



Publication Ethics

Roles and Responsibilities of Editor

1. Ensure that the manuscript has the highest possible quality based on recent academic progress by seeking opinions from at least 2 reviewers per article.
2. Never expose information on author and reviewers of the article to unrelated outsiders during the evaluation period.
3. Select articles for publication after finishing evaluation by considering how they conform to the policy of the journal and whether they have any risks to be charged with defamation, copyright infringement, or plagiarism.
4. Never publish any articles that have already been published elsewhere.
5. Have no conflict of interest with the author, reviewers, and the executive committee.
6. If plagiarism is detected during the evaluation of the article, editor must stop the evaluation process immediately and contact the author asking for explanation in order to decide whether the article should be published.
7. Evaluate by focusing on the content of the article regardless of race, sexual identity, belief, faith, ethnic, and political opinion of the author.

Roles and Responsibilities of Reviewer

1. Submit opinion on the article by due date providing comprehensible information to support the opinion.
2. Protect confidentiality of documents under review by not exposing them to unrelated persons.
3. If having realized that one has the conflict of interest with the author or other reasons that hinder one from expressing opinion/ giving advice freely, please notify the editorial team and refuse to evaluate the article.
4. Inform the editorial team of possible plagiarism if the author has not properly cited the source of information when it comes from another person's work or unpublished work.
5. Notify the editorial team of in-sufficient expertise to evaluate the article.
6. Suggest interesting research papers that are relevant to the article under review, but do not

directly refer to paper written by the reviewer.

Roles and Responsibilities of the Author

1. Certify that the work is original, has not been published anywhere else, and has not been submitted for publishing in other journals.
2. Report the facts directly and straightforwardly without distorting data or using false data.
3. Refer to the work of another researcher if using such work in one's own research. This can be done by making the list of references at the end of the article.
4. Write the article in the format recommended in the journal's guidance.
5. All co-authors whose names appear on the research paper must have participated in the process of the research production.
6. Identify the source of research fund and notify if there is any conflict of interest.
7. State that the research has been approved by specific research ethics committee. If it required no approval, please provide explanation.
8. State protection of the rights of research participants/informants.
9. Provide raw data if the editorial team requests.
10. Notify the editorial team if any error/mistake significantly affected the research credibility, in order to defend retraction of the article.

Obtaining ethical committee approval

On the matter of getting approval from the ethical committee in case of human research, the author must clearly state when and where the research had been approved.

Main condition

Any article submitted to the Journal of Health Systems Research must not be published before and must not be under consideration for publishing by other journals.

Publishing dates

The journal publishes 4 (four) times a year, once every three months: January–March, April–June, July–September, and October–December.

Quality assessment of articles

If an article submitted for consideration meets the quality standard, it will receive a double-blind

review by at least 2 qualified persons. The editor will consider all comments before sending feedback to the author.

Publishing Fee

All papers published in the journal have no page charge (no publishing fee).

To contact the journal, please use the online system (e-journal). You will find information about the procedure for submitting articles and contacting the journal through this system at the end of this document.

Types of Articles Accepted

There are 4 types of articles that the journal publishes: original article, review article, special article, and letter to the editor. The author should study the following details which are used to categorize the article into the four mentioned. Then state the type of the article on the first line of the first page before the title of the article. The details of each type of article are given below.

1. Original Article

It is the report of the results from research study concerning health and/or health systems development. It should consist of:

- 1.1 Title in English and Thai
- 1.2 Name of the author (or names of all the authors) and the institution that he/she works in, including the name of corresponding author, with mobile phone number and email address.
- 1.3 The abstract in English and Thai
- 1.4 Keywords in English and Thai
- 1.5 Background and Rationale
- 1.6 Methodology
- 1.7 The approval of human research ethic committee: identify the committee that gives approval.

If the article has not been approved by any committee, please explain why.

- 1.8 The results of the study
- 1.9 Critique and Conclusion
- 1.10 Acknowledgement
- 1.11 References or the list of all the literature referred to must be in English. If any of them are in Thai, the author must translate the name and details of such reference material into English and add a bracket "(in Thai)" at the end of that item.

1.12 Attach the declare form with signatures of all the authors. In this step, the e-journal system only accepts files in MS Word, so the declare form with signatures must be sent as a photo file or change the signature of each author into photo format and place it onto MS Word. You can download the declare form in this format from https://www.hsri.or.th/declare_form.

The article should not exceed 20 A4 pages (font: TH SarabunPSK 16). Please study the details of how to prepare the manuscript below (at the end of topic 4, Letter to the Editor).

