



Journal of Indigenous HIV Research (JIHR): Policies to Guide Article Submission, Review and Publication Format

The following guide will assist those who submit articles for publication in the JIHR.

1. Submissions to JIHR

The JIHR is a peer-reviewed journal which welcomes contributions from any author. Priority will be given to authors of Indigenous ancestry/background should manuscripts of comparable quality be submitted.

In 2012, expansion of the Canadian Aboriginal AIDS Network's (CAAN) mandate to include a holistic health model became a top priority when discussing HIV, Hepatitis C and other sexually transmitted blood-borne infections (STBBI). CAAN intends to focus its energy on areas such as mental health, aging and chronic diseases associated with HIV, HCV and STBBI from the perspectives of the individual, the family and the community. This will be referred to as the 'expanded mandate' going forward.

Priority will be given to innovative articles that cover areas identified as HIV research, as well as research conducted on Hepatitis C, STBBIs, mental health, aging and chronic diseases associated with HIV. Articles should demonstrate the use of Community-Based Research (CBR) methods or philosophy among Indigenous peoples in Canada. **Articles that are written from a strengths-based perspective are strongly encouraged.** Although not a requirement for publication, authors are also encouraged to highlight how the principles of GIPA (Greater Involvement of People Living with HIV) and MEPA (Meaningful Engagement of People Living with HIV) have been applied throughout research processes, including manuscript submissions.

Articles must fall under one or more of the following headings:

- **Aboriginal community-based HIV/AIDS research and development:** Either quantitative or qualitative research, community-based in design and process.
- **Dissemination of Results / Findings:** These articles focus on results or recent findings related to Aboriginal Community Based HIV/AIDS Research.
- **Commentary:** Opinion pieces which speak to trends in Aboriginal HIV/AIDS CBR, Knowledge Translation or other issues of importance to Aboriginal stakeholders.
- **Emerging Issues in Community-based HIV/AIDS Research in regard to Aboriginal people:** These articles focus on ground-breaking issues, findings and/or reports grounded in CBR and Aboriginal people.

- **Ethical CBR in the Aboriginal Community:** Articles will highlight ways of doing good, ethically sound HIV/AIDS research in the Aboriginal community.
- **International work that includes an Aboriginal Canadian component:** Articles written for an International audience about Indigenous peoples, HIV/AIDS and/or related issues. Articles must include a Canadian component.
- **Stories:** Personal accounts of experiences related to HIV/AIDS or accounts of successful and innovative approaches that address HIV/AIDS in Aboriginal communities.
- **Student work:** Students can submit articles (term papers, thesis, etc) that focus on HIV/AIDS in Aboriginal communities.

2. Purpose

The JIHR is an annual, on-line, open access journal published by CAAN through the CIHR-funded AHA Centre as a service to its members and others with an interest in Indigenous Community-Based HIV/AIDS Research in the Indigenous community. The journal was established to highlight and showcase community-based HIV research being undertaken related to Indigenous Peoples which has not been published in a community friendly format. CAAN would like to fill this void and continue to promote more Indigenous HIV CBR throughout the country in a more accessible format.

3. Audience

Articles published in the JIHR are directed toward several audiences:

Primary: Indigenous People living with HIV and AIDS (APHAs), Indigenous HIV and AIDS service organizations and community health service providers.

Secondary: Indigenous leadership, policy makers, researchers, students and funding organizations, and anyone interested in HIV and AIDS, particularly within Indigenous populations.

4. Criteria for Publication

The JIHR values all submissions. In general, to be acceptable, a paper should advance understanding that is likely to influence thinking in the field and motivate action. To be published in the JIHR, a paper should meet five general criteria:

- Demonstrate the implementation of ethical research practices;
- Provide strong evidence for its conclusions;
- Introduce new information;
- Be important and relevant to the Indigenous HIV and AIDS movement in Canada; and
- Be interesting and applicable to the broad audience of the JIHR and researchers in other disciplines.

As outlined by the Canadian Code of Human rights, every person has the right to freedom from discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partner status, family status or disability. Literature that discriminates based on any of these criteria will not be accepted.

5. Publication Deadlines

The JIHR is published annually. However, submissions are accepted throughout the year.

6. General Submission Requirements

Submission of a manuscript to the JIHR is a commitment to be published in the JIHR. It is therefore implied that the manuscript is not under consideration for publication by another journal.

Authors are to submit **two copies of their paper - one blinded (all identifiers blacked out), one not blinded** - electronically, by e-mail, as a Microsoft Word document attachment. To ensure an anonymous and impartial review of the manuscript, authors' names, affiliations, biographies, and information which might give away their identity should be on a separate cover page.

