CONTENTS

1 Style and Usage
3 Words and Terms
13 References
19 Manuscript Appearance and Structure
STYLE AND USAGE

For style questions not answered in this document, please refer to the latest edition of *The Chicago Manual of Style*.

*HHRJ* uses American English spelling and punctuation. For words not contained in this style guide, please defer to *Merriam-Webster*.

As a rule of thumb, use **people-first language** (e.g., “people experiencing homelessness,” “person living with HIV,” “people who inject drugs”). However, when making a determination about what terminology to use, the most important factor to keep in mind is not following a hard and fast “rule” but rather considering how such populations prefer to be identified themselves. Thus, in some cases, **identity-first language** will be the preferred choice. Some useful resources in this regard include the following:

- **disability**: People with Disability Australia, *A Guide to Language about Disability*
- **drug dependence**: National Institute on Drug Abuse, *Words Matter: Preferred Language for Talking about Addiction*
- **gender identity and sexual orientation:**
  - GLAAD, *Glossary of Terms: LGBTQ*
  - GLAAD, *Glossary of Terms: Transgender*
- **HIV and AIDS**: *UNAIDS Terminology Guidelines*
- **Indigenous peoples**:
  - University of British Columbia, *Indigenous Peoples Language Guidelines*
  - Gregory Younging, *Elements of Indigenous Style*

### Abbreviations and Acronyms

As a rule of thumb, avoid the overuse of acronyms, as this can make the writing incomprehensible. Use an acronym only if a term is used at least four times in the paper; even then, if a clear substitute can be found (e.g., “committee” instead of an acronym), consider foregoing the acronym. When using an acronym, spell the term out upon first use and place the acronym in parentheses after it. If clarity invites using the full name again later on in the paper, it is fine to use the full name, but do not define the acronym again. If the first time an acronym is introduced happens to be a possessive, try to find a workaround; if this is unavoidable, then do not add the possessive to the acronym. For example: “The World Health Organization’s (WHO) guidance for indoor air quality.”

In general, do not use acronyms to refer to persons or group of persons, as it can have a dehumanizing effect (e.g., BIPOC, BAME, FSW, PLWHIV).

Use abbreviations (without periods) for academic degrees (e.g., MA, PhD, JD) and for US states.

### Audience

The journal’s audience is an international one. Writing should acknowledge this by not making assumptions about what countries or contexts readers are located in or familiar with.
Capitalization

**BULLETED ITEMS** When including a bulleted list, generally do not capitalize the first letter of each item. However, do capitalize if the items contain long text, complete sentences, or several sentences.

**CIVIL TITLES** Lowercase civil titles unless used as part of the person's name; e.g., “the minister of health” but “Minister of Health Francisco Songane”; “the US president” but “President Biden.”

**COLONS** Lowercase the first word after a colon unless the text that follows is (1) a direct question or (2) a series of points discussed in several sentences.

**CONVENTIONS AND COVENANTS** Use initial capitals when referring to specific conventions, but lowercase when referring to shorthand versions; e.g., “the Covenant on Economic, Social and Cultural Rights” but “the covenant.”

**ORGANIZATIONS AND INSTITUTIONS** Use initial capitals when referring to specific institutions, but lowercase when referring to shorthand versions; e.g., “WHO Regional Office for Africa” but “WHO regional offices”; “the Ministry of Health” but “the ministry.”

**PAPER TITLE AND HEADINGS** Capitalize all major words (i.e., headline style) in the paper's title. If hyphenated words appear in the title, follow rule 8.161 in the *Chicago Manual of Style* ("Hyphenated compounds in headline-style titles"). For the paper's headings and subheadings, capitalize only the first word and proper nouns (i.e., sentence style); if there is a colon in the heading, capitalize the first word after the colon.

**UN POSTS AND PROCEDURES** Capitalize “Special Rapporteur” but not the words that follow; e.g., “Special Rapporteur on the situation of human rights defenders.” Capitalize “[UN] Secretary-General,” “[UN] Special Procedures,” and “[WHO] Director-General.”

