Manuscript Submission Guidelines: Medical Care Research and Review

This Journal is a member of the Committee on Publication Ethics. This Journal recommends that authors follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the Journal’s submission site https://mc.manuscriptcentral.com/mcrr to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of Medical Care Research and Review will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Article types
2. Editorial policies
   2.1 Peer review policy
   2.2 Authorship
   2.3 Acknowledgements
   2.4 Funding
   2.5 Declaration of conflicting interests
   2.6 Research ethics and patient consent
   2.7 Clinical trials
   2.8 Reporting guidelines
   2.9 Data
3. Publishing Policies
   3.1 Publication ethics
   3.2 Contributor's publishing agreement
   3.3 Open access and author archiving
   3.4 Permissions
4. Preparing your manuscript
   4.1 Word processing formats
   4.2 Artwork, figures and other graphics
   4.3 Supplementary material
   4.4 Journal Layout
   4.5 Reference Style
   4.6 English language editing services
5. Submitting your manuscript
   5.1 How to submit your manuscript
   5.2 Title, keywords and abstracts
   5.3 Corresponding author contact details
6. On acceptance and publication
   6.1 SAGE Production
   6.2 Access to your published article
   6.3 Online First publication
7. Further information
1. Article types

Medical Care Research and Review publishes peer-reviewed articles that focus on: (1) syntheses of empirical and theoretical research on health services; (2) empirical health services and health policy research; and (3) data and trends articles that examine new data sources or new measures that inform health services research and health policy audiences. All three categories of articles examine a broad range of health services issues including organization, financing, patient safety and quality of care, access to care, health care disparities, and insurance coverage trends.

The mission of Medical Care Research and Review is to provide essential information about the field of health services to researchers, policymakers, managers, and practitioners. Medical Care Research and Review seeks three kinds of manuscripts:

- review articles on particular research or policy topics that comprehensively synthesize relevant theoretical and empirical literature across several disciplines. For advice on writing a review article according to MCRR standards, please follow this link: [http://journals.sagepub.com/page/mcr/suppl/review-paper-tips](http://journals.sagepub.com/page/mcr/suppl/review-paper-tips)
  For an example of a well written review article, please review the Award winner for the 2010 Best Article of the Year in Medical Care Research and Review at [http://mcr.sagepub.com/content/67/2/119.abstract](http://mcr.sagepub.com/content/67/2/119.abstract);
- methodologically rigorous empirical research that significantly advances previous knowledge;
- and articles that present new data and trends in the health care area or help us better understand how data can be used by the field.

Review articles are limited to 40 pages (double-spaced, 12-point type with 1-inch margins, including tables, figures, and references). Empirical research articles should be kept to a maximum of 30 total pages and data trend articles to 20 pages. All manuscripts should contain a short section titled "New Contribution," following the Introduction, which highlights how the research provides new insights above and beyond existing studies in the area.

Empirical research and review articles are both required to include discussion of a specific conceptual framework that underlies the analysis or is used to synthesize and critique prior research on a given topic. Both types of articles should specifically identify the research questions under study and explain why the questions are of interest to health services researchers, policymakers, managers, and/or practitioners.

2. Editorial policies

2.1 Peer review policy

Medical Care Research and Review operates a strictly blinded peer review process in which the reviewer’s name is withheld from the author and, the author’s name from the reviewer. Reviewers may at their discretion opt to reveal their names to the author in their review, but our standard policy and practice is for both identities to remain concealed.

2.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of
the content.
When a large, multicenter group has conducted the work, the group should identify the
individuals who accept direct responsibility for the manuscript. These individuals should fully
meet the criteria for authorship.
Acquisition of funding, collection of data, or general supervision of the research group alone
does not constitute authorship, although all contributors who do not meet the criteria for
authorship should be listed in the Acknowledgments section.
Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship
guidelines for more information on authorship.

2.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an
Acknowledgements section. Examples of those who might be acknowledged include a person
who provided purely technical help, writing assistance, or a department chair who provided
only general support. Authors should disclose whether they had any writing assistance and
identify the entity that paid for this assistance.

Please supply your acknowledgements section separately to the main text to facilitate
anonymous peer review.

2.3.1 Writing assistance
Individuals who provided writing assistance, e.g. from a specialist communications company,
do not qualify as authors and so should be included in the Acknowledgements section.
Authors must disclose any writing assistance – including the individual’s name, company and
level of input – and identify the entity that paid for this assistance”.
It is not necessary to disclose use of language polishing services.

2.4 Funding
To comply with the guidance for Research Funders, Authors and Publishers issued by the
Research Information Network (RIN), Medical Care Research and Review additionally
requires all authors to acknowledge their funding in a consistent fashion under a separate
heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author
Gateway to confirm the format of the acknowledgment text in the event of funding, or state
that: This research received no specific grant from any funding agency in the public,
commercial, or not-for-profit sectors.

2.5 Declaration of conflicting interests
It is the policy of Medical Care Research and Review to require a declaration of conflicting
interests from all authors enabling a statement to be carried within the paginated pages of
all published articles.
Please ensure that a ‘Declaration of Conflicting Interests’ statement is included at the end of
your manuscript, after any acknowledgements and prior to the references. If no conflict
exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’.

For guidance on conflict of interest statements, please see the ICMJE recommendations
here.

