Journal of Workplace Rights

Manuscript Submission Guidelines

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This Journal is a member of the Committee on Publication Ethics.

This Journal recommends that authors follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical 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/jwr 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 Journal of Workplace Rights 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. Open Access

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For general information on open access at SAGE please visit the Open Access page or view our Open Access FAQs.

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2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons license.

The article processing charge (APC) is $800.

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3. What do we publish?

3.1 Aims & scope
Before submitting your manuscript to Journal of Workplace Rights, please ensure you have read the Aims & Scope.
3.2 Article types
Journal of Workplace Rights welcomes the submission of original research articles and literature reviews.

3.3 Writing your paper
The SAGE Author Gateway has some general advice and on how to get published, plus links to further resources.

3.3.1 Making your article discoverable
When writing up your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: How to Help Readers Find Your Article Online

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4. Editorial policies

4.1 Peer review policy
The journal’s policy is to have manuscripts reviewed by two expert reviewers. Journal of Workplace Rights utilizes a double-blind peer review process in which the reviewer and authors’ names and information are withheld from the other. All manuscripts are reviewed as rapidly as possible, while maintaining rigor.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

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4.2 Authorship
All parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student’s dissertation or thesis.

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4.3 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, or a department chair who provided only general support.

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4.4 Funding
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4.5 Declaration of conflicting interests
*Journal of Workplace Rights* encourages authors to include a declaration of any conflicting interests and recommends you review the good practice guidelines on the SAGE Journal Author Gateway.

Please include any declaration in file separate from the main text, after any acknowledgements, under the heading 'Conflicts of Interest.' If no declaration is made the following will be printed under this heading in your article: ‘None declared’. Alternatively, you may wish to state that ‘The Author(s) declare(s) that there is no conflict of interest’.

When making a declaration the disclosure information must be specific and include any financial relationship that all authors of the article has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

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4.6 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.
Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Please do not submit the patient’s actual written informed consent with your article, as this in itself breaches the patient’s confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent but the written consent itself should be held by the authors/investigators themselves, for example in a patient’s hospital record. The confirmatory letter may be uploaded with your submission as a separate file.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants.

4.7 Research Data

At SAGE we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, *Journal of Workplace Rights* encourages authors to share their research data in a suitable public repository subject to ethical considerations and to include a data accessibility statement in their manuscript file. Authors should also follow data citation principles. For more information please visit the SAGE Author Gateway, which includes information about SAGE’s partnership with the data repository Figshare.

5. Publishing policies

5.1 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 and view the Publication Ethics page on the SAGE Author Gateway. Journal policy prohibits an author from submitting the same manuscript for consideration by another journal and does not allow publication of a manuscript that has been published in whole or in part by another journal.

5.1.1 Plagiarism

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6. Preparing your manuscript

6.1 Word processing formats
The preferred format for your manuscript is Word. Templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

6.2 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.

6.3 Reference style
Journal of Workplace Rights adheres to the APA reference style. Please review the guidelines on APA to ensure your manuscript conforms to this reference style.

6.4 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.
7. Submitting your manuscript

7.1 How to submit your manuscript

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7.2 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.

Articles should not exceed 10,000 words (excluding references) and may present original research or literature reviews. The word count (which includes all text including the abstract, manuscript, notes, tables, figures, etc.) should appear on the title page.

Manuscripts should include an abstract of approximately 150 words, and, beneath the abstract, 4-5 keywords. All manuscripts should follow the style guidelines set forth in the sixth edition of the Publication Manual of the American Psychological Association.

7.3 Information required for completing your submission

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.

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

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9. Further information
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