Dates and Numbers

**CURRENCIES** Do not use a space before the number; e.g., US$1 million, R$200.

**DATES** Use American style, with a comma between the day and year; e.g., June 16, 2018. When referring only to the month and year, do not use a comma; e.g., September 2021. Repeat all digits for inclusive years: 2015–2016.

**TEMPERATURE** Do not include a space between the number and the degree symbol; e.g., 32°C.

**NUMBERED LISTS IN TEXT** Use (1), (2), (3), etc. for numbered lists in text. A comma or semicolon may be used to separate the items in the list.

**NUMBERS** Spell out numbers one through nine. Similarly, spell out ordinal numbers one through nine (first, second, etc.) and use digits for 10 and up (10th, 20th, etc.). This rule can be overridden when “regional consistency” is at stake; e.g., “3 out of 15” instead of “three out of 15.”

When referring to large numbers, generally use numerals rather than spelling out; e.g., “1.5 million,” rather than “one and a half million.”

When referring to fractions, spell out and hyphenate; e.g., “one-third” and “three-quarters.”

All numerals (except years) with four or more digits should contain a comma between the hundreds and thousands place; e.g., 5,480.

**PERCENTAGES** Use symbols (e.g., 5%). For inclusive numbers, repeat the symbol (e.g., 16%–19%).

Italics

**FOREIGN WORDS** Italicize foreign words when not in common usage. Do not italicize proper nouns. For example, “could be called *doble discurso*”; “Brazil’s Public Prosecutor’s Office (Ministério Público).”
LEGAL CASES Italicize the names of judicial rulings; e.g., “The committee’s ruling in *K.L. v. Peru.*” Use “v.” rather than “vs.”

LETTERS Letters referred to as letters should be set in italics rather than quotation marks; e.g., the letter *l.*

Punctuation

COLONS WITH QUOTATION MARKS Colons should be placed after the closing quotation marks.

COMMAS Use a serial comma (also known as Oxford comma).

ELLIPSES Use three dots with a space on either side, regardless of whether the omitted text includes a sentence break. Do not add square brackets to ellipses. Do not use an ellipsis for starting or ending a quotation.

EM DASHES Use for emphasis and to set off phrases; close up spaces before and after.

EN DASHES Use between inclusive numbers, such as dates, times, and page numbers. Do not add a space before or after: 1972–1978.

HYPHENATION Follow the guidelines outlined in the *Chicago Manual of Style’s* hyphenation table.

SLASH Slashes can be ambiguous. Use “and” or “or” instead.

TITLES Do not use periods with MD, PhD, etc., but do use them for Mr., Dr., etc. Do not use commas around Jr. or Sr.; e.g., “Roberto Shortcake Jr. says...”

Quotations and Quote Marks

BLOCK QUOTES If a quoted excerpt is more than 50 words, format it as a block quote. The punctuation between the text and the block quote will depend on narrative flow; in most cases, a colon may be used, but where the block quote reads as a natural continuation of the sentence in the preceding text, there need not be any punctuation between the text and the start of the quote.

ITALICS Never use quotation marks and italics together; use one or the other and be consistent throughout.

SO-CALLED If a word or phrase is preceded by “so-called,” do not enclose the phrase in quotation marks.

Voice

The journal encourages authors to write in the first person (“I/we propose”) instead of third person (“This paper proposes”).

WORDS AND TERMS

& Use “and” instead, even if an ampersand appears in a journal’s or entity’s official name (e.g., Partnership for Maternal, Newborn and Child Health; *Journal of Health and Social Policy*).

A

access-to-medicines: Hyphenate when used as an adjective before a noun (“access-to-medicines activists”).

acknowledgments: Not “acknowledgements.”
ad hoc

*advisor:* Not “adviser.”

**Alma-Ata:** Hyphenate when referring to the 1978 declaration.

**American:** “US” is preferred over “American” for the adjective form.

*amicus curiae*

*among:* Not “amongst.”