In case of an article in English, you should also have Thai version of the title, the author name with the institution, the abstract and the keywords.

Suggestion – If the work submitted is in Thai, it is recommended that you should translate the pictures and the tables into English so that international readers can comprehend and use as reference in their work.

2. Review Article

It is an article that collects knowledge from different journals, both in Thailand and other countries, and make comparative analysis of the knowledge in order to have more clarity. It should consist of the following:

2.1 The title in English and Thai

2.2 Name of the author and the institution that he/she works in, including the name(s) of corresponding author(s), with mobile phone number and address.

2.3 The abstract in English and Thai

2.4 Keywords in English and Thai

2.5 Introduction

2.6 Content

2.7 Conclusion or Critique

2.8 References or the list of all the literature being referred to must be in English. If any of them are in Thai, the author must translate the name and details of such reference material into English and add a bracket “(in Thai)” at the end of that item on the list.

2.9 Attach the declare form with signatures of all the authors. In this step, the e-journal system only accepts files in MS Word, so the declare form with signatures must be sent as a photo file or change the signature of each author into photo and place it into the MS Word. You can download the declare form in this format from https://www.hsri.or.th/declare_form.

The article should not exceed 15 A4 pages (font: TH SarabunPSK 16). Please study the details of how to prepare the manuscript below (at the end of topic 4, Letter to the Editor).

In case of an article in English, you should also have Thai version of the title, the author name with the institution, the abstract and the keywords.

Suggestion – If the work submitted is in Thai, it is recommended that you should translate the pictures and the tables into English so that international readers could comprehend and use as reference in their work.

3. Special Article

It is an academic article that expresses opinion on current situations or events that are attracting attention of public, or it could be an article that gathers different content and critique about such situations, or it could be a case study on an outstanding health system in Thailand or in ASEAN region. It should consist of the following:

3.1 Title in English and Thai

3.2 Name of the author/authors and his/her affiliation, including name of the corresponding author, with mobile phone number and email address.

3.3 The abstract in English and Thai

3.4 Keywords in English and Thai

3.5 Introduction

3.6 Content

3.7 Critique

3.8 References or the list of all the literature being referred to must be in English. If any of them are in Thai, the author must translate the name and details of such reference material into English and add a bracket “(in Thai)” at the end of that item on the list.

3.9 Attach the declare form with signatures of all the authors. For this step, the e-journal system only accepts files in MS Word, so the declare form with signatures must be sent as a photo file or change the signature of each author into photo and place it into the MS Word. You can download the declare form in this format from https://www.hsri.or.th/declare_form.

The article should not exceed 10 A4 pages (font: TH SarabunPSK 16). Please study the detail of how to prepare the manuscript below (at the end of topic 4, Letter to the Editor).

In case of an article in English, you should also have Thai version of the title, the author name with the institution, the abstract and the keywords.

Suggestion – If the work submitted is in Thai, it is recommended that you translate the pictures and the tables into English so that international readers can comprehend and use as reference in their work.

4. Letter to the Editor or Correspondence

It could be the correspondence between a scholar, a reader, and the author whose article is published in the journal, especially in case that the readers have different opinion on the matter and want to point out a mistake in the report. At times the editor might support or disagree with such opinion.

Preparing the Manuscript

In the process of taking in an article, the system only accepts a file in MS Word format in A4 page size, single column, double spacing. It must be without file protection because the reviewer may want to give his/her comments by using track changes or add Comment.

1. Title – There must be both English and Thai title. It should be concise and clearly represent the main objective of the study. There must be no use of abbreviation. The length should not exceed 100 letters (spaces included). If the title of the report is very long, change a part of it into subtitle. Should avoid unnecessary phrases such as “the study of...” or “the observation of...” in the title.

2. Author and co-author – Name(s) should be written in both English and Thai. Use full name, not initial. No need to state the position, title or education.

3. Affiliation – It should be in both English and Thai. It means the institution that the author is currently working for. In case of more than one affiliation, state only one. If there are several authors who come from different institutions, use these symbols respectively to separate their affiliation: * † ‡ § # ¶.

4. Abstract - It should be in both English and Thai. It is the summary of the content of the article in the order of its structure: background and rationale, methodology, results and comments. It should not exceed 15 lines. The language must be concise and in full sentences. It should be easy to understand, not requiring further interpretation. No abbreviation. In English, all the content must be written in past tense.

5. Keywords – There should be English and Thai keywords at the end of the English and Thai abstract, not exceeding 5 keywords.

