

Authors: AIDS Education and Prevention

Information for Authors

AIDS Education and Prevention: An Interdisciplinary Journal is an international, peer-reviewed, educational journal. The editor invites the submission of manuscripts relevant to the prevention of HIV/AIDS. The Journal considers original manuscripts as well as commentaries. Manuscripts are considered with the understanding that they have not been published previously and are not under consideration by any other publication. Manuscripts are acknowledged within a week to ten days of receipt. The average review time is ten weeks. Allow two more weeks for processing and communications, etc.

Manuscript submission

All manuscripts are reviewed initially by the editor. Those manuscripts that do not meet the criteria in terms of topic and format will be rejected immediately. Those manuscripts that are accepted for review will be sent to two peer reviewers. Due to space restraints, a limited number of manuscripts will be accepted for publication each year.

The peer review process is double-blind—i.e., author and peer reviewer identities are kept confidential. The existence of a manuscript under review is not revealed to anyone other than the peer reviewers and the editorial staff. Authors will be provided with the reviewers' comments.

Authors will be provided with page proofs to check the accuracy of typesetting. Proofs must be checked carefully and returned within four days of receipt.

There are no fees or charges associated with publishing in the journal.

Send electronic submissions to

Francisco S. Sy, MD, DrPH, Editor
Professor and Chair
Department of Environmental and Occupational Health University of Nevada Las Vegas (UNLV)
School of Public Health
4505 S. Maryland Parkway, MS 3064
Las Vegas, NV 89154-3064
Phone: 702-895-4243
Fax: 702-895-5184
E-mail: AIDSedu@gmail.com; francisco.sy@unlv.edu

Copyright

Authors must return a signed copyright transfer agreement upon acceptance for publication. A copy of the agreement to be used for the *AIDS Education and Prevention* is available from the Editorial Office. By signing the agreement, authors guarantee that an article is original, that it is being submitted exclusively to this journal, that it has not been previously published (except in abstract form), and that any clinical material is disguised so as to prevent the subject from being identified.

U.S. Government Employees: In lieu of the author signature, author(s) whose work was performed within the scope of their employment with the U.S. Government must provide the signature of an authorized representative, certifying that the work is in the public domain.

Permission to reprint an *AIDS Education and Prevention* article must be obtained in writing from: Permissions, Guilford Publications, 370 Seventh Avenue, Suite 1200, New York, NY 10001-1020 (email: permissions@guilford.com).

Manuscript formatting

All papers must be submitted in the Microsoft Word format. Manuscript length should be limited to no more than 20 pages including the main body of the manuscript and references. There should be no more than four tables and/or figures. Authors should consult the Publication Manual of the American Psychological Association, 7th edition, for rules on format and style. All papers submitted must conform to high ethical considerations and should be written in nonsexist and bias-free language. Authors should not include their names or any author identification anywhere in the body of the manuscript to facilitate the blind review process.

TREND Statement checklist for papers reporting on intervention evaluations with nonrandomized designs: To develop standardized and transparent reporting for intervention evaluation studies with nonrandomized designs, authors are encouraged to use the Transparent Reporting of Evaluations with Nonrandomized Designs (TREND) Statement checklist. These are guidelines for reporting of theories used, descriptions of intervention and comparison conditions, research study design, and methods used in adjusting for possible biases in evaluation studies. The TREND statement checklist was first published in the *American Journal of Public Health*, March 2004, vol. 94, no. 3, pages 361–366. It is also available at <http://www.cdc.gov/trendstatement>

Permissions: Contributors are responsible for obtaining permission from copyright owners if they use an illustration, table, or lengthy quote (100+ words) that has been published elsewhere. Contributors should write both the publisher and author of such

material, requesting nonexclusive world rights in all languages for use in the article and in all future editions of it.

Material should be assembled in the following order:

1. **Cover Letter.** The lead author must sign the letter. A statement must be included stating that the content has neither been published nor is simultaneously being considered for publication elsewhere. Author's address, telephone number, and email address should be included.
2. **Title Page.** The first title page should contain the title, list of authors with degrees and affiliations, sources of support, phone number, and email address of the corresponding author to whom proofs and correspondence are to be sent. A second title page should contain the title only for purposes of blind review.
3. **Acknowledgments.** The acknowledgments should appear on a separate page. Acknowledgments should not appear elsewhere in the manuscript.
4. **Abstract.** The abstract and keywords should be on a separate page following the acknowledgment page. The abstract should be limited to 150 words or fewer. It must be factual and comprehensive. Abbreviations and general statements (e.g., "the significance of the results is discussed") should be avoided. Authors are requested to provide up to six keywords or phrases.
5. **Main body of the manuscript.** The main body of the manuscript should contain the introduction, methods, results, discussion, and conclusions.
6. **References.** References are to be listed alphabetically at the end of the paper and referred to in the text by name and year in parentheses. Authors should consult the Publication Manual of the American Psychological Association (7th ed.) for reference format and style. Journal titles must be spelled out and not abbreviated. Authors are responsible for the accuracy and completeness of their references and for correct text citation.
7. **Tables.** Tables should follow APA style, 7th edition. They may be submitted in Excel or formatted using Microsoft Word's table function. (Tables should not be submitted using tabs, returns, or spaces as formatting tools.)
8. **Figures.** Figures must be submitted as separate files (not embedded in the manuscript). All figures will be published in grayscale. Figures should be submitted in one of the following formats: .tif, .jpg, .eps (.bmp, .png, and .gif files are not recommended). PDFs are not accepted. Figure text should be 8–10 pt. sans serif type.
A list of figures with captions, keys, and credits should be provided at the end of the manuscript text. All figures must be referenced in text, in sequential order.
9. **Supplemental Materials:** Authors interested in publishing online-only supplemental materials (e.g., lengthy tables or appendices, supplementary data sets) with their articles must include that material in their submission materials for peer review. Supplemental material files will be uploaded online as supplied. They will not be checked for accuracy, copyedited, typeset, or proofread and cannot be altered once they have been published. The manuscript must include call-outs for all figures and tables within the supplemental material.

