

Author Guidelines

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

The *Collaborative Healthcare: Interprofessional Practice, Education, and Evaluation* newsletter is a peer-reviewed, biannual publication produced by JCIPE for faculty, health professionals, and learners from diverse fields and backgrounds. It provides a forum to disseminate current information and innovative projects advancing interprofessional education, care, evaluation and research in order to further this mission.

NEWSLETTER TOPICS

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

- Interprofessional education and/or care projects, programs and research
- Innovations in interprofessional education and/or care
- Systems or policies influencing interprofessional education and/or care
- Evaluation of interprofessional education and/or care initiatives
- Student experiences with or reflections about interprofessional education and/or care

MANUSCRIPT GUIDELINES

- a) Manuscripts should be approximately 600-800 words – two to three typed double-spaced pages. Note: Previously published manuscripts or abstracts will not be accepted.
- b) Manuscripts should be organized with the following points in mind:
 - Language – use the word ‘interprofessional’ (vs. interdisciplinary or multidisciplinary)
 - Title – a heading of approximately 50-75 characters that accurately reflects the content
 - Listing of authors and credentials – one corresponding author should be identified
 - Statement of issue or problem addressed
 - Background – statement of importance/relevance to interprofessional education or practice
 - Methodology –description of intervention or what data were reviewed
 - Results – a description of the outcomes of the intervention or innovation
 - Discussion –with emphasis on lessons learned
 - Conclusion(s) – supported by valid and reliable data (empirical studies) or appropriate documentation (non-empirical works)
 - Implications for interprofessional education and/or practice
- c) Please include references in APA style. For tutorials and frequently asked questions, authors can refer to: <http://www.apastyle.org/learn/index.aspx>. Correct reference numbering, formatting and citations are the responsibility of the author. The managing editor will request that authors revise references if they are incorrect or improperly formatted. Note: Please do not use the automated reference feature in Microsoft Word, as this makes it difficult to edit and format for printing.

Collaborative Healthcare Newsletter

LETTERS TO THE EDITORS

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

SUBMISSION & REVIEW PROCESS

- a) Manuscripts should be emailed to JCIPE@jefferson.edu. Please be sure to include complete contact information, including the corresponding author's name, credentials, title, affiliated institution, phone and email. **The deadline for the fall/winter edition is November 1 and for the spring/summer edition May 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) Manuscripts will be reviewed by one student and two faculty or staff members of the editorial board. If accepted or provisionally accepted for publication, the suggested edits will be summarized and the corresponding author will be contacted by the managing editor with the requested changes. Authors will be given a resubmission deadline at that time. Please note: The editorial board reserves the right to reject manuscripts 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.
- d) If, upon final layout and review, the managing editor finds any additional edits, the corresponding author will be contacted for approval.

JEFFERSON DIGITAL COMMONS

The *Collaborative Healthcare: Interprofessional Practice, Education, and Evaluation* newsletter is considered to be peer-reviewed. In addition to being sent to the JCIPE distribution list (circulation >500), 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 and easily be located through a Google™ search. For more information about JDC, please refer to: <http://jdc.jefferson.edu/>.