2.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World
Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct,
Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers
reporting animal and/or human studies must state in the methods section that the relevant
Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure
that you have provided the full name and institution of the review committee, in addition to
the approval number.
For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

In terms of patient privacy, authors are required to follow the [ICMJE Recommendations for the Protection of Research Participants](https://www.icmje.org/recommendations/browse/ethics.html). Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

### 2.7 Clinical trials

*Medical Care Research and Review* conforms to the [ICMJE requirement](https://www.icmje.org/recommendations/browse/ethics.html) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

### 2.8 Reporting guidelines

The relevant [EQUATOR Network](http://www.equator-network.org/) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [Consolidated Standards of Reporting Trials (CONSORT)](http://www.consort-statement.org/) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at [NLM’s Research Reporting Guidelines and Initiatives](https://www.nlm.nih.gov/research/uptodate/research_reporting_guidelines.html).

### 2.9 Data

SAGE acknowledges the importance of research data availability as an integral part of the research and verification process for academic journal articles.

*Medical Care Research and Review* requests all authors submitting any primary data used in their research articles alongside their article submissions to be published in the online version of the journal, or provide detailed information in their articles on how the data can be obtained. This information should include links to third-party data repositories or detailed contact information for third-party data sources. Data available only on an author-maintained website will need to be loaded onto either the journal’s platform or a third-party platform to ensure continuing accessibility. Examples of data types include but are not limited to statistical data files, replication code, text files, audio files, images, videos, appendices, and additional charts and graphs necessary to understand the original research. The editor(s) may consider limited embargoes on proprietary data. The editor(s) can also grant exceptions for data that cannot legally or ethically be released. All data submitted should comply with Institutional or Ethical Review Board requirements and applicable government regulations. For further information, please contact the editorial office at tdaunno@nyu.edu.

### 3. Publishing Policies

#### 3.1 Publication ethics

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ [International Standards for Authors](https://www.icmje.org/recommendations/browse/ethics.html) and view the Publication Ethics page on the [SAGE Author Gateway](https://authors.sagepub.com/page/Publication-Ethics).

#### 3.1.1 Plagiarism

*Medical Care Research and Review* and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal.
against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

3.2 Contributor’s publishing agreement
Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor’s Publishing Agreement. SAGE’s Journal Contributor’s Publishing Agreement is an exclusive license agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and license to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.

3.3 Open access and author archiving
Medical Care Research and Review offers optional open access publishing via the SAGE Choice program. For more information please visit the SAGE Choice website. For information on funding body compliance, and depositing your article in repositories, please visit SAGE Publishing Policies on our Journal Author Gateway.

3.4 Permissions
Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.

4. Preparing your manuscript

4.1 Word processing formats
Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced, 12-point type with 1-inch margins. Text should be standard 10 or 12 point. Word and (La)Tex templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

4.2 Artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines. Figures supplied in color will appear in color online regardless of whether or not these illustrations are reproduced in color in the printed version. For specifically requested color reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

4.3 Supplementary material
This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc.) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines page.

4.4 Journal layout
Authors are encouraged to submit any clarifying information with their manuscripts if they believe it would help in the review process. Examples include previous manuscripts that provide more detail on the data or methods used, copies of survey instruments used, and so
forth. The manuscript itself must still contain sufficient information on its methods for reviewers to assess its validity, however.

Include an abstract of no more than 150 words. Endnotes and references should follow the text, with tables and figures following on separate pages. To facilitate anonymous review, the name, affiliation, mailing address, phone and fax numbers, and e-mail address of each author should appear in a separate title page that is not included in the main document of a submitted paper. Please also list four to six keywords and any acknowledgments on the title page.

Prepare manuscripts according to the Publication Manual of the American Psychological Association, 5th edition (APA). Double-space all material, including the abstract, endnotes, references, quotations, appendixes, and tables. Do not use bold or italic type; indicate italics by underlining. Each table and figure should appear at the end of the document file, grouped together after the reference section. Except for size, all figures will appear as submitted; they must be camera-ready. Please do not submit glossies. Written permission must be obtained from the copyright holder for all quotations of more than 500 words from any one academic source, for any tables and/or figures taken from a source in which you do not hold the copyright, and for all quotations of any length from newspapers, radio and television broadcasts, magazines, movies, songs, or poems.

4.5 Reference style
Medical Care Research and Review adheres to the APA reference style. Click here to review the guidelines on APA to ensure your manuscript conforms to this reference style.

4.6 English language editing services
Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.

5. Submitting your manuscript

5.1 How to submit your manuscript
Medical Care Research and Review is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit https://mc.manuscriptcentral.com/mcrr to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne Online Help.

5.2 Title, keywords and abstracts
Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

5.3 Corresponding author contact details
Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.
6. On acceptance and publication

6.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

6.2 Access to your published article
SAGE provides authors with online access to their final article.

6.3 Online First publication
Online First allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a final journal issue which significantly reduces the lead time between submission and publication. For more information please visit our Online First Fact Sheet.

7. Further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the Medical Care Research and Review editorial office as follows:

R. Tamara Konetzka, PhD  
Editor-in-Chief, Medical Care Research and Review  
konetzka@uchicago.edu  
(773) 834-2202

Last updated May 10, 2018