Publication ethics

Disclosure of conflicts of interest

AIDS Education and Prevention requires that authors disclose all potential conflicts of interest. Any interest or relationship, financial or otherwise, that might be perceived as influencing an author's objectivity or exerting an undue influence on the presentation of their work is considered a potential conflict of interest. These may include, but are not limited to financial, professional, contractual, or personal relationships or situations.

Authors should include a statement in the title page detailing all potential conflicts of interest. If the manuscript has multiple authors, all contributing authors must disclose conflicts of interest.

For additional guidance, refer to the recommendations in the Publication Manual of the American Psychological Association (7th ed.).

Sample wording for your disclosure statement: "Author A is employed at company B. Author C owns shares in company D and is on the Board of Company E. Author F has received grants from [name of grantor] to support the research described in this article."

If no conflicts of interest exist, the declaration should state "The authors declare no conflicts of interest."

Funding statement

The manuscript must include a funding statement detailing all sources of financial support, including grant numbers if applicable.

Sample wording for your funding statement: "This research was supported by an award from the National Institute of Mental Health (grant number XXXX)."

Grants held by different authors should be identified as belonging to individual authors. For example: "This work was supported by the National Institutes of Health (Author A, grant number XXXX), (Author B, grant number YYYY)."

Where no specific funding has been provided for research, authors should state "The author(s) received no specific funding for this work."

Authorship

AIDS Education and Prevention refers to **the American Psychological Association (APA) guidelines for authorship** and the **APA Ethics Code**.

Individuals who have made a substantial contribution to the article as defined in the [**APA guidelines**](#) should be listed as authors. Contributions that do not meet the criteria for authorship may be recognized in an Acknowledgment note.

Upon acceptance of the article for publication, each author must confirm in writing that they approve the authorship order and agree to the responsibilities of authorship.

Ethics statement

The manuscript must include an ethics statement in the following format:

This study was reviewed and approved by [full name and affiliation of ethics committee], and the procedures followed were in accordance with the Helsinki Declaration as revised in 2013. The patients/participants provided their written informed consent to participate in this study.

For guidance, authors should refer to the [**APA Ethics Code**](#) and the [**World Medical Association Declaration of Helsinki**](#).

Scientific or publishing misconduct

AIDS Education and Prevention editors and Guilford will review [**the Committee on Publication Ethics \(COPE\) Flowcharts**](#) in the event of an allegation of scientific misconduct (including—but not limited to—fabrication or falsification of data, purposeful failure to disclose conflicts of interest or funding sources, and plagiarism); duplicate publication (see [**COPE guidance**](#)); or manipulation of the publishing or peer review process.

Corrections

AIDS Education and Prevention may publish a correction notice if a published article is found to contain a significant error or omission—for example, an omitted author name or a misprinted figure. An erratum will be published in the next available issue of the journal and will be made freely available online.

Retractions

AIDS Education and Prevention will consider retractions in accordance with the [**Committee on Publication Ethics \(COPE\) Retraction Guidelines**](#).

Requests to retract an article will be investigated by the editors in consultation with Guilford.

Green Open Access and funder compliance

Green open access (also known as self-archiving) allows authors to make a version of their work freely accessible in an institutional or disciplinary repository. Guilford authors may deposit either the published PDF of their article or the final accepted version of the manuscript in a non-commercial repository, where it can be made freely available, six (6) months after publication in the journal. Deposited manuscripts must include full citation of the work along with a link to the product on Guilford's website (i.e., the DOI link).

Funder compliance

Authors should indicate their funding source at the manuscript-submission stage. Please notify your journal editor if the funder of a grant used in creating the work requires that a version of your article be deposited in a public database, with no embargo, upon final publication.

National Institutes of Health

Authors who are National Institutes of Health (NIH) grant-holders may post the **author accepted manuscript** of their journal article to PubMed Central upon acceptance by the journal with no embargo on that material. The author accepted manuscript is the version that incorporates all amendments made during peer review but without the publisher's copyediting and typesetting.

UK Research and Innovation (UKRI), Wellcome Trust, National Institute for Health and Care Research

Guilford complies with the open access requirements of **UKRI**, **Wellcome**, and **NIHR**. Where required by their funder, authors retain the right to distribute their **author accepted manuscript (AAM)**, such as via an institutional and/or subject repository (e.g. EuropePMC), under a **Creative Commons Attribution 4.0 International (CC BY 4.0)** licence for release no later than the date of first online publication.

The author accepted manuscript is the version that incorporates all amendments made during peer review but without the publisher's copyediting and typesetting.

The funding acknowledgements and any cover letter accompanying the accepted manuscript must include the following statement: "For the purpose of open access, the author(s) has applied a Creative Commons Attribution (CC BY) license [or where permitted by UKRI/Wellcome/NIHR, 'Open Government Licence' or 'Creative Commons Attribution No-derivatives (CC BY-ND) licence'] to any Author Accepted Manuscript version arising from this submission."

Authors should consult their funder's website for additional requirements, such as guidance on data access statements and funding acknowledgments.

Content preservation

Periodicals published by The Guilford Press are deposited in the [Portico](#) archive to guarantee long-term digital preservation.