten signature from the PI, attach a screenshot of the email to this form corresponding that approval has been granted to you to publish this research. Please ensure both the form and email screenshot are submitted to the OJS as a supplementary file along with your main submission to [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca).

## Appendix II: Interview Approval Form

Author's Name (Interviewer):

Date:

Researcher's Name (Interviewee):

Faculty or Department:

Author's Corresponding Email:

|   |                             |
|---|-----------------------------|
| Proposed interview date<br>Month/Day/Year | Proposed interview location |
|---|-----------------------------|

Logistics of the interview

Who will supply the technology for the interview:

Do you plan for anybody to assist you?

Additional comments:

What is the researcher's work that will be the focus of the interview. Be sure to reference publications that will be the focus of this interview.

List all questions that will be asked.

Please submit this document to [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca).

Please attach proof (e.g. email) showing that the interviewee has agreed to be interviewed.



### Appendix III: Video Presentation Approval Form

Presenter's Name:

Date:

Faculty or Department:

University:

Presenter's Corresponding Email:

Name of Assisting Videographer:

Video Presentation Title:

Brief Background of Work (75 Words or less):

References Used on the Poster or PowerPoint Presentation:

Approval from Presenter:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Journal of Undergraduate Health Research requires handwritten or digital signatures. For handwritten signatures, you must print the form, attain a signature from the presenter and then scan the form or take a clear picture to be submitted as a supplementary file on the

Open Journal System (OJS) along with your main submission. If you are unable to obtain a handwritten signature from the presenter, attach a screenshot of the email to this form corresponding that approval has been granted to you to publish this research. Please ensure both the form and email screenshot are submitted to the OJS as a supplementary file along with your main submission to [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca).

## Appendix IV: Exceptional Coursework Approval Form

Author's Name:

Date of Approval:

Course Instructor's Name:

Faculty or Department:

Author's Corresponding Email:

Exceptional Work Title:

Please be sure to attach a copy of your work

Brief Description of Work (75 words or less):

Approval from Instructor:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

OR

Screenshot of instructor's email approving the submission to *Journal of Undergraduate Health Research* (please, see footnote below).

Journal of Undergraduate Health Research requires handwritten or digital signatures. For handwritten signatures, you must print the form, attain a signature from the instructor and then scan the form or take a clear picture to be submitted as a supplementary file on the Open Journal System (OJS) along with your main submission. If you are unable to obtain a

handwritten signature from the instructor, attach a screenshot of the email to this form corresponding that approval has been granted to you to publish this coursework. Please ensure both the form and email screenshot are submitted to the OJS as a supplementary file along with your main submission to [juhr@uwaterloo.ca](mailto:juhr@uwaterloo.ca).