



Submission Guidelines

Spring 2008 Issue

Authors interested in submitting a manuscript for *Juxtaposition's* Spring 2008 issue are required to follow the submission guidelines below. Manuscripts submitted improperly will not be accepted.

Note: To reduce spam, the @ sign is replaced with AT for email addresses listed on this document.

About *Juxtaposition*

Juxtaposition is University of Toronto's (U of T's) premier global health magazine produced in association with the Centre for International Health (CIH). With a special emphasis on topics that particularly impact the vulnerable and marginalized globally, *Juxtaposition* provides an interactive forum to explore the essential health issues of our time. Using a multidisciplinary approach, *Juxtaposition* seeks to include contrasting perspectives on global health issues from a wider socio-cultural, political, economic, and legal context. *Juxtaposition* aims to be recognized as a current, credible, and compelling publication on global health.

Please visit our website: <http://juxtaposition.sa.utoronto.ca> for more information and previous issues. We aim to publish our Spring 2008 issue in early April.

Scope

Juxtaposition seeks to publish articles that are unique, current, and multidisciplinary in nature and that challenge traditional boundaries by juxtaposing different angles on local and global health issues. We publish articles that highlight the relationship of health and disease, social inequalities, and vulnerable populations in both developing and developed countries. To showcase these relationships, we encourage and accept submissions from all disciplines because disease can be examined through the lens of commerce, law, culture, medicine, policies, anthropology, political science and other fields. As a result, we intend for the magazine to act as a forum for sharing ideas, promoting discussion and action on global health topics.

Tone

The tone and voice of *Juxtaposition* is similar to that of the New York Times: although submissions can be written in first person, the writing style is not informal. For examples of the differences between formal and informal writing, please see some examples at:

<http://ezinearticles.com/?The-Difference-Between-Formal-and-Informal-Writing&id=594208>.

In order to appeal to and be comprehended by a general audience, we prefer concise, clear sentences and the avoidance jargon pertaining to any one discipline. If an uncommon term is used, a definition must always be provided.

For ease of reading, articles should be presented in short paragraphs. Furthermore, whenever possible, we suggest the use of direct sentence construction rather than passive, to emphasize an active voice.

Audience

Juxtaposition is published both in print and online. As such, it is critical that manuscripts are comprehensive, interesting, and able to be read and understood by those who may or may not be affiliated with the global health community. Our audience includes students, academics and professionals.

Submission Streams

Currently, *Juxtaposition* utilizes two submission streams:

a) Commissioned Articles

Section Editors commission articles from their networks (peers, professors or work association)., Authors submit their commissioned articles directly to the Section Editor who initiated the request for the commission....

b) General Submissions

General submissions are received either by “Call for Writers” campaigns or through the general submission route via the *Juxtaposition* e-mail account (below). These general submissions include all manuscripts that are not commissioned directly by a Section Editor.

All manuscripts, regardless of which stream they are submitted to, are subject to the same editorial rigor and must adhere to the same Submission Guidelines.

Who Can Submit

For both submission streams, *Juxtaposition* welcomes manuscripts from:

- University of Toronto and non-University of Toronto students from any level and program of study (B.Sc., B.A., M.D., Ph.D., etc)
- University of Toronto and non-University of Toronto staff, faculty and alumni from any program, department and/or faculty
- Freelance writers

Types of Submissions

Juxtaposition seeks a variety of submissions in terms of format, content and length. Please specify to which section of the journal you are submitting.

The sections of *Juxtaposition* are:

a) Avant Guardian (maximum word count: 2000 words)

These include in-depth articles exploring current local and global health issues written by an academic, student or other professional. Articles can be written from a personal perspective and while stories should be current, interesting and relevant, they do not have to report “breaking” news. Rather, these articles explain the broader contexts and controversies around current events that relate to global health.

Avant guardian articles may also take the format of:

→ an interview with academics, students or other individuals

→ an argumentative essay written from the author’s point of view, including the author’s position combined with supporting reasons and information

A one paragraph (approximately 200 words) abstract summarizing the key points of the story, interview or essay must be included to accompany the article itself.

For an example an article in this section, please read “Who is Responsible?” on page 16 of our second issue, *Poverty, Affluence and the Social Gradient*:

<http://juxtaposition.sa.utoronto.ca/Issues/Juxtaposition1.2.pdf>

The following articles provide examples of argumentative essays:

<http://www.walrusmagazine.com/articles/2007.07-detail-extraction/>

<http://www.walrusmagazine.com/articles/2005.02-essay-is-africas-pain-black-americas-burden/>

b) Future Perfect (maximum word count: 750-1000 words)

Future Perfect articles are personal, reflective accounts about one's own experience in the global health sphere. It highlights what is presently occurring in the field of international health that is making a positive impact on the future through the efforts of people, groups, organizations or institutions.

