香港社區健康學院
Hong Kong College of Community Health Practitioners

JOURNAL OF COMMUNITY HEALTH PRACTICE

Guidelines for Authors

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I. BACKGROUND

Journal of Community Health Practice is the official peer-reviewed publication of the Hong Kong College of Community Health Practitioners (HKCCHP) ("the College"), which endeavours to cultivate a scholarly culture among college members, and academics and practitioners in community health so as to strengthen the professional status and development of Community Health Practitioners (CHPs). It aims to stimulate discussion and exchange among various proximal stakeholders of the health care industry of Hong Kong neighbouring regions and the society at large.

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

II. SUBMISSION

Contributions of original studies, analysis of practices, review papers, case studies, book reviews and letters to the Editor on topics relating to the health care industry are accepted, in particular topics that are relevant to the promotion or upgrading of professional standard of CHPs. The length of original studies (excluding abstract and references) should be between 3,000 and 7,000 words. Other types of articles may be shorter. All submission are accepted based on merits. Author(s) should submit an electronic copy of the article in Microsoft Word format to admin@hkcchp.org. Some general guidelines in layout and format are:

- 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)

The general format is:

- Abstract: ≤ 250 words. An abstract in Chinese is also required for submissions in English.
- Keywords: A few relevant and important keywords.
- Main text: 3,000 – 7,000 words
- Acknowledgement: Any sponsorship and financial support for the submission should be stated.
- References: APA referencing style (Appendix).

Submission is open throughout the year. Review of submissions and approval of publication will be under the purview of the Editorial Board of HKCCHP. The Editorial Board will invite external academics and professionals to participate in the review process. Author(s) may be recommended to revise their drafts prior to approval of publication and subsequent posting on the HKCCHP website.

III. PUBLICATION
Both the abstract and full paper (in PDF format) of the approved journal will be made citable by the public. The journal can be cited as published by "Hong Kong College of Community Health Practitioners" of Hong Kong, China.

IV. COPYRIGHT
Author(s) of journal should complete and sign a **Copyright Consent Form** to assign the copyright of the submission to HKCCHP. The author(s) should declare the copyrights of their articles 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.

Users of the HKCCHP website may download journal 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 HKCCHP.

V. COSTS TO AUTHORS
There are no submission or page charges for publication in the Journal of Community Health Practice.

Enquiries and letters to the Editor are welcome. Please contact the HKCCHP Editorial Board:

> Chief Editor
> Hong Kong College of Community Health Practitioners
> P.O. Box 84186
> Hung Hom Bay Post Office
> Hong Kong

Email: admin@hkcchp.org

Appendix
APA referencing style in APA 7th edition is used. Refer to *APA 7th Referencing: Getting Started in APA 7th* by Victoria University (https://libraryguides.vu.edu.au/apa-referencing/7GettingStarted), Melbourne, Australia

Refer to Webpage on a Website References (American Psychological Association, 2021: https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references). This page contains reference examples for webpages, including the following:
1. Webpage on a news website
2. Comment on a webpage on a news website

3. Webpage on a website with a government agency group author
4. Webpage on a website with an organizational group author
5. Webpage on a website with an individual author
6. Webpage on a website with a retrieval date

Or *APA Citation Guide (7th edition):* Websites by Capilano University (2021: https://libguides.capilanou.ca/apa/websites):

• Date - The best date to use for a website is the date that the content was last updated. Otherwise, look for a copyright or original publication date. Unfortunately, this information may not be provided or may be hard to find. Often date information is put on the bottom of the pages of a website. If you do not know the complete date, put as much information as you can find. For example, you may have a year but no month or day. If there is no date provided, put the letters (n.d.) in parentheses where you'd normally put the date.

• Titles - Titles of websites should be in plain text but use italics for webpages, articles, etc.

• Retrieval Date - Most website citations in APA 7 do not require a retrieval date. Unfortunately, however, determining which situations require this date can be challenging. If you use a stable, archived version of a web page, no retrieval date is needed. But if you use a web page that is continually updated, providing a retrieval date can help clarify inconsistencies between the page when you viewed it and when it was viewed by your reader.

• Long URLs - If a URL is too long to fit onto one line, try to break it at a slash (/).