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Editorial policy

The *RHM journal* welcomes contributions by authors from all parts of the world. The journal proactively seeks papers about relevant and emerging issues in low- and middle-income countries, written by or in collaboration with authors from those countries. In addition, our editorial policy is to maintain focus on settings where the problems are greater.

The *RHM journal* is following the recommendations of the [Sex and Gender Equity in Research \(SAGER\)](#) guidelines encouraging systematic reporting of sex and gender in research, and asks that contributors familiarise themselves with [these guidelines](#). The guidelines contain a checklist for authors, to help ensure sex- and gender-sensitive reporting in research. Authors should ensure that all data is disaggregated by sex, and that a gender analysis has been carried out. If it has not, authors are asked to provide justification for this exclusion.

video submission guidelines for further details.

Article processing charges and waivers policy

As an open-access journal, *RHM journal* charges an Article Processing Charge (APC) for all articles exceeding three typeset pages in length, irrespective of submission type. Articles of three typeset pages or less will be published free of charge. One typeset page is often approximately 750 words, although this may vary considerably.

Article Processes Charge Table

	0-3 pages	4-8 pages	8> pages
High-income country	0	€1700/\$1921/£1479	€30/\$34/ £26 (charge per typeset page)
Middle-income country	0	€920/\$1040/£800	€30/\$34/ £26 (charge per typeset page)
Low-income country	0	0	0

These charges exclude VAT and local taxes, where applicable.¹

For low-income country authors the APC is fully waived. If the author group includes researchers from universities or institutions in high income economies, the article processing charge is unlikely to be waived.

The total costs will be charged to the corresponding authors upon acceptance of the manuscript (and after final files are typeset), unless they indicate otherwise (e.g. that the invoice be sent to an institution or funder).

¹ Authors resident in any of the countries of the European Union must add UK Value-Added Tax (VAT, currently 20%). Institutions outside the UK paying the fee on behalf of the author and who provide their VAT registration number will not be charged UK VAT. If the place of supply of your services is outside the EU you should not charge UK VAT but, as you may need to account for the local tax, you'll need to consider the tax rules of the country into which you are making your supply.

To find a complete country listing for fee waiver eligibility visit [here](#).

Please note that a discretionary fee waiver may be granted for authors of significant papers from any country who are without institutional backing and would otherwise be unable to publish. All accepted non-theme papers are subject to the APC unless a fee waiver is agreed.

Throughout this first year of transition, RHM commits to absorbing the APC for articles published in the following themed issues:

- *Disability and sexual and reproductive health and rights (May 2017)*
- [Sexual and reproductive health and rights in humanitarian crises](#) (October 2017)

You will be able to request your waiver when you make your submission in the journal's [Editorial Manager site](#).

Editors and reviewers have no access to author payment information. Waiver status will not influence editorial decision.

Withdrawal of Manuscript

We assume that submission of a paper to *RHM journal* implies the intention to take that paper to publication, if accepted. If you withdraw your paper after acceptance, the APC will not be reimbursed.

Ethical considerations

Ethical approval

Authors are responsible for attaining ethical clearance from their own institutions and other relevant bodies in the context of their own research.

RHM journal follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (International Committee of Medical Journal Editors, updated December 2016: <http://www.icmje.org/icmje-recommendations.pdf>). Taylor & Francis is also a member of the Committee on Publication Ethics. For more information, the Taylor & Francis ethics in publishing guidelines can be found at: <http://authorservices.taylorandfrancis.com/ethics-for-authors/>

Authorship

An author is defined as an individual who has participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on substantial contributions to: a) conception and design, or analysis and interpretation of data; b) drafting the article or revising it critically for important intellectual content; and c) final approval of the version to be published. Anyone who does not meet all three of these criteria (e.g. someone who participated in data collection or analysis only) should be credited for their contribution in the acknowledgements.

All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the co-authors, and the authors' contributions should be explained at the end of each manuscript.

We strongly encourage principal authors to explore the engagement and inclusion of colleagues or partners in study settings as potential co-authors, where possible and relevant.

One author must be appointed by the authors as corresponding author; she/he will be responsible for communicating with the editor and co-authors about revisions at all stages of editing and final approval of the text, proofreading, and completing the Author Publishing Agreement. In general, the corresponding author should be available to take charge of revisions, copyediting and proofreading in the months following receipt of peer-reviews and acceptance of the manuscript, up to publication.

