

Author Guidelines

The Jefferson Center for Interprofessional Practice & Education (JCIPE) was established in 2007 with a mission to promote excellence in healthcare through interprofessional education, practice, and research.

The *Collaborative Healthcare: Interprofessional Practice, Education, and Evaluation* newsletter is a biannual publication produced by JCIPE for faculty, staff, clinicians, and learners from diverse fields and backgrounds. It provides a forum to disseminate current information and innovative projects advancing interprofessional education, care, and research.

JCIPE accepts articles for peer review, project summaries and reports, and reflection pieces.

NEWSLETTER TOPICS

Submissions for the *Collaborative Healthcare: Interprofessional Practice, Education and Evaluation* newsletter should highlight initiatives related to interprofessional education or collaborative care, and/or the evaluation of such endeavors, as well as the perspective of patients navigating the healthcare system. The editorial board strongly encourages submissions that address exciting new innovations and rigorous evaluation of outcome measures for integrated models of education and care. For example, topics could include:

- Clinical care team models
- Curricular innovations
- Evaluation and assessment
- Faculty and staff development
- Patient perspectives and outcomes
- Quality improvement and patient safety initiatives
- Systems or policies affecting clinical care or education
- Technology and social media innovations
- Student-led groups and experiences

SUBMISSION GUIDELINES

- A. **Short reports for peer review** should be approximately 800 – 1000 words, or three to four typed double-spaced pages. These are short reports that describe 1) original research in progress or completed, including quantitative, qualitative, or mix-methods approaches; 2) curricular innovations that are likely to be of widespread benefit to the interprofessional education community; or 3) innovative clinical collaborative practice models, including outcomes or implementation plans. Note: Previously published manuscripts will not be accepted but related submissions are welcome. Including a theoretical framework is encouraged.

Submissions should be organized with the following points in mind:

- Language – use the word ‘interprofessional’ (vs. interdisciplinary or multidisciplinary) to describe interprofessional projects

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- Title – a heading of approximately 50-75 characters that accurately reflects the content
- Listing of authors and credentials – one corresponding author should be identified
- Purpose Statement – description of issue or problem, practice gap, or educational need addressed
- Background – statement of importance/relevance to interprofessional education or practice
- Methodology – description of intervention or what data were reviewed
- Results – description of outcomes of the intervention or innovation
- Discussion – with emphasis on lessons learned
- Conclusion(s) – takeaways supported by valid and reliable data (empirical studies) or appropriate documentation (non-empirical works)
- Implications – description of implications for interprofessional education and/or practice

- B. **Submissions for interviews and reflection pieces** should be approximately 600-800 words, or two to three typed double-spaced pages.

Note: Previously published manuscripts or abstracts will not be accepted but related submissions are welcome.

- C. All submissions should be written in APA style, including references. [Authors can refer to the APA instructional aids](#) for assistance.

If you would like to include a headshot for each author, please have a jpg or png file ready to upload. You can also upload a high-resolution photo or illustration relevant to the article.

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LETTERS TO THE EDITORS

The editorial board welcomes letters to the editors. However, we cannot guarantee a letter will be published.

SUBMISSION & REVIEW PROCESS

- a) Submissions should be [shared online](#). Please be sure to include complete contact information, including the corresponding author's name, credentials, title, affiliated institution, phone number and email address. **The deadline for the fall/winter edition is October 1 and for the spring/summer edition April 1.**
- b) The managing editor will review the initial submission. If the article needs any immediate attention or revisions, the corresponding author will be contacted prior to review by the editorial board.
- c) Submissions may be reviewed by the editorial board if peer review is necessary. If accepted or provisionally accepted for publication, the suggested edits will be summarized, and the corresponding author will be contacted by the managing editor or editorial assistant with the requested changes. Authors will be given a resubmission deadline at that time. *Please note:* The editorial board reserves the right to reject submissions viewed as inappropriate or not meeting the *Collaborative Healthcare: Interprofessional Practice, Education, and Evaluation* newsletter standards. All submissions are kept on file and considered for future issues.
- c) If, upon final layout and review, the managing editor finds any significant additional edits, the corresponding author will be contacted for approval.

JEFFERSON DIGITAL COMMONS

The *Collaborative Healthcare: Interprofessional Practice, Education, and Evaluation* newsletter is a biannual publication produced by Jefferson Center for Interprofessional Practice & Education (JCIPE) for faculty, staff, clinicians, and learners from diverse fields and backgrounds. In addition to being sent to the JCIPE distribution list (circulation >800), all newsletter articles are posted in the Jefferson Digital Commons. The JDC is a repository designed to showcase faculty, staff and student work. Articles posted in JDC are indexed by, and can easily be located within, Google™. For more information about JDC, please refer to: <http://jdc.jefferson.edu/>.