*antenatal*

*anti-:* Defer to *Merriam-Webster* to determine whether a hyphen is needed for words starting with this prefix.

*app*

*article:* Lowercase when using to refer to parts of a legal document. Do not abbreviate in the body of your paper (not even in parenthetical references); do abbreviate in citations.

*asylum seeker*

*awareness-raising* (noun, adjective)

**B**

**BAME:** This acronym, used to refer to “Black, Asian, and minority ethnic” populations, should be avoided. See the *Style and Usage* section.

*biannual*

*binational*

*biomedical*

*bioterrorism*

**BIPOC:** This acronym, used to refer to “Black, Indigenous, and people of color,” should be avoided. See the *Style and Usage* section.

**Black:** Capitalize when used in the context of race and culture; do not capitalize “white.”

*blood borne:* Never hyphenate.

**Brazilian Supreme Court (STF):** Not “Federal Supreme Court.”

*brand name:* Never hyphenate.

**C**

*capacity-building* (noun, adjective)

*care-seeking* (noun, adjective)

*case law*

*catalog*

*cell phone*

*centerpiece*
cesarean section
CEO: Okay not to spell out upon first occurrence.

chair or chairperson: Do not use “chairman.”

child care

coalition-building (noun, adjective)
co-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

coeexistence

consensus-building (noun, adjective)

commercial sex workers: Delete “commercial.”

communism / communist: Lowercase unless referring to a specific political party.

community-based organization

Coloureds: This is the correct spelling for the South African racial group (term also used in other parts of Southern Africa).

cost-effectiveness

counseling: Not “counselling.”

counterproductive

COVAX

COVID-19: Do not shorten to “COVID.”

crackdown

cross-check

cross-section

cut-off (noun)

D

data: Treat “data” as a plural noun.

data collection (noun, adjective)

dataset

decision-maker

decision-making (noun, adjective)

Demographic and Health Survey: Do not italicize.

developed country/ies: Do not use; use “high-income countries” instead.

developing countries: Do not use; use “low- and middle-income countries” instead.

de facto
de jure

*Diagnostic and Statistical Manual of Mental Disorders:* Abbreviate as “DSM-5.”

Down syndrome

Dr.: Do not use “Dr.” before someone’s name, even in a medical context.

drug-resistant: Hyphenate as an adjective before a noun; otherwise, leave open.

duty bearer

E

e.g.: Use this abbreviation only within parenthetical situations, and follow it with comma.

eHealth

elderly: Do not use. Use “older person” or “older people.”

email

dd user

etc.: Do not use. Spell out “and so forth,” or initiate sequence with “including” or “such as.”

evidence-based: Hyphenate as an adjective before a noun; otherwise, leave open.

extrajudicial

F

fallout (noun)

fall out (verb)

farmworker

fieldwork

fieldworker

First World War: Or “WWI.”

follow up (verb)

follow-up (noun, adjective)

former Soviet Union

frontline

fueled: Not “fuelled.”

fulfill: Not “fulfil.”

fulfillment: Not “fulfilment.”

G

Gavi, the Vaccine Alliance
GDP: Okay not to spell out upon first occurrence.

Global Fund to Fight AIDS, Tuberculosis and Malaria: This can be referred to as “the Global Fund” after the full name has been spelled out.

Global North / Global South: Many scholars have recently pointed to the limits in using these meta categories, which have become increasingly vague and can be understood in multiple ways; try to avoid their use.

grantmaking (noun, adjective)

gray: Not “grey.”

Guiding Principles on Business and Human Rights

H

the Hague: Lowercase “the.”

harm reduction: Never hyphenate.

Health and Human Rights Journal: Abbreviate as HHRJ if needed; neither the full term nor the abbreviation takes “the.” Lowercase “journal” when referring to just the journal.

health care: Never hyphenate.

hermaphrodite: Do not use; use “intersex” instead.

high-risk behavior

HIV positive: Avoid this expression, as well as “HIV infected”; use “person living with HIV” instead.

