The Hong Kong College of Community Health Practitioners

Working Papers

**Guidelines for Working Paper Authors**

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**I. BACKGROUND**

The Hong Kong College of Community Health Practitioners (HKCCHP) (or “the College”) endeavours to cultivate a scholarly culture among community health practitioners (CHPs) in Hong Kong so as to strengthen professional status and brand of the College. The HKCCHP launches both the *Journal of Community Health Practice* and **Working Papers Series** to fulfil the academic strategic direction of the College and disseminate ongoing research of the College members.

The HKCCHP regards working papers as pre-publication versions of academic articles before formal publication. The working papers posted on the HKCCHP website may be publications in progress, under submission, in press, or forthcoming elsewhere. The Working Paper Series aims at stimulating discussion and exchange among proximal stakeholders in all disciplines of the health care industry, including students in all fields of higher education.

The HKCCHP fully respects academic and professional standards of the individual authors of the working papers. This **Guidelines for Working Paper Authors** aims to provide general guidance to facilitate the submission and approval process.

**II. SUBMISSION**

Contributions are solicited on topics relating to health. The length of working papers (excluding abstract and references) should be between 2,000 and 5,000 words. Shorter or longer articles may be accepted based on merits of the submission. Author(s) should submit an electronic copy of the working paper in Microsoft Word format to the following email address: [hkcchp.hk@gmail.com](mailto:hkcchp.hk@gmail.com). Below listed some general guidelines in layout and format:

* Paper size: A4;
* Orientation: A4 paper size (portrait)
* Margins: One inch from each side
* Font and size: Times New Roman font, size 12
* Spacing: Single line spacing
* Legibility: Texts and images used should be ready for reproduction and transferable to other format (such as PDF format)

Submission is open throughout the year. A Template for Working Paper is available upon request. Review of submissions and approval of publication will be under the purview of the Chief Editor of HKCCHP.

**III. PUBLICATION**

Both the abstract and full paper (in PDF format) of approved working papers will be made citable by the public. The HKCCHP will assign a series number for the approved working papers. The working papers can be cited as published by “The Hong Kong College of Community Health Practitioners” of Hong Kong.

**IV. COPYRIGHT**

Copyright of working papers on the HKCCHP website remains with the author(s). The author(s) should declare the copyrights of their working papers by themselves and make sure that their submissions (including drafts and final submission) are free from copyrights issues that are liable to legal claims by any other parties. Author(s) of working papers should complete and sign a **Copyright Consent Form** for posting an electronic copy of the working papers on the HKCCHP website.

Users of the HKCCHP website may download working papers and produce them for their own personal use, but downloading of papers for any other activities, including reposting to other electronic bulletin boards, archives, or social media, should not be done without the **written consent** of the author(s).

Upon formal publication, copyright will normally be formally transferred from the author to the publisher. Hence it is the author’s responsibility to know if copyright has been transferred to a party other than himself/herself, and to notify the HKCCHP **in writing** to remove the concerned working paper from the HKCCHP website, if necessary. In cases where the author has retained copyright, it is the author’s responsibility to notify the HKCCHP **in writing** when and if he/she wishes to have the working paper removed from the HKCCHP website.

**V. SAMPLE WORKING PAPERS FOR REFERENCE**

Below serves as a quick reference for potential author(s) to get familiar with the nature, content, and format of working papers:

1. OECD (Organisation for Economic Co-operation and Development), Health Working Papers: <https://www.oecd-ilibrary.org/social-issues-migration-health/oecd-health-working-papers_18152015>
2. WHO (World Health Organization), Health Statistics and Information Systems Working Papers: <http://www.who.int/healthinfo/sage/working_papers/en/>
3. University of Southampton (UK), Working Papers in Health Sciences: <https://www.southampton.ac.uk/wphs/index.page?>
4. The Hong Kong Polytechnic University, School of Professional and Executive Development (SPEED), Working Paper Series: <https://www.speed-polyu.edu.hk/workingpaperseries.php>