

## Article Writing Guide

Quarterly Journal “Journal of Health Administration” of the School of Health Management and Information Sciences of Iran University of Medical Sciences, with the aim of promoting scientific researchers of management and health sciences areas and as an official channel for scientific communication among researchers is released through recent findings in these areas in Quarterly Journal form and Persian language. Fields of interest in this journal include:

- ✚ Health Services Management
  - ❖ Health Policy
  - ❖ Health in Disasters and Emergencies
  - ❖ Health Technology Assessment
- ✚ Health Information Management
  - ❖ Medical Informatics
  - ❖ Health Information Technology
- ✚ Health Economics
- ✚ Medical Librarianship and Information Science

In the article writing guide of this Journal, first, all types of published articles are presented and then the structure and descriptions of the various articles will be introduced.

### A. Types of Articles

#### 1. Research/Original Articles

- ❖ **Definition:** *An article derived from the primary research findings is an original article. This type of article should have a maximum of 5,000 words.*

#### ❖ **Components of Research Articles**

- Abstract

- Abstract should be structured.
- Less than 250 words and include the following sections:

**-Introduction:** In the introduction, the main question and the purpose of the study are discussed.

- **Methods:** Includes research method (design), population, samples specification, sampling method, sampling frame and the explanation of the study output.

- **Results:** Includes summaries of obtained information from conducted research.

- **Conclusion:** In this section, overall analysis are discussed based on the obtained results of the study.

- **Keywords:** *Refer to the explanations of this section within the article writing guide*

on page 9.

• **Main text of the Research Article:** The main text should be organized with the following titles:

- **Introduction:** *Refer to the explanations of this section in the article writing guide on page 9.*
- **Methods:** *Refer to the explanations of this section in the article writing guide on page 9.*
- **Results:** *Refer to the explanations of this section in the article writing guide on page 9.*
- **Discussion:** *Refer to the explanations of this section in the article writing guide on page 10.*

\* Note: Research articles are the structured articles.

- **Acknowledgement:** *Refer to the explanations of this section in the article writing guide on page 10.*
- **References:** *Refer to the explanations of this section in the article writing guide on page 11.*

## **2. Review Article**

### **2-1. Narrative Review Articles**

- ❖ **Definition:** This type of article is applied in comprehensive and detailed topics. In this article, the results and discussions of the initial published studies on a particular topic are combined, reviewed and criticized, and it should be limited to a maximum of 4,000 words. Moreover, in the references of these types of articles, at least 3 sources of authors of the article should be cited. The results of a narrative review article, in contrast to systematic review, are more qualitative.

## ❖ **Components of *Narrative Review* Articles**

- **Abstract:** Abstract of this type of article is written in two ways:
  - Unstructured abstract with less than 250 words in which the subject of article is described.
  - Structured Abstract with less than 300 words including the following sections:
    - **Introduction:** Includes the purpose of this study from reviewing the secondary studies.
    - **Methods:** In the methods, data sources, criteria of the selection studies and their numbers are provided.
    - **Results:** In this section, the relationship between sentences and the integration of the obtained findings is summarized.
    - **Conclusion:** Includes the primary conclusion and summary of the provided content in the article.
    - **Keywords:** Refer to the explanations of this section in the article writing guide on page 9.
- **The main text of the *Narrative Review* Article**
  - **Introduction:** In this section, the context of the subject, the concept and hypothesis in the article, the importance of the subject and the purpose are explained.

\*Note: Avoid explanation of findings in this section.

- **Methods:** In this section, key words, searched databases, phrase and search strategy, period and resource selection criteria are mentioned.
- **Results:** The obtained results from the combination and reviewing the secondary studies are presented in this section.
- **Discussion:** In this section, summary of results for previous studies is reported and the future orientation of researches is given.
- **Acknowledgement:** Refer to the explanations of this section in the article writing guide on page 10.
- **References:** Refer to the explanations of this section in the article writing guide on page 11.

## **2-2. Systematic Review and *Meta-Analysis* Article**

- ❖ **Definition of systematic review article:** A review article that starts with a centralized question and the author in order to answer her/his question by using a single protocol and explicit and systematic methods, will search, identify, select, and critically assess the related resources and finally, the findings of the primary or secondary studies are gathered, analyzed and synthesized.

- ❖ **Definition of Meta-Analysis Article:** Meta-analysis is a systematic review article using in special statistics strategy in order to combine the results of various studies in estimated unit.