HIV/AIDS: Avoid this expression where possible because it can cause confusion; use either “HIV” or “AIDS,” depending on which is most accurate.

homeless: Do not use the collective noun “the homeless”; instead, use “people without housing,” “people experiencing homelessness,” or “homeless people.”

homosexual: Do not use; see entry on “sexuality” for recommended alternative terms.

HRBA: This abbreviation takes the article “an,” not “a.”

human rights: Never hyphenate. This term is generally used as a plural noun.

human rights-based approaches

human rights holders: Not “human right holders.”

i.e.: Use this abbreviation only within parenthetical situations, and follow it with comma.

illegal immigrant: Use “undocumented immigrant” or “non-status immigrant” instead.

Independent Expert: Capitalize when referring to the UN mandate.

Indigenous

injecting drug use: Use “intravenous drug use” instead.

inpatient

inter alia
inter-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

International Health Regulations
internet
in vitro fertilization

J
Jr.: Follow with a period; do not set off with commas.
judgment: Not “judgement.”

K
kilometer: Use spelled-out word instead of “km.”

L
Lancet Countdown report
lawmaker
lawmaking
locus standi
long-term: Hyphenate as an adjective before a noun; otherwise, leave open.

M
Magna Carta
mankind: Use “humankind” instead.
member state
men who have sex with men: See entry on “sexuality.”
mixed-methods study
“most significant change” methodology
mother-to-child transmission: Use “vertical transmission” or “perinatal transmission” instead.
Ms.: Do not use “Miss.”
multi-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.
multidrug-resistant: Hyphenate as an adjective before a noun; otherwise, leave open.
Myanmar: Do not use; use “Burma.”
N
naïve
nation-state
nationwide
neo-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.
non-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix (e.g., noncommunicable, nondiscrimination, nongovernmental, nonhuman, nonrecognition, but non-refoulement and non-salaried).
nurse-midwife: The plural is “nurse-midwives.”

O
obstetrician-gynecologist: Or “ob-gyn.”
Office of the United Nations High Commissioner for Human Rights: Do not abbreviate “United Nations” in this name, even if “UN” has already been introduced as an acronym earlier in the paper.
ongoing
online
open access: Never hyphenate.
open-source: Hyphenate as an adjective before a noun; otherwise, leave open.
over-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

P
pathway
peacebuilding
peer-reviewed: Hyphenate as an adjective before a noun; otherwise, leave open.
per capita
per se
PMNCH: Do not precede with “the.”
policy maker (noun)
policymaking (noun, adjective)
post-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.
private sector: Never hyphenate.
preamble
pre-test counseling

prima facie

priority setting (noun)
priority-setting: Hyphenate as an adjective before a noun; otherwise, leave open.

pro bono

promiscuity: Do not use; substitute “high levels of sexual activity.”

prostitutes: Use “sex workers” instead.

psycho-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

publicly

Q

quasi-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

R

re-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

refoulement

right to health: Never hyphenate.

right wing / left wing

rights-based approaches

rights holders

S

safer sex

Salvadoran

scale up (verb)

scale-up (noun, adjective)

Second World War: Or “WWII.”

[United Nations] Secretary-General

self-determination

self-selected

semi-: Hyphenate most “semi” compounds.

semi-structured
seroprevalence / seropositive

service provider: Never hyphenate.

service user: Never hyphenate (except, e.g., “service user-led taught program”).

sexuality: Avoid the use of the term “homosexual”; instead, choose one of the following for better accuracy: “sexual minorities”; “lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons”; “lesbian and gay persons”; “men who have sex with men.” Use “transgender” instead of “transgendered” (e.g., “transgender persons”). “Lesbian,” “gay,” “bisexual,” and “transgender” should be used as adjectives, not nouns.

sexual preference: Do not use; use “sexual orientation” instead.