Funding details

If applicable, please supply all details required by your funding and grant-awarding bodies as follows:

For single agency grants: This work was supported by the [Funding Agency] under Grant [number xxxx].

For multiple agency grants: This work was supported by the [funding Agency 1]; under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx].

Conflict of interest

Please ensure you have included a disclosure statement in your submission. This is to acknowledge any financial and non-financial interest or benefit that has arisen from the direct applications of your research. For further guidance on what is a conflict of interest and how to disclose it, please see the [author services](#) pages of the Taylor & Francis website.

Preparing your paper

In general, research articles should include an abstract, an introduction, methods, results, a discussion and a conclusion. Prospective authors may wish to access the [Health\[e\]Foundation's Scientific Writing Module](#) for assistance and guidance in the formulation and organisation of their papers, ahead of submission. To assist and encourage new and emerging authors, RHM is committed, to the extent that capacity is available, to provide mentoring, provided the study and findings sufficiently merit publication.

Submission categories

The *RHM journal* accepts submissions across a range of categories. While we will consider articles and submissions that surpass the maximum length if justified by the content, we

request that authors please adhere to the following guidelines. The word limits exclude references, figures, abstract and tables.

We also invite video submissions. Please see the [video submission guidelines](#) for further details.

Submission Type	Description	Parameters
Research Article	A full report of data from an original research study	Limit: 3500-5000 words References: 50 maximum No. of figures and tables: 6 Additional files: yes
Research in Brief	A short report of data from an original research study	Limit: 2500-3500 words References: 25 maximum No. of figures and tables: 4 Additional files: no
Review Article	A comprehensive, authoritative description and summary of a specific subject area	Limit: 3500-5000 words References: 100 maximum No. of figures and tables: 8 Additional files: yes
Roundtable	An article highlighting multiple perspectives from different authors on a specific theme or topic	Limit: 5000 words References: 50 maximum No. of figures and tables: 4 Additional files: yes
Commentary	An article, from the author's own perspective, drawing attention to, expanding upon, or critically engaging with an article or issue under consideration in the journal	Limit: 3500 words References: 25 maximum No. of figures and tables: none Additional files: no
Perspective	An article presenting the author's own viewpoint on an issue, concept or problem in the field	Limit: 1500-2500 words References: 5 maximum No. of figures and tables: none Additional files: no
Spotlight	A short, analytical article highlighting an emerging or contemporary issue	Limit: 1500-2000 words References: 10 maximum No. of figures and tables: none Additional files: no
Letter to the Editor	Comments on, or responses to, recently published articles from the journal	Limit: 750 words References: 5 maximum No. of figures and tables: none Additional files: no
Personal Narrative	A topical personal reflection or story	Limit: 1500-2000 words References: 10 maximum No. of figures and tables: 2 Additional files: yes
Bookshelf	An informed review of a recently published book in the field	Limit: 1000 words References: 5 maximum No. of figures and tables: none Additional files: no

Cover Letter

Please include a cover letter that states that the manuscript has been read and approved by all authors. This letter should name the corresponding author. It should include assurance that the findings of the study have not already been published, and that the manuscript has not already been submitted elsewhere, and is not otherwise under consideration elsewhere. It is strongly encouraged that authors highlight the novel contribution the article is making to the field. Authors are responsible for obtaining permission to reproduce any copy-righted material in their papers. A copy of any permission must accompany the submission and can be included in your cover letter, or uploaded separately under 'other.'

Title page

On your title page, please include all authors' full names, position, institution or affiliation, city and country. Please also include the postal addresses, telephone numbers and email addresses of all authors on the title page. Clearly identify the corresponding author. Authors' affiliations are the affiliations where the research was conducted.

Abstract and key words

Please prepare an abstract for your submissions, with a maximum of 250 words. Abstracts are required for research articles, review articles, and commentaries.

When submitting, authors will also need to select five to ten specific keywords, to increase the visibility of your research in article searches.

Footnotes and references

Submissions that do not follow *RHM journal* style for footnotes and references will be returned to authors for correction.

Please note, footnotes are comments or additional information on the text. If they include a reference, this should be numbered in or at the end of the footnote and appear in the reference list. Any footnotes to the text should be superscripted in the text, and appear at the bottom of the page where they are noted, using the Word footnote function. Choose the following sequence: *, †, **, ‡.

