



## Author Guidelines – Qualitative Research

### How to submit your paper online:

1. Registered authors must login to submit a paper
  - [REGISTER HERE](#) if you do not have a username and password
  - [LOGIN HERE](#) if you have already registered with Health SA Gesondheid.
2. Select Author
3. Click on [CLICK HERE TO FOLLOW THE FIVE STEPS TO SUBMIT YOUR MANUSCRIPT](#)
4. Follow the five steps to submit your paper
5. To view a video on how to submit a paper online [CLICK HERE](#)
6. To visit the instructions to authors [CLICK HERE](#)

### Review policy and timelines

1. Immediate notification if submitted successfully
2. Notification within 3 weeks if not accepted for further review
3. Notification within 3 months if accepted for publication, if revisions are required or if rejected by both reviewers.
4. Publication within 6 months after submission.

### Aims, scope and review policy

Health SA Gesondheid is an interdisciplinary research journal in which only select articles of the highest scientific standard with human health as the main theme are published. The journal also aims to facilitate the gathering and critical testing of insights and viewpoints on knowledge from different disciplines involved in health service delivery. Articles on research work or review articles with the same theme shall also be considered for publication. Papers are peer reviewed to ensure that the contents are understandable, valid, important, interesting and enjoyed. All manuscripts must be submitted online. All articles in Health SA Gesondheid will undergo double blinded peer review.

### The following contributions are accepted (word counts exclude abstracts, tables and references):

1. Original research (Between 3500 – 7000 words)
2. Book Reviews (Between 700-900 words)

Please see the journal's [section policies](#) for further details.

### Manuscript Specifications:

**Font Type:** Times New Roman  
**Font Size:** 12  
**Line Spacing:** 1.5  
**Page Margins:** Bottom & Top = 2.5cm  
Left & Right = 2 cm

### Length of Manuscript:

About 20 pages text only (maximum), excluding tables, figures and the list of references.

### Manuscript Guidelines

**Title:** Informative but concise, In small capital letters, centered and in bold, font size 14, eg.: Names of questionnaires, countries, and or authors start with capital letters.

- Author:** Name(s), include full first name, e.g. Gert P. Roux, not G.P. Roux. Include the name of the department and the University of each author. The e-mail address, postal and phone number of the corresponding author should be included.
- Abstract:** Not more than 200 words, and should state concisely the scope of the work and the principal findings:
- the objective of the study
  - the population size, sampling strategy, sample size and response rate
  - main statistical procedures used for analyzing the data
  - most significant results of the study.
- Opsomming:** Always include an Afrikaans abstract of the article, please follow the same format and structure as indicate within the heading 'abstract'.
- Key words:** Use five [5] words not already included in the title, separated by a semi-colon.
- Synopsis:** Afrikaans articles (or articles in any other official SA language) must also have a synopsis of the article of between 500-600 words in English (the entire synopsis appears in italics).

We also ask that you upload a brief biographical note (entered into the 'Bio statement' box during the submission process). This note will appear online in our 'About the Author' section should your article be published with us.

### Manuscript Contents

The manuscript contains five sections, namely the introduction, research design, results, discussion and the references. All these first-level headings (except 'introduction') appear in bold capital letters and are centered.

### **INTRODUCTION:**

The introductory section normally contains the following eight elements; headings are indicated in [brackets]:

- (1) [**Key focus of the study**] A thought-provoking introductory statement on the broad theme or topic of the research (why should I even bother to read further?);
- (2) [**Background to the study**] Providing the background or the context to the study (explaining the role of other relevant key variables in this study);
- (3) [**Trends from the research literature**] Cite the most important published studies previously conducted on this topic or that has any relevance to this study (provide a high-level synopsis of the research literature on this topic);
- (4) [**Research Objectives**] Indicate the most important controversies, gaps and inconsistencies in the literature that will be addressed by this study;
- (5) In view of the above (in 4) state the core research problem and specific research objectives that will be addressed in this study;
- (6) [**Ethical Considerations**]
- (7) [**The potential value-add of the study**] Explanation of the study's academic (theoretical & methodological) or practical merit and/or importance (provide the value-add and/or rationale for the study); and
- (8) [**What will follow**] Provide the reader with an outline of what to expect in the rest of the article.

#### **Tips on Introduction Section:**

The first-level heading, **INTRODUCTION**, is **not** used. However, second-level headings may be used in this introductory section. These subheadings are flush with the margin, and are typed in lower case; bold starting with a capital letter.