sex workers: Use this instead of “prostitutes.”

smartphone

sociocultural

socioeconomic

socio-legal

sodomy: Do not use; use “oral and anal sex” instead.

special issue

[UN] Special Procedures

[UN] Special Rapporteurs: Capitalize but use sentence case for the text that follows describing the mandate of the particular rapporteur (e.g., Special Rapporteur on the right to food).

standard-setting: Hyphenate as an adjective before a noun; otherwise, leave open.

state: Do not capitalize.

state parties [to covenants]: This is the plural usage. Please note that there is no set convention for the plural form, as “states parties,” “state parties,” and “states party” are all commonly found in the literature, with varying forms of capitalization. The journal prefers the lowercase “state parties.”

storyteller

storytelling

sub-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.

subcontractor

subdistrict

substance use disorder: Never hyphenate.

subtheme

Sub-Saharan Africa: Capitalize when referring to the region. However, lowercase when using short forms (e.g., “sub-Saharan countries”).

Sudan: Not “the Sudan.”
task force

termination of pregnancy: The journal prefers that authors use the word “abortion” when this is what is actually meant. In the (usually rare) case that “termination of pregnancy” is in fact more appropriate—given that this term can mean more than just abortion, including miscarriage, a cesarean section, or even childbirth—then “termination of pregnancy” should be used.

time-consuming
time frame
timeline
time span	
totaled
toward: Not “towards.”
transgender: Never use “transgendered.”
trans man: Never combine into one word, as “trans” is an adjective that helps describe someone’s gender identity.
trans woman: Same as above.
traveaux préparatoires
traveler
tuberculosis: Spell out (as opposed to using “TB”).

UK

UK

Ukraine: Not “the Ukraine.”
UNAIDS: This entity is arguably better known by its acronym, so it does not need to be spelled out upon first appearance.
under-: Defer to Merriam-Webster to determine whether a hyphen is needed for words starting with this prefix.
UNFPA: This entity is arguably better known by its acronym, so it does not need to be spelled out upon first appearance.
UNICEF: This entity is arguably better known by its acronym, so it does not need to be spelled out upon first appearance.
United States: Use “United States” for the noun and “US” for the adjective. Do not use “USA.”
UNODC: United Nations Office on Drugs and Crime; spell out upon first appearance.
upon: In most cases, use “on” instead.
V
vaccine-preventable diseases
vis-à-vis
vs.: Spell out as “versus” unless being used in headings or table/figure titles.

W
Washington, DC
waterborne
website
well-being
while: Not “whilst.”
WHO’s 3 by 5 Initiative
women’s and girls’ rights
World Health Organization: When using the acronym, do not precede with “the.”
worldview
worldwide
wrongdoing

REFERENCES
The journal’s citation system consists of endnotes and a references list. Use the “insert footnote/endnote” function in Microsoft Word to add endnotes; do not enter note numbers manually.
Note numbers should be placed at the end of sentences (after the period), not in the middle. Each sentence may have only one note number associated with it. Multiple sources may be cited within the same endnote and should be separated by a semicolon.
Endnotes are for citation purposes only and may not contain contextual material (the sole exception is when a note is needed to clarify terminology and when such a clarification would not flow well within the body of the paper).

General Guidelines
• If a source has 4 or fewer authors, list all author names; if 5 or more, list the first 3 names followed by “et al.”
• When listing authors’ names, use the first initial followed by the last name(s). Add a period to each initial, and include a space between multiple initials.
• Do not include a URL unless a source is particularly difficult to locate online or is an online-only publication (such as a website or press release). Reports, journal articles, legal instruments, and most United Nations documents do not need URLs.

• Use headline-style capitalization for publication titles (i.e., capitalize all major words—namely nouns, verbs, pronouns, and adverbs).