An example of a lengthy Future Perfect article can be found in *Juxtaposition*'s first issue, on page 19, "Introspection in a Nutshell": <http://juxtaposition.sa.utoronto.ca/Issues/Juxtaposition1.1.pdf>

c) Photo essays (maximum word count and page number: variable)

A series of 5 to 10 photographs with accompanying descriptions and/or brief stories that illustrate a personal experience and/or novel phenomena in global health. The number of photographs and varies on the number of pages that can be allocated to a photo essay. For each photograph's description, the recommended maximum word count is 75 words. If an accompanying story is included to introduce or describe the photo essay, it should not exceed 500 words. An abstract is not necessary.

Due to size restraints, only one photo essay will be published in the Spring 2008 issue. Colour and black and white photographs are acceptable.

Example photo essays:

http://www.nytimes.com/slideshow/2007/10/18/world/1018-NAJAF3_index.html

http://www.time.com/time/photogallery/0,29307,1673750_1469009,00.html

d) Photographs

Juxtaposition welcomes individual photographs that demonstrate contrasting themes and concepts in international health, especially those that are relevant to the sections in the Spring 2008 issue (listed below). Colour and black and white photographs are acceptable.

Individual photograph submissions are *not* considered photo essay submissions. Photo essays are distinct from individual photograph submissions as they are a *series* of photographs that are used to illustrate an experience or story.

e) Letters to the Editor (maximum word count: 200 words)

Juxtaposition encourages reader participation and welcomes short opinion pieces and responses to previously published issues or articles.

A variety of sample letters to the editor:

<http://www.walrusmagazine.com/articles/2007.09-letters-letters/>

Please note that the maximum word counts indicated above do not include title page, headings, subheadings, abstract and references.

Format of the Spring 2008 Issue

Unlike our previous issues, the Spring 2008 issue will not be theme-based. Instead, articles will appear in the following sections (including but not limited to):

- Refugee and Immigration Health
- International Relations and Peace and Conflict
- Mental Health
- Development
- Biotechnology
- Women's and Children's Health
- Health Policy
- Environmental Health

Style and Language

Juxtaposition follows the Chicago Manual of Style for spelling, grammar and formatting. Please visit www.chicagomanualofstyle.org to familiarize yourself with these elements prior to submission. When in doubt, please contact the managing editor with questions.

Citations and References

a) Acceptable References

Acceptable references include both primary and secondary sources. Examples of acceptable primary sources are research papers, books, personal interviews, photographs and unpublished data. Examples of acceptable secondary sources are reputable newspapers and magazines. Credible, official and and/or academic electronic resources are welcome. Unpublished reports or papers or personal correspondence (email) must be stated in the text to account for potential conflicts of interest, and also must be cited.

b) Format of References

Please follow the Chicago Manual of Style for citation and referencing format. Visit www.chicagomanualofstyle.org for details and for additional referencing assistance.

Selected format samples of commonly used references, following the Chicago Manual of Style:

Book (more than one author):

Alexander I., Millen, J., and Fallows, D. 2003. *Global AIDS: Myths and Facts, Tools for Fighting the AIDS Pandemic*. Cambridge: South End Press.

Book Chapter:

Reppen, K. 1987. What is a 'Religious War'? In *Politics and society in Reformation Europe*, edited by E. I. Kouri and T. Scott, 311-328. London: Macmillan.

Journal Article:

Howard, R. E. 1993. Cultural Absolutism and the Nostalgia for Community. *Human Rights Quarterly* 15(2): 315:338.

Electronic news articles through a database:

Satel, Sally. "OxyContin half-truths can cause suffering." *USA Today*, October 27, 2003, final edition, Lexis-Nexis, via Galileo, <http://www.galileo.usg.edu>

All references used in the article must be listed numerically in order of appearance in a separate section entitled "References" at the end of the article. Within the article, references (and notes) should be cited as superscripted numbers.

c) Acknowledging Sources and Avoiding Plagiarism

While *Juxtaposition* is not an academic journal and submissions are not scholarly in nature, sources and direct quotations should still be acknowledged. The long-standing and well-known approaches to avoiding plagiarism which are familiar to all students should be kept in mind. The editors reserve the right to exclude any article that includes plagiarized material.

For a refresher on how to avoid plagiarism, please read Dr. Margaret Procter's *How to Not Plagiarize*.

Submission Format

All manuscripts (from both submission streams) are to be e-mailed as an attachment in the following format:

- Microsoft Word “.doc” file
- normal, 12pt font, Times New Roman
- Double-spaced, aligned left
- Title centered, bold and underlined on title page along with author’s name, institutional affiliation and brief (50 to 75 word) autobiography
- Abstract in bold
- Headings and Subheadings in bold
- References on a new page under the bold heading, “References”

Individual photograph submissions are to be e-mailed as attachments in the following format:

- “.jpg” or “.jpeg” file
- At least 1600 x 1200 pixels
- The name of the photographer in the body of the e-mail
- The date (month, day, year) that the photograph was taken in the body of the e-mail
- Where the photograph was captured (city/town, state/province, country) in the body of the e-mail
- A brief (50 to 100 word) description of the photograph in the body of the e-mail

Photographs submitted as part of a photo essay are also to be e-mailed as attachments in “.jpg” or “.jpeg” format (at least 1600 x 1200 pixels). All photograph details listed above and descriptions or story accompanying the photograph must be presented in the body of the manuscript.