6. Background and Rationale – This part of the article give reasons that lead to the study, literature reviews that relate to the objectives of the study, explain the problem to the readers, state the size and characteristics of the problem, which leads to the need to conduct research in order to find the answer for the problem or answer the question. If you use a theory, explain the basic of the theory here and add the purpose of the study at the end.

7. Methodology – It can be explained and categorized into 2 main topics.

Material used in the study: Explain the details of what is being studied, such as patients, nor-

mal people, as well as the number and particular information of the sample group, such as gender, age, weight. It must include permission from the participants, approval from the ethical committee for research on human, and any equipment used in the study

Method of study: Begin with study design such as randomized, double-blind, descriptive or quasi-experiment. Then follow with sampling, such as simple random sampling or multi-stage sampling. As for the interventions, if it is a common measure, include it as one of the references. If it is new, explain thoroughly to readers so that it can be applied in future studies. Clearly and briefly identify the tools/instrument and the main principles used in the qualitative/quantitative study. Examples are questionnaire, reliability test, data collection method, data analysis method, and statistics used.

8. Result – Show the results or the findings in the order of the study plan. Make it clear and easy to understand. If the results are not complicated having not many numbers of data, it can be explained in prose. However, in case of a lot of numbers or data and variables, use tables, figures or charts with short explanation referring to significant parts. Separate tables, figures and charts from the content by placing them at the end of the article instead of throughout the article. Nevertheless, leave spaces in the content of the article that can be understood that they belong to which tables/figures/charts. Label each space with text box, such as:

Add Table 1 or Add Figure 1 or Add Chart 1

Table (*English is recommended*)

It is an organizing of words, numbers, and symbols into columns in order to show the data and how each data relates to one another. The guidelines for presenting tables in the article are as followed:

- Tables should not be presented as photos.
- The name of the column that represents the data in the column should be brief or shortened.

It can be further explained in the footnote under the table (if necessary).

- Footnote should consist of the details that cannot be contained in the column. Avoid using numbers because one can easily confuse it with number of the references. It is recommended to use symbols like: * † ‡ § # ¶.

- An article should not have more than 3-5 tables. All the data in the columns should not be repeated in the content, only some are allowed.

- In case that the data in the column comes from another person's work; permission should be obtained or references must be made.

Figure (*English is recommended*)

Figure helps communicate the content of the article by highlighting the important parts. The guide-

lines for presenting figures in the article are as follows:

- Figures must be sharp and clear. They can be in color or black and white.
- The original file should come from a camera not less than 600X800 pixels.
- If the figures include many text boxes or a lot of symbols, grouping must be done.
- In case that the figure comes from another person's work; permission should be obtained, or

references must be made.

9. Discussion and conclusion – Begin with critique results, interpret or analyze results, and conclude by comparing them with the hypothesis and find out whether the results confirm the hypothesis. If not, discuss how they differ and why. Comment openly on the results that contradict the hypothesis. Compare with results from other research papers that had been done before (should not be older than 3-5 years). Use those to support findings, hypothesis, or increase the reliability weight. Discuss the limitations/weaknesses and outstanding points that lead to the suggestion of policy and practices, as well as suggestions for future research.

10. Suggestion – The author should give suggestions in terms of policy on the subject being studied, based on the results discovered in the research.

11. Acknowledgement – It should be only one paragraph. State clearly the sources of assistance and research fund. If the person's name is already on the list of co-authors, he or she will not be mentioned here.

12. Reference – Use the title “Reference” on this topic. The writing of references on the list should be one in Vancouver style. Use superscript number in the bracket and place it at the end of the phrase or after the name of the person being referred to, beginning with “⁽¹⁾” and followed by the rest of the numbers. If the reference is repeated, use the same number. Abbreviation is not allowed in the reference list, except for the first name of the author and the name of the journal as stated in Index Medicus. For journals not found in Index Medicus and Thai journals, write the full name of the journal in English.

All items in the references must be written in English (the details are discussed in the next part).

As for the order of the references at the end of the article, use the order of their appearance in the article.

An article that the editor has agreed to publish but has not yet been published should be labeled as “in the process of being published”. An article that is not published should be labeled “unpublished.” Avoid using personal communication in the reference, except that it is an extremely important piece of information rarely found elsewhere. In such case the name and the contacted date can be stated

in the bracket that comes after the referred title.

Rules and regulations for writing the references

12.1 Academic journal

The author's last name and the abbreviation of the author's first name and middle name (if any). Title. Name of the journal year of publication;volume number:page numbers.

For references that are in Thai journal, every part of the above example must be translated into English and state "(in Thai)" at the end of the reference.