Manuscripts should be submitted using the following basic formatting:

- Separate title page listing all participating authors with full names, short biography, academic/professional titles, academic degrees, professional credentials, organizational/academic/community affiliation, complete address, e-mail address, telephone and fax numbers. If an article is written by several people, please underline the name of the lead author.
- Abstract which summarizes in roughly 300 words: background information, purpose, methodology, major results, and conclusions
- Excluding cover page, abstract, tables and references a maximum length of:
 - 6,500 words for Indigenous community-based HIV and AIDS research and development, Dissemination of Results / Findings, International work that includes an Indigenous Canadian component and student work; and
 - 2,000 words for Commentary, Emerging Issues in Community-based HIV and AIDS Research in the Indigenous community, Ethics and Stories
- Text typed in double line space using Times New Roman font, 12 point, and 1 inch margins on letter size (8.5 x 11 inches) paper.
- Include no more than six tables or figures.
- Numbering should be at the bottom right-hand side of each page.
- Acknowledgment of any funding source.
- Acknowledgment if manuscript is based on prior presentation(s).

- Do not tab or space the beginning of each paragraph or have more than one space following the end of punctuation.
- APA reference style

Please note: Authors are welcome to suggest suitable independent reviewers and may also request that CAAN excludes one or two individuals or organizations if there is a specific, declared conflict of interest.

7. Cover Letter

The cover letter should briefly and clearly state what is included in the submission including; number of words of text, number of figures, supporting manuscripts and any supplementary information (specifying number of items and format). A rough estimate of the desired final size of figures in terms of number of pages is also needed. CAAN communicates with authors by e-mail.

8. Authorship

Submission to the *JIHR* is taken to mean that all authors of a paper have agreed to the content. The submitting author who signs the cover letter, is responsible for ensuring this agreement. All authors should be listed with full names, short biography, academic/professional titles, academic degrees, professional credentials, organizational/academic/community affiliation, complete address, e-mail address, and telephone and fax numbers. If an article is written by several people, please underline the name of the lead author. The *JIHR* does not impose an order on the list of authors.

9. Author Compensation

The *JIHR* **does not** provide financial or other compensation for a manuscript submission.

10. Content-related Issues

JIHR does not consider contributions under consideration or published in full elsewhere. This policy does not apply to conference abstracts or to prior postings on recognized community preprint servers. If **part** of a contribution has appeared or has been submitted elsewhere, the corresponding author must specify in the covering letter which part of the contribution will appear or has appeared elsewhere, indicating the publication (or preprint server) concerned. CAAN must be consulted if authors wish to publish/publicize any part of their submission elsewhere during the consideration process.

In addition, the following points must be addressed;

- A copy of a permission letter or e-mail must be included for any work described in the paper as "personal communication" and for any licensed but unpublished work cited.
- *JIHR* expects that, as a rule, figures in research papers will be original figures generated by the authors. If this is not the case, the corresponding author must inform the editors at submission, and include written permission for use of such figures before acceptance.

11. Commercialism

The JIHR does not promote or profile commercial services, products, or organizations in its editorial content. Submitted manuscripts should not be linked to proprietary products or services. Specific commercial services, products, or organizations should not be mentioned or alluded to.

12. Who Decides What to Publish?

All manuscripts are considered for publication; however, prospective contributors are encouraged to be aware of the purpose, audience and publication criteria of this journal. Articles are published based upon the recommendations of the Editorial Review Board. Further details regarding the Editorial Review Board are available in the policy statements “*Editorial Peer Review Policies*” and “*Conflict of Interest Policies*”.

13. What Happens to a Submission?

The first stage for a new submission is a review by CAAN staff to consider whether to send it for peer-review based upon the *Criteria for Publication* outlined above in Section 4. The initial judgment is not a reflection of the technical validity of the work described, or its importance to people in the same field.

Once the decision has been made to send the submission to peer-review, the blinded version is sent to members of the Peer Review Board. Papers are sent to two or three reviewers: at least one from the community and one from academia. Reviewers are chosen for the following reasons:

- Independence from the authors and their institutions;
- Ability to evaluate the technical aspects of the paper fully and fairly;
- Currently or recently assessing related submissions; and
- Availability to assess the manuscript within the requested time.

Reviewers consider each manuscript on the basis of technical accuracy, usefulness to readers, timeliness, methodological soundness and whether the research is culturally sensitive, relevant, and beneficial to community members. Feedback is gathered from the peer review committee and a decision is made about how to proceed based upon reviewer input.

If reviewers believe a manuscript is not appropriate for the JIHR, the lead author is notified by email. If reviewers believe additional clarification, information, or revision is needed before a manuscript can be evaluated, authors are contacted and asked to make changes before a final decision on publication is made. The primary author is responsible for responding to comments from the peer review committee. When a paper is accepted for publishing, authors are notified by email and are asked to sign a *Manuscript Release Form (MRF)*. After receiving the completed *MRF*, approved submissions will proceed to translation (English to French) and layout. A proof of the final document will be sent to the corresponding author before the journal is printed and/or posted electronically.

14. Publication Schedule

The JIHR is published annually. CAAN begins actively planning an issue approximately six months before the publication date. When combined with the time needed for editing and review, eight or more months may elapse from the time a manuscript is received until it is published. Other factors affecting the publication date include the existing backlog of accepted manuscripts, the subject matter of the manuscript (an article on a similar topic may have appeared recently), or an issue's theme.