Personal communications should be cited in the text as follows: name, position, personal communication, date. They should not be treated as footnotes or references. References should be in National Library of Medicine (NLM) style. Please see the Taylor & Francis [standard reference style guide](#) for details. The accuracy of the references is the responsibility of the authors, who should check them carefully; they will not be checked by the editors.

Photos, Figures and Tables

Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour, at the correct size). Figures should be saved as TIFF, PostScript or EPS files. More information on how to prepare artwork please see [here](#).

Format, style and language

Please follow these guidelines carefully. Submissions that do not fulfill these criteria will be returned to authors.

- Calibri 11; left aligned; English UK; single-spaced; no indents; no automatic spacing between paragraphs
- Do not indent or tab the first lines of paragraphs, quotes or references
- Add 6 p line spacing after each paragraph
- Use brief headings (and use sub-headings sparingly) to break up the text and identify contents
- Include quotes as separate paragraphs, in italics and with double quotation marks
- Use double quotation marks rather than single, in general
- Spell out the numbers one to ten. Use figures for higher numbers, measurements and time (e.g. 7 km.)
- Minimise the use of acronyms, wherever possible. A long phrase used multiple times in the text should be spelt out in full on first appearance, followed by the acronym in brackets, e.g. sexual and reproductive health and rights (SRHR). The acronym can be used thereafter.
- Avoid jargon, obscure and discriminatory language, long or complex sentence construction, and very long paragraphs
- Limit and define specialist terms
- Non-English words and phrases should be in italics and translated into English briefly in parentheses (e.g. *ayah* [helper])
- All manuscripts should be submitted in MS Word

Submitting your paper

Submission of an article to the *RHM journal* implies that:

- this work has not previously been published (except in the form of an abstract, or as part of a published lecture or academic thesis);
- this work is not under consideration for publication elsewhere;
- the publication of this work is approved by all authors;
- the study has been tacitly or explicitly approved by the responsible ethical authorities where it was carried out;
- the authors intend to go forward with publishing, and commit to investing further time and energy into bringing their work to publication standard.

Previously published papers may be considered if they appeared in a publication with specialist, national or limited circulation, or are not easily accessible to international

readers. Papers previously published in languages other than English could be considered, in full or modified version, for publication in English.

Submitting online

This journal uses Editorial Manager to manage the peer-review process. If you haven't submitted a paper to the *RHM journal* before, you will need to create an account in the submission centre. For further instructions, please click [here](#).

Peer Review

All submissions are reviewed by an editor first. Only papers being considered for publication will be sent for peer-review. The *RHM journal* employs a system of open peer review, so that authors and reviewers know each other's names. For most reviewers and authors, this method of review has multiple benefits. Reviews may be more constructive, new connections may be forged, and mutual sharing of information may be fostered. Nonetheless, we recognise that there are legitimate reasons why a review might better be conducted anonymously, and are happy to honour such a request. At least two peer reviews will be obtained prior to a decision on acceptance.

Based on these reviews, along with the editor's own assessment, papers will either be provisionally accepted, returned for further revision and re-submission, or rejected. The *RHM journal* editorial team expects authors to take account of peer reviewers' comments when revising for re-submission. If a paper is rejected, reasons will be provided.

Manuscripts returned for revision may require one or more rounds of revision and editing by the author. This will be followed by copyediting and editorial "polishing" for style and language, with the approval of the text by the authors. Some cuts may be necessary closer to publication, due to length, repetition of points made in other papers, or type-setting issues.

Proofreading

All co-authors must check, correct and approve the final version, and this must be arranged by the corresponding author. The corresponding author will receive a PDF copy of the typeset text for correction; ideally, all co-authors should also be able to suggest and approve any corrections via the corresponding author. Prior to printing, the editors will also proofread and reserve the right to make changes.

RHM in translation

RHM's regional teams in Brazil, China, Egypt, India, Peru and Russia translate selected *RHM journal* articles and distribute the *RHM journal* in translation editions once or twice a year in Portuguese, Chinese, Arabic, Hindi, Spanish and Russian. RHM in translation editions can be accessed through the RHM website: <http://www.rhmjournal.org.uk/rhm-in-translation/>

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