The author's name must begin with last name, followed by the first letter of the first name and middle name (if any). If there are more than 6 authors, only list the first six authors and followed with "et al".

Name of the journal should be shortened into abbreviation in the format of U.S. National Library of Medicine, which is annually published in Index Medicus.

Title of the article must be in lower-case letters, except for the first letter and proper nouns. If the journal's pages are not arranged in chronological order in a year, ordinal numbers of the issue must be stated. For example, "10(3):" means that it has been published at the 10th years and appears in the 3rd issue (number in the bracket). Then put a colon.

Page number must be in full form on the first page but repeated number must be omitted on the last page, such as 123-9 instead of 123-129 or 248-58 instead of 248-258.

Leave no spaces in front of and after semicolon and colon when stating year of publication, volume number, and page number.

Here are some examples.

1. Sirichakwal PP, Sranacharoenpong K, Tontisirin K. Food based dietary guidelines (FBDGs) development and promotion in Thailand. *Asia Pac J Clin Nutr* 2011;20(3):477-83.
2. Chaisuntitrakoon A. Evaluation of dental services quality. *Journal of Health Systems Research* 2015;9(2):136-45. (in Thai)
3. Snowdon J. Severe depression in old age. *Medicine Today* 2002;3(12):40-7.
4. Studer HP, Busato A. Comparison of Swiss basic health insurance costs of complementary and conventional medicine. *Forschende Komplementarmedizin* 2011;18(6):315-20.
5. Skalsky K, Yahav D, Bishara J, Pitlik S, Leibovici L, Paul M. Treatment of human brucellosis: systematic review and meta-analysis of randomized controlled trials. *BMJ* 2008 Mar 29;336(7646):701-4.
6. Huang CF, Lee HC, Yeung CY, Chan WT, Jiang CB, Sheu JC, et al. Constipation is a major complication after posterior sagittal anorectoplasty for anorectal malformation in children. *Pediatr Neonatal*

2012;53(4):252-6.

In case that the author is an institution

7. Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension* 2002;40(5):679-86.

In case that the author is unknown

8. 21st century heart solution may have a sting in the tail. *BMJ* 2002;325(73):184.

In case of publishing in a supplement issue

9. Anamnart C, Pongvarin N. Patent foramen ovale and recurrent transient neurological symptoms: a case report and review of literature. *J Med Assoc Thai* 2011;94 Suppl 1:S264-8.

12.2 Book, text book or report

10. Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

11. National Statistical Office. The 2011 survey on conditions of society and culture. Bangkok: Ministry of Information and Communication Technology; 2012.

12. Office of the National Economic and Social Development Board. Philosophy of sufficiency economy. Bangkok: 21 Century; 2007. (in Thai)

13. Association of Southeast Asian Nations. Association of Southeast Asian Nations: one vision, one identity, one community [internet]. ASEAN annual report 2007-2008. Jakarta: ASEAN Secretariat; 2011 [cited 2008 Jul]. Available from: https://www.iri.edu.ar/publicaciones_iri/anuario/Anuario%202009/Asia/documentos/Association%20of%20Southeast%20Asian%20Nation%20-%20%20Annual%20Report%202007-2008.pdf.

Book or textbook wholly written by the author without an editor

The author's last name and the abbreviation of the author's first name. Name of the book. Edition. Place of publication: publisher's name; year of publication. Number of pages.

(Edition will be stated only when it is not the first edition.)

14. Khammanee T. Science of teaching: body of knowledge for the management of effective learning process. Bangkok: Chulalongkorn University Printing House; 2007. 502 p. (in Thai)

15. Cheers B, Darracott R, Lonne B. Social care practice in rural communities. Sydney: The Federation Press; 2007.

16. Miles DA, Van Dis ML, Williamson GF, Jensen CW. Radiographic imaging for the dental team. 4th ed. St. Louis: Saunders Elsevier; 2009.

17. Murtagh J. John Murtagh's general practice. 4th ed. Sydney: McGraw-Hill Australia; 2007.

Book that has been published with an editor (quoted from one chapter only)

The author's last name and the abbreviation of the author's first name. Title. In: Editor's name, editor. Name of book. Volume number. Place of publication: publisher's name; year of publication. p. page numbers.

18. Mahathanan N, Rodpai S. Counselling for renal replacement therapy. In: Eiam-Ong S, Susantitaphong P, Srisawat N, Tiranathanagul K, Praditpornsilpa K, Tungsanga K, editors. Textbook of hemodialysis. Nakhon Pathom: A I Press; 2007. p. 94-103.