If lists of bullet points are presented, they should be in the following format:

- *Longevity*. How long individuals live.
- *Prognosis*. How well an individual responds to challenges of disease or trauma.
- *Mental health*. General level of mental functioning

Avoid using lists that contain more than 10 bullet points.

### Synthesis and Critical evaluation of the literature – Still apart of Introduction

A synthesis and critical evaluation of the literature (not a compilation of citations and references) should at least include or address the following aspects:

- (1) Conceptual (theoretical) definitions of all key concepts;
- (2) A critical review and summary of the themes emerging from previous research findings (constructs, research participants, research designs, objectives, etc.) on the topic;
- (3) Including a review of existing approaches towards the measurement of relevant constructs; and

- (4) A clearly defined link should be established between formulated hypotheses and objectives. The stated objectives follow directly on the section where the literature was reported. .

## **RESEARCH DESIGN**

The first-level heading **RESEARCH DESIGN** is typed in capital letters, centered and in bold. Only **three** second-level headings follow on the research design and they appear in lower case, bold and are flush with the margin.

### **Research approach**

A brief description of the research approach followed in the study should be included. It should, for instance, explain from which qualitative tradition the study is and also motivate why this approach is specifically required. The author(s) may state their scientific beliefs (ontology and epistemology) if these have an effect on the choice of the research approach.

### **Research methods**

Under the research method the author(s) provide at least descriptions on the following third-level headings, namely: research context (setting), entrée and ethical considerations, data collection methods, recording of the data, data analyses, strategies employed to ensure data quality and reporting.

These headings are typed in italics and are flush against the margin. Fourth-level headings (italics, underlined) may be used under each of these headings (as described above).

#### *Population Sampling*

The qualitative sampling procedures used in the study, such as cueing, purposive sampling or snow-balling are described and motivated in this section.

#### *Data collection methods*

In this section the author(s) explain where the data was sourced and which data collection methods (e.g. semi-structured or unstructured interviews, focus-groups) were applied. In some instances solicited documents are also used.

#### *Data analyses*

In this case the author(s) explain which methods of data analyses were applied. Different data analyses techniques result in different variations of qualitative research.

## **FINDINGS & DISCUSSIONS**

The next heading is **FINDINGS & DISCUSSIONS**, which appears in capital letters, bold and is centered. This section presents the results of the investigation in the sequence of the formulated objectives or formulated postulates/propositions (if applicable).

Tables and Figures are each presented on a separate page after the section **REFERENCES** and appear in the same numerical order as they appear in the text. The positions of tables or figures are indicated in the text in the following way: <include Table 1 about here>

Therefore, no tables or figures appear in the text of an article, but are each displayed on a separate page for the type setter to see as a whole. If the sizes of the table or figure are too large it can be uploaded as supplementary files in Step 4 of the submission process. It is essential that all table and figures are clearly labelled.

## **CONCLUSION & RECOMMENDATION**

The next heading is **CONCLUSION & RECOMMENDATION**, which appears in capital letters, in bold and centred.

This section normally contains the following eight elements:

- restate the main objective of the study;
- reaffirm the importance of the study by restating its main contributions;
- summarise the results in relation to each stated research objective or research hypothesis;
- link the findings back to the literature and to the results reported by other researchers;
- provide explanations for unexpected results;
- provide the conclusion and recommendations (implications for practice);
- point out the possible limitations of the study; and
- provide suggestions for future research.

Second and third-level headings may be used.

## **REFERENCES**

References begin on a separate page. References cited in the text should all be included in the list at the end of the paper. Full references at the end of the paper, arranged alphabetically by surname, chronologically within each name, with suffixes a, b, c, etc. to the year for more than one per year by the same author. Note that the second and subsequent lines are indented.

This journal makes use of the Harvard reference style.

**Submissions and correspondence**

All submissions must be made online at [www.hsag.co.za](http://www.hsag.co.za) and correspondence regarding manuscripts should be addressed to:

The Editor, Health SA Gesondheid. E-mail: [editor@hsag.co.za](mailto:editor@hsag.co.za)

**Note:** Ensure that the article ID [reference] number is included in the subject of your email correspondence.

**Electronic submissions by post**

Authors with no e-mail or internet connection can mail their submissions on a CD to: HSAG, Postnet Suite #55, Private Bag X22, Tygervalley, Cape Town, South Africa.

All manuscripts will be processed online. Submissions by post or by e-mail must be accompanied by a signed copy of the following indemnity and copyright form. [CLICK HERE](#) to download and save it to your computer. Please include a signed copy with your submission.