15. Publication Agreement

A manuscript is accepted with the understanding that the JIHR has an exclusive license to publish, which means that the manuscript has not been submitted concurrently, accepted for publication, or published in full elsewhere. All submissions to the JIHR are peer-reviewed blind.

Articles published in full elsewhere are not accepted. The JIHR assumes shared copyright with the author(s) of any article published in the JIHR. Reference to the publisher is required before an article published in the JIHR can be copied or reproduced. Requests for reprints of an article as well as requests for permission to reprint an article in another publication should be directed to CAAN.

Rights to Publish: In order to publish material CAAN must acquire the legal rights to do so from the author(s) of the article. In order for a submitted work to be accepted and published by the JIHR, the author(s) agree to transfer Rights to Publish of the work to CAAN. CAAN must obtain from the original author(s) the right to publish the material in all formats, in all media known or later developed (including but not limited to electronic databases, microfilm, anthologies, and specifically print), with the right to sublicense those rights. For the papers in the JIHR journal CAAN takes an exclusive License to Publish, and the copyright owner retains copyright and certain other rights.

Author warranties: The author(s) represent(s) and warrant(s) the following conditions:

- that the manuscript submitted is his/her (their) own work;
- that the work has been submitted only to this journal and that it has not been previously published;
- that the article contains no vilifying or illicit statements and does not infringe upon civil rights of others; and
- that the author(s) is (are) not infringing upon anyone else's copyright.

The authors agree that if there is a breach of any of the above representations and warranties that (s)he (they) will hold the publisher and editor blameless.

16. Copyright

The JIHR as the publisher has permission to edit, print, and distribute the article. The author(s) of the manuscript retain the copyright themselves. Authors have the ability to reuse parts of the

paper in future work, and can distribute a limited number of copies. Authors are encouraged to submit their version of the accepted, peer-reviewed manuscript to their funding body's archive for public release six months after publication. Authors are encouraged to post their version of the manuscript on their institution's, as well as on their personal websites six months after the original publication. This policy is designed to comply with Indigenous ethical protocols while protecting the integrity and authenticity of the scientific record with the published version clearly identified as the definitive version of the article.

17. Corrections, Errata, Retractions and Addenda

If authors of a published paper subsequently become aware of a significant error in it, they should send a paragraph of correction to the JIHR. Procedures for submitting a paragraph of correction include:

- Corresponding author's name;
- Publication date;
- "Correction" in the subject or memo line of the email;
- The corrected paragraph(s) should be sent in Word format and also as a PDF attachment containing all authors' signatures. (Without the signature of all authors, any correction cannot be considered, unless there are extenuating circumstances, which must be clearly explained by the corresponding author in the letter or email outlining the correction(s) required.)

In cases of disagreement, the JIHR reserves the right to impose a published correction in the interests of accuracy and transparency of the published record, but in this event the JIHR will note in the published correction the dissent among co-authors.

If the mistake is judged significant enough to warrant a published correction, the correction will be made after the end of the Letters section, as an "erratum" if the fault is the JIHR's; "correction" if the fault is the author's; "addendum" if the authors inadvertently made a significant omission from the paper which, after further peer-review, requires addition; and "retraction" if the main conclusion of the paper no longer holds or is seriously undermined as a result of subsequent information coming to light of which the authors were not aware at the time of publication.

18. Complaints Procedure and Refutations

Readers believing a publication in JIHR to contain an important error should submit a review to the JIHR. The JIHR will not consider such complaints unless they contain substantiation which can be verified, and make their case using reasoned language.

Published clarifications can be in a variety of formats, for example an author's correction or a correction imposed by the JIHR. They will not necessarily take the form of a publication by the person who sends the initial complaint to the JIHR. The JIHR's decisions about complaints are made in the interests of maximum clarity for readers, succinctness, fairness, and to maintain the integrity of the published record.

19. Queries

All queries must include full details on the article idea, a writing sample, bibliographical information, any publishing credits or references, and an estimated length of the article. For best consideration, send the article itself. Completed articles need to be concise, tight, and professional, and should include a short biography. If your query or submission is accepted, you will be notified within 30 days of submission.

Note:

Correspondence with CAAN, referees' reports and other confidential material must not be posted on any website or otherwise publicised without prior permission from the editors.

20. Additional Supplementary Policies and forms for JIHR:

Policies:

- 2018 JIHR Policies
- 2018 JIHR Conflict of Interest Policy
- 2018 JIHR Detailed Manuscript Formatting Policy
- 2018 JIHR Editorial Peer Review Policies

Forms:

- 2018 JIHR Confidentiality Form
- 2018 JIHR Conflict of Interest Declaration Form
- 2018 JIHR Manuscript Release Form
- 2018 JIHR Peer Review Assessment Form
- 2018 JIHR Standard Title Page Template

Authors may also consult the **Journal – Policies & Forms** tab on the AHA Centre's website for CAAN factsheets and resources that outline definitions, for example.
<http://ahacentre.weebly.com/policies--forms.html>