Repeat Citations

• When citing to a source that has been cited earlier in the endnotes, use the following short form:

  » Nwaubani (see note 60).
  » Kim et al. (see note 15).
  » Committee on Economic, Social and Cultural Rights (2000, see note 13). [Include the year when the same author has more than one publication cited in the endnotes]

• When citing to a source in the immediately preceding endnote, use “Ibid.” Note that “Ibid.” may not be used if the preceding note contains more than one source; in this case, use the appropriate short form outlined in the bullet above.

Common Reference Formats

Example citations are listed below. Please note that the pincites (e.g., page number, paragraph number, etc.) are for demonstration purposes only.

**Books and Reports**


Note:
When citing to a chapter in a book, it is not necessary to include the page range; include only the page number being cited, if applicable.

**Journal Articles**


S. Ramos, M. Romero, and L. Aizenberg, “Women’s Experiences with the Use of Medical Abortion in a

Note:
Do not include the page range of the article; include only the page number being cited, if applicable.
Use “and” instead of an ampersand (&) in journal titles, even when the journal’s official website features an ampersand.
Drop the initial “The” from journal titles (such as The Lancet).

Working Papers

Newspaper Articles

Note:
Drop the initial “The” from newspaper titles.

Presentations

Government Sources

United Nations Documents
General Information: When citing to a specific part of a document, use the abbreviated form (art., sec., para.) and do not capitalize. Do not cite to page numbers for documents that are organized by articles, sections, or paragraphs.
Do not use short forms for treaties or conventions; these should be cited in full each time. Include the “UN Doc.” number where possible, as this is the most useful information for locating United Nations materials.

Resolutions (including Declarations)
World Health Assembly, Resolution 71.7 (2018).

International Conventions, Treaties, Covenants, and Other Binding Instruments
Convention on the Elimination of All Forms of Discrimination against Women, G.A. Res. 34/180 (1979), arts. 11, 12.

Documents of World Summits and Conferences

Reports of Committees and Special Procedures, and Subsidiary Bodies


Note:
For reports by Special Rapporteurs, the author should be the body to which the report was presented (e.g., Human Rights Council, and not P. Hunt). This is because many such reports do not mention the Special Rapporteur’s name.
For general comments, include just the first part of the title (i.e., the part with the general comment number).

UN Publications

Documents of Regional Systems
Conventions, Charters, and Other Binding Instruments

Other Publications

Internet Sources


**Theses and Dissertations**


**Constitutions**


**Note:**

Constitutions should always be cited in full (i.e., do not use short forms).

**Legislation**


**Note:**

In general, follow the examples above. However, depending on the focus of the paper (e.g., in cases where it is focused entirely on one country), it may not be necessary to include the name of the country in such citations. Also, if the jurisdiction in question has an established citation system for legislation, it is fine to defer to that standard.

**Jurisprudence**


*Vo v. France*, European Court of Human Rights, application no. 53924/00, judgment of July 8, 2003, paras. 76, 80, 82.

*Poblete Vilches et al. v. Chile*, Inter-American Court of Human Rights, judgment of March 8, 2018.


**Note:**

In general, follow the examples above. However, other citation forms—provided they are used consistently and are understandable to an international audience—are also acceptable.

For short forms, use the title of the ruling.

**Publications in Languages Other Than English**


Note:
Standardize French, Italian, Spanish, and Portuguese titles by replacing periods with colons; use sentence-style capitalization. If including an English translation of the publication title, enclose the title in parentheses and use quotation marks. Including English translations is optional. For institutional authors, use an English version of the author name only when an official English name exists (e.g., Inter-American Commission on Human Rights, Ministry of Health).

**Analytical Software**
Software does not require a citation. Simply mention the full name of the software (and version number, if needed) in the body of the text.

**MANUSCRIPT APPEARANCE AND STRUCTURE**

**Required Elements**
Papers should include the following elements:

**Paper title**
- Use a short, effective title that is comprehensible to readers outside the field.
- Use title-case capitalization (i.e., capitalize all major words).

**Byline**
- Use commas to separate authors’ names, and include the word “and” before the last author’s name.
- Do not include superscript letters for author affiliations.