- ❖ ***Components of Systematic Review and Meta-Analysis Article***

- **Abstract**

- Abstract of this type of article is similar to research article that is structured and less than 250 words.
    - The abstract includes the sections of the introduction, methods, findings, conclusions and key words that its explanations have been placed in the structured abstract section on pages 1 and 2.

- ❖ **The main text of Systematic Review and Meta-Analysis Article**

- **Introduction**

- Refer to the explanations of this section in the article writing guide on page 9.

- **Methods:** Includes description of the following:

- Research question
    - Type of studies
    - Participants
    - Search strategy
    - Searched databases
    - Search time
    - Searched period
    - Interventions and outcomes
    - The total number of retrieved and selected studies
    - Evidence selection criteria
    - Resources exclusion and inclusion criteria
    - Assessing the quality of studies
    - Data collection and analysis method
    - Combining and interpreting studies method
    - Possible biases

- **Results**

- In this section, first, the characteristics and results of the evaluation of scientific quality of studies are shown and then the effects of interventions are presented.

Moreover, the research findings by using a systematic approach and without bias are combined and critically evaluated

## **Discussion**

In this section, a summary of quality of the evidence, the potential biases and the strengths and weaknesses of the reviewed articles are presented. Finally, the findings are analyzed and interpreted.

- **Acknowledgment**

- Please refer to the explanations of this section in the article writing guide on page 10.

- **References**

- Please refer to the explanations of this section in the article writing guide on page 11.

\* Note: Each meta-analysis study is a systematic review but any systematic review cannot be meta-analysis study. (on the contrary, it is not true) .

\* Note: Systematic review and meta-analysis articles are the structured type.

### **3. Short Communication**

❖ Definition: This type of article is similar to the research article. Short communication is a report regarding ongoing researches with few research findings. This report (short communication) is a maximum of two pages and a maximum of 2 tables or images.

❖ ***Components of Short Communication***

- **Abstract:** Abstract of this type of structured article contains a maximum of 150 words. To write this abstract, please refer to the explanations of the structured abstract in the article writing guide on pages 1 and 2.
- **Introduction:** Introduction should be brief and limited to describing the problem, the goals of research and its relation to other researches of the same topics. Moreover, research hypotheses should be expressed clearly.
- **Methods:** This section provides the explanation for the research results.
- **Results:** In this section the results of the research are described.  
For more information in this context, Refer to the explanations of this section in the article writing guide on page 9.
- **Discussion:** Please refer to the explanations of this section in the article writing guide on page 10.
- **Acknowledgment:** Please refer to the explanations of this section in the article writing guide on page 10.

- **References:** Please refer to the explanations of this section in the article writing guide on page 11.

#### **4. Letter to the Editor**

❖ Definition:

- The shortest non-research article with a maximum of 600 words.
- The number of used resources inside it, is maximum of five resources.
- The letter to the editor is usually written in one of the following three ways that each of them somehow leads to a greater transparency of the topic and increasing the knowledge:

1. Criticism of recent published articles in journal by the reader
2. The author's answer to questions of critics of published articles in journal
3. Provide a view on specialized areas covered by the journal

\* Note: Letter to the editor is unstructured / semi-structured articles type.

### **B. General contents of various types of Articles**

#### **1. Title page**

- ✚ The general information of the article and its authors are written in this section.
- ✚ This section includes the full title of the article, the author's information, any deprivation of authority, support resources, number of words and sometimes the number of tables and images.

\* Note: In the title page is usually indicated the type of article (Letter to the editor, review, research and etc.).

#### **1-1. Title of the Article**

- It is a brief description of the whole article and should include information that along with the abstract, lead to improve electronic retrieval of the article.
- In the systematic review and meta-analysis studies, the study method is brought in the part of title.
- Title of the article should take into account the distance and letters of less than 12 words.
- Avoid mentioning words such as "review", "research" and "study" in the title.
- In the title, avoid referring to terms such as "review", "research", and "study".

\* **Note:** A frequent title is a short description of the main title, which, if any, is written in the top right of the article pages with the B Titr 10 font. The number of words used in the frequent title is 6 to 8 words.

## ***1-2. Author's Information***

- In this part , the authors' name and last name, authorship affiliation (including school or faculty, research center or university, city and country), full details of the corresponding author's contact (including address and postal code, e-mail, phone and fax) in Farsi and English are written under the heading of Farsi and English.

### ***\* Example:***

School / Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran; Corresponding Author (Email)

\* **Note:** The organizational affiliation for the student is the degree, the name of the field, the name of the faculty, the name of the university, the city, and the country.