For letters to the Editor, please e-mail your letter as a Microsoft Word “.doc” attachment using normal, 12pt font, Times New Roman (double-spaced). Explicitly state the issue and/or article that your letter references. Include your name, e-mail address and institutional affiliation in your letter (only your name will be published with your permission).

How to Submit

a) Commissioned Articles

Commissioned articles must be submitted to the respective Section Editor via the Section Editor’s e-mail address.

b) General Submissions

Please e-mail all other submissions, such as individual photographs, photo essays and letters to the Editor to:

submissions.juxtaposition.uoftATgmail.com

Editorial Process

The editorial process involves several rounds of revision and is meant to ensure that your article meets the mandate, goals and editorial quality of *Juxtaposition*. Depending on the route of your submission, the entire editorial course takes approximately 10 to 13 weeks.

a) Commissioned Articles

All correspondence and exchange of documents will occur between you and your Section Editor.

The editorial process for commissioned articles is as follows:

- Initial manuscript is due 3 weeks after you have thoroughly discussed your topic with your Section Editor (Section Editor will give you an explicit deadline date). A thorough discussion includes, but is not restricted to: introductions, discussing the topic, themes and angles to write about.
- 1-week screening of initial manuscript by the Editor-in-Chief (editorial division) and Managing Editor to determine if manuscript is suitable for further review.
- If your manuscript is deemed suitable for further review, your Section Editor will have 2 weeks to complete an Editorial Review Form of your manuscript and will send it to you along with your initial manuscript. The Editorial Review Form indicates major structural, argumentative and content changes that need to be completed in order for your article to be considered for publication.
- Your revised/re-written draft is due 3 weeks after you have received your Editorial Review Form from your Section Editor. Your Section Editor will give you an explicit deadline date.
- Once your revised/re-written draft is received, it may proceed to further minor revisions to be completed by your Section Editor or go directly to copy editing (to be completed by Copy Editors). Section Editors have 2 weeks to complete minor revisions directly on the document. Copy editing is a 2 week procedure.
- After your article has been copy edited, it is in publishable format and will appear in the Spring 2008 issue.

b) General Submissions

If you are not writing a commissioned article (i.e. not working on a topic directly discussed with a Section Editor), your manuscript is considered a general submission. The editorial procedure for a general submission is a double-blind process, i.e. you (the author) and the Section Editor would not know each other's identity. As such, all correspondence and exchange of documents will occur between you and the Editor-in-Chief (editorial division) and/or the Managing Editor.

You will receive an e-mail from the Editor-in-Chief (editorial division) or Managing Editor within 48 hours after submission of your manuscript to confirm its receipt.

The editorial process for general submissions is as follows:

- 1-week screening of initial manuscript by the Editor-in-Chief (editorial division) and Managing Editor to determine if manuscript is suitable for further review.
- If your manuscript is deemed suitable for further review, it will be delegated to the relevant Section Editor. The Section Editor will have 2 weeks to complete an Editorial Review Form of your manuscript. The Editorial Review Form indicates major structural, argumentative and content revisions that need to be completed in order for your article to be considered for publication. You will be sent this form, along with your initial manuscript, via e-mail from the Editor-in-Chief (editorial division) and/or Managing Editor.
- Your revised/re-written draft is due 3 weeks after you have received your Editorial Review Form. The Editor-in-Chief and/or Managing Editor will give you an explicit deadline date.
- Once your revised/re-written draft is received by the Editor-in-Chief and/or Managing Editor, it may proceed to further minor revisions to be completed by your Section Editor or go directly to copy editing (to be completed by Copy Editors). Section Editors have 2 weeks to complete minor revisions directly on the document. Copy editing is a 2 week procedure.
- After your article has been copy edited, it is in publishable format and will appear in the Spring 2008 issue.

c) Photograph submissions

Submissions of individual photographs will be processed by our Photo Editor to determine their suitability for publication. You will receive an e-mail from the Editor-in-Chief (editorial division) or Managing Editor within 48 hours after submission of your photograph(s) to confirm its receipt. The decision to publish or not will be made by February 29, 2008.

d) Letters to the Editor

Letters to the Editor will be revised by the Editor-in-Chief (editorial division) and Managing Editor to determine their suitability for publication. You will receive an e-mail from the Editor-in-Chief (editorial division) or Managing Editor within 48 hours after submission of your letter to confirm its receipt. The decision to publish or not will be made by February 29, 2008.

Deadlines

All initial manuscripts from both the Commissioned Articles and General Submissions route must be received by **January 15, 2008** to be considered for the Spring 2008 issue. All articles will appear in final, publishable and copy-written format no later than February 29, 2008. Since the editorial process may take anywhere from 10 to 13 weeks, it is advisable to submit your manuscript as early as possible.

All individual photograph submissions and letters to the Editor must be received no later than **February 29, 2008**.

Contact Us

If you have any questions pertaining to the submission process or would like to learn more about *Juxtaposition*, please do not hesitate to contact us at: juxtaposition.ezineATutoronto.ca.

We look forward to receiving your submission!