**Author Bio Lines**
- Each author should have a bio line that includes their degree(s) (if desired) and their institutional affiliation (up to two affiliations permitted per author).
- Institutional affiliations should mention the city and country (if the city is already part of the institution’s name, it does not need to be repeated).
- Professional titles should be lowercased (unless they are a proper noun, such as a department chair or a UN Special Rapporteur).
Examples:

» Firstname Lastname, PhD, is a professor of psychology at the University of Rwanda, Kigali, Rwanda.

» Firstname Lastname is a master of law candidate at Fundação Getúlio Vargas Law School, São Paulo, Brazil.

» Firstname Lastname, SJD, is Canada Research Chair in Human Rights and Global Health Equity and a professor of bioethics at the Dalla Lana School of Public Health at the University of Toronto, Canada.

Corresponding Author Contact Information

Examples:

» Please address correspondence to Firstname Lastname. Email: name@email.com. [When the paper has multiple authors]

» Please address correspondence to the author. Email: name@email.com. [When the paper has one author]

Competing Interests Statement

- If there are no competing interests to declare, use the following text:
  » Competing interests: None declared.

- If there are competing interests to declare, identify them appropriately.

Creative Commons Copyright Statement

Copyright © 2021 <List all author last names>. This is an open access article distributed under the terms of the Creative Commons Attribution Non-Commercial License (http://creativecommons.org/licenses/by-nc/4.0/), which permits unrestricted noncommercial use, distribution, and reproduction.

Abstract

- Keep it under 200 words.

- Abstracts are required only for full papers.

Body of the Paper

- Start the paper with an “Introduction” section, and conclude it with a “Conclusion” (or similarly worded) section.

- Do not number section headings.

- Use sentence-style capitalization for each heading.

- Up to three heading levels are permitted. The first level should be in bold; the second level in italics; and the third level underlined.
References

- The endnotes section should be titled “References.”
- Use a 10-point font.

Optional Elements

The following additional sections may appear at the end of the paper as needed, in the order listed below. They should be placed after the “Conclusion” section and before the endnotes.

1. Acknowledgments
2. Disclaimer
3. Funding
4. Ethics approval
   » Research involving human subjects, human material, or human data must have been performed in accordance with the Declaration of Helsinki and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all manuscripts reporting such research.
5. Translation
   » Any translator(s) used in the preparation of the manuscript should be credited in a note.

Examples:
   » This paper, including all quotations from cases and other Spanish-language material, was translated from Spanish into English by <person's name>.
   » All translations from Portuguese to English were performed by the author.

Tables and Figures

- Any tables or figures (e.g., charts, graphs, maps, or illustrations) should be embedded within the body of the paper at the appropriate points, rather than placed at the end.
- Use sentence case for figure and table titles.

Examples:
   » Table 1. Professional standards of care regarding conscientious objection to abortion
   » Figure 1. Conceptual framework: Institutional determinants of medicine-related lawsuits

- When you submit your manuscript, please also submit each figure as a discrete additional file (ideally in its original format). File format will depend on content, and should be easily editable. If the figure is an illustration, map, or photograph, please provide the highest-quality image available; anything less than 1MB will not work. Tables created in Microsoft Word do not need to be submitted separately.
• Photographs for publication within the text are categorized as figures and require a legend. They require a credit attribution and copyright information (if applicable).

• If using third-party materials as a table or figure, you must obtain permission to reproduce these items. Such permission should be included at the time of submission. That said, given the inherent difficulties in the permissions clearance process, the journal advises against reproducing third-party materials unless these materials are not subject to copyright, are covered by a copyright exception, or are covered by a Creative Commons license.

**Translated Text**

• When quoting text that was originally published in a language other than English, the original-language excerpt does not need to be provided unless you are performing a close contextual reading.

• If quoting text for which there exists a recognized English-language edition, use that translation rather than your own, and cite the source appropriately. If you use your own translation, include “author’s translation” in the citation.