### ***\* Example:***

M.Sc student of Medical Informatics, Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran

\* **Note:** If the author is employed and, in cases the author is not a student and a faculty member, in the organizational affiliation, job position, work place, the city, the country are given respectively.

### ***\* Example:***

Webmaster, Iran University of Medical Sciences, Tehran, Iran

\* **Note:** In cases where the author is not student, faculty member and employed, in the organizational affiliation, scientific degree, the name of the field, the place of education (name of the faculty, the name of the university), the city, and the country are given respectively.

### ***\* Example:***

M.Sc. of Health Information Management, School / Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran

\* **Note:** Academic degrees are divided from the lowest to the highest degree including graduate (B.Sc.), masters (M.Sc.), Ph.D. Pharmacy (Pharm D), doctor of medicine (M.D), Ph.D. medical student (Resident) and doctoral (PhD).

## **2. Abstract (*Abstract*)**

- ✚ The abstract should reflect well the context, the concept of research, the most important and recent observations.
- ✚ In this section, the objectives of the study, methods, main findings and conclusions are described.
- ✚ It should be in the Persian and English languages, and conceptually, the abstract in Persian and English should be exactly the same.
- ✚ The key words contained in the abstract should be between 3 and 5 controlled words based on headlines of medical topics "MESH".

## **3. Introduction**

- ✚ In this section, the problem statement, the goals and the research hypotheses are presented.
- ✚ Directly cited to related resources.
- ✚ Avoid mentioning findings and conclusion.

\* **Note:** Avoid mentioning the footnote in all parts of the article.

## **4. Methods.**

- ✚ In this section, how and why the study is carried out and the type of research, based on the purpose and nature of the study are given.
- ✚ Population, sample, instrument and method of data collection, and data analysis method (applied statistical tests and data analysis software) are provided.

## **5. Findings (*Results*)**

- ✚ Obtained data from primary and secondary results (derived from the main and secondary objectives of the research) are written in this section.
- ✚ The most important findings should be organized in a logical sequence in the form of text, tables and images.
- ✚ In the report regarding the findings of the present study, past time is used, but present time is used to report the findings of other studies.



- ✚ In the context of the report findings, refrain from repeating the information contained in the tables and images. Moreover, in this section, it should be emphasized on the most important observations and attention should be paid to summarizing the findings.
- ✚ Use the charts as an alternative to tables with many entries.
- ✚ Use demographic variables such as age and gender in the data report.

\* **Note:** Avoid mentioning the% sign in the article text, and use the word percent instead.

\* **Note:** Write all numbers smaller than 10 except numbers of tables and images in Persian letters.

\* **Note:** Write Farsi decimal numbers based on how to write these numbers in Farsi.

\* **Example:** 12.5 is correct and 12,5 is wrong.

\* **Note:** decimal numbers in Persian should be written based on the numbers that are written in Persian language.

Example: 12.5

## **6. Discussion**

- ✚ The beginning of discussion starts with a brief report of the main research findings of the research.
- ✚ The most important and recent aspects of the study, along with comparing the results of the research with other related studies, are discussed.
- ✚ Research constraints and suggestions for future researches are provided.
- ✚ The overall conclusion of the research from the findings of this study and its comparison with related research are given.

\* **Note:** Avoid mentioning the English names of the authors in the text and write the names in Persian language.

## **7. Acknowledgment**

- ✚ In this section, individuals or organizations will be appreciated that have helped the authors materially and spiritually (financial, technical, written, and etc.).
- ✚ If possible, please mention the people and their role in the research.
- ✚ If the published article is part of a research project or thesis, this is required to be indicated as follows:

- This article is (a part of) research project titled ....., approved by the university ....., in year ..... with ethical code..... which has been performed with the support of the university .....
- This article is (a part of) a thesis titled ....., in the section (BA / MA / Doctor of Medicine / Ph.D., ....), in year....., and with the ethical code..... which has been done with the support of the university .....

## 8. Resources (References)

- ✚ The cognitive information of all resources used (including printed materials, unpublished materials, audio-visual media, resources available in CDs, DVDs or drives, and internet resources) are cited in the text, respectively.
- ✚ Resource adjustment is consistent with the Vancouver International Standard Declaration in all papers. It should be noted that the Vancouver style resource writing guide is loaded at the site of the Faculty of Health Management and Information Sciences, Department of Research, and in the Guidance section.
- ✚ All resources should be written in English.
- ✚ The bibliographic information of the published articles is translated from Persian into English and at the end of the relevant cognitive bibliographic information, the expression [In Persian] should be brought.
- ✚ In the case of using the accepted papers for publication, the terms "in press" or "forthcoming" is brought in the bibliographic information of that source.
- ✚ Personal communications (including personal letters, memories, personal interviews, emails, and etc.) will only be used if they publish essential information which does not exist in other sources.
- ✚ Refrain from invoking retracted articles in journals. According to the Guide to the Medical Sciences Editors, authors can search "retracted publication [pt]" in the search box of Pubmed for access to these types of articles in Medline. The term "pt" is equivalent to the type of publication. In addition, using the following address, you can find the retracted publications in Pubmed:

[www.ncbi.nlm.nih.gov/pubmed?term retracted publication \[pt\]](http://www.ncbi.nlm.nih.gov/pubmed?term+retracted+publication+[pt])

\* **Note:** Retracted article is an article that will be taken back after publishing in the journal for various reasons such as plagiarism, misuse of statistical tests and other scientific mistakes.

\* **Note:** Retracting the article is done by a variety of people; the article may be taken back by the authors or the responsibility for Retracting it can be the responsibility of the owner of the magazine, but in most cases, editors do this.

- ✚ The title of the journals is abbreviated according to the style used in Medline (at the following address): [www.ncbi.nlm.nih.gov/nlmcatalog/journals](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)

## ***9. Attachments (if necessary)***

- ✚ If necessary, the materials are included in the appendix which help to better understand the research and you cannot put them in the text of the article.
- ✚ Items such as tables and charts with a large amount of data, information gathering tools such as questionnaire form, and etc., should be included in the attachment.

## ***C. Additional notes on article writing***

### ***1. Writing Article Template***

- ✚ The paper is cut in A4, with a margin of 3 cm from each side in monolithic format and using the Microsoft word software.
- ✚ The distance between the lines is 1.15.
- ✚ The font size in the text and the abstract of article in Farsi 12 B Zar, Persian title 16 Bold B Titr, English title 16 Bold Times New Roman, title of tables and charts 11 Bold Bzar and English abstract text 12 Times New Roman.

### ***2. Tables and Charts***

- ✚ The data of the table should give readers a bit more accurate and detailed information briefly.
- ✚ The numbering of the tables should be done sequentially, in the order of the first citation in the text and with the separate title for each table.
- ✚ The title of the table should be short, unnecessarily descriptive and contain enough information to enable the reader to understand its content without re-referring to the text of the article.
- ✚ Each table and chart should be placed on a separate page and are given, the description for that table or chart.
- ✚ If the table is placed at more than one page, in the next pages, the titles of each column should be noted and in front of the table, number the word "continuation" should be written in parentheses.
- ✚ Each column of the table should have a short or summarized title.

- ✚ Additional descriptions of the table should be put by using the various symbols such as \$, \*, and so on below of the table.
- ✚ If you use the tables of other resources, approval and permission of the source should be obtained.
- ✚ Table cells should not be empty as much as possible. It can be fixed by combining rows or columns.
- ✚ The table should be designed in such a way that its margins fit with the width of the A4 sheet.

### **3. Pictures**

- ✚ They should be of high quality and clarity.
- ✚ All letters, numbers, and signs must be clear and distinct.
- ✚ Design to be without explanation and directly applicable to any slide.
- ✚ Draw in black and white and the name of the software be given in which the image or diagram is drawn up by using it.
- ✚ Numbering sequentially based on the order of its citation in the text.
- ✚ If published previously in another source, the authoring and written consent of the copyright owner be attached to the print and reuse of it.

\* **Note:** The number of tables, charts and images in the article is limited, and for every 1000 to 1200 words, a table or a chart and or an image should be brought.

### **4. Symptoms and Abbreviations**

- ✚ In order to prevent misleading readers, only standard abbreviations should be used and inserting abbreviations in the title and abstract of the article should be refrained.

\* **Note: Abbreviation and Acronym difference**

Abbreviation is a shortened number of words that can be the name of a country, organization or anything else. Nowadays, there are thousands samples of these abbreviations in every field. When an address is written, many use the word “St” or “Ave” instead of the “Street” or the “Avenue”. In writing the days of the week, instead of writing the complete form of words, we use their abbreviation, such as Sun, Mon etc. On the other hand, acronym is a term that is abbreviated to other words, but it is read as a word.

Like the UNESCO = The United Nations Educational, Scientific and Cultural Organization

\* **Note:** Acronym is part of the abbreviation, but it's not the case.

✚ In the first place of using the acronym, the widespread Persian form associated to it, is brought, and then in parenthesis the form of an extensive English along with the abbreviation are written. After that, only the acronym can be used in other parts.

\* **Example:** International Standard Organization (ISO)