19. Alexander RG. Considerations in creating a beautiful smile. In: Romano R, editor. The art of the smile. London: Quintessence Publishing; 2005. p. 187-210.

20. Speroff L, Fritz MA. Clinical gynaecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p. 1103-33.

In case of an e-book

21. Ifan A. Protocols for predictable aesthetic dental restorations [internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Netlibrary: <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=181691>.

In case of quoting from a chapter in e-book

22. Darwin C. On the Origin of Species by means of natural selection or the preservation of favoured races in the struggle for life [internet]. London: John Murry; 1859. Chapter 5, Laws of Variation. [cited 2010 Apr 22]. Available from: <http://www.talkorigins.org/faqs/origin/chapter5.html>.

12.3 Documents from meeting or seminar

Minutes of meetings

The author's last name and abbreviation of the author's first name. Title. In: Editor's name, editor. Name of the meeting; date of the meeting; venue of the meeting. Place of publication: Publisher; Year of publication. p. page numbers.

23. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. p. 1561-5.

In case of papers presented in the meeting but have not been documented

24. Bowden FJ, Fairley CK. Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange. Paper presented at: The Scientific Meeting of the Royal Australian College of Physicians; 1996 Jun 24-25; Darwin, Australia.

In case of paper published in proceedings

25. Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of

the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

12.4 Academic report published by research funding sponsor

The author's last name and the abbreviation of the author's first name. Title. Type of report. Place of publication: Publishing institution/Fund source; Year of publication. Report number.

26. Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US). Office of Evaluation and Inspections; 1994. Report No.: HHSIGOEI69200860.

12.5 Thesis

The author's last name and the abbreviation of the author's first name. Title (type of degree). City/town: University; Year of graduation.

27. Eamudomkarn C. Development of urinary antibody-based diagnosis using *Strongyloides ratti* as heterologous antigen and the outcomes of drug treatment in strongyloidiasis in mixed parasitic infections with *Opisthorchis viverrini* in northeast Thailand (doctoral thesis). Department of Parasitology, Faculty of Medicine. Khon Kaen: Khon Kaen University; 2001.

12.6 Other types of printed matter

12.6.1 Articles from newspapers

The author's last name and the abbreviation of the author's first name. Title. Name of newspaper. Year/month/day of publication: section. Page number (column number).

28. Purdon F. Colder babies at risk of SIDS. The Courier Mail 2010 Mar 8:9.

29. Robertson J. Not married to the art. The Courier Mail (Weekend edition). 2010 Mar 6-7:Sect. ETC:15.

In case that the author is unknown

30. Meeting the needs of counsellors. The Courier Mail 2001 May 5:22.

12.6.2 Law

31. Preventive Health Amendments of 1993. Pub L No. 103-188, 107 Stat. 2226. (Dec 14, 1993).

12.6.3 Dictionary

32. Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119-20.

In case of on-line dictionary

33. Stedman's medical dictionary [internet]. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p.119-20. [cited 2009 Nov 11]. Available from: <http://www.stedmans.com>.

12.7 Visual media

Title (visual media). Place of production: Production company: Year of production.

34. Robinson J (producer). Examination of the term neonate: a family centred approach [DVD]. South Hurstville, NSW: Midwifery Educational Services; 2005. 1 DVD: 37 min., sound, colour, 4 ¾ in.

12.8 Electronic media

The author's last name and the abbreviation of the author's first name. Title. Name of journal or type of media [serial online] Year of publication [year/month/day of search]; Year (issue, if any): [number of pictures or number of pages]. Source: URL address.

Electronic file with DOI number

35. Degenhardt L, Bohnert KM, Anthony C. Assessment of cocaine and other drug dependence in the general population: 'gated' vs. 'ungated' approaches. Drug Alcohol Depend [internet]. 2008 Mar [cited 2010 Apr 15];93(3):227-232. Available from: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2756072/>. doi: 10.1016/j.drugalcdep.2007.09.024.

Electronic file without DOI number

36. Lemanek K. Adherence issues in the medical management of asthma. J Pediatr Psychol [internet]. 1990 [cited 2010 Apr 22];15(4):437-58. Available from: <http://jpsy.oxfordjournals.org/cgi/reprint/15/4/437>.

Podcasts

37. Dirks, P. "Missing Link" fossil discovery in South Africa [podcast on the internet]. Sydney: ABC Radio National; 2010 [updated 2010 Apr 9; cited 2010 Apr 14]. Available from: <http://www.abc.net.au/rn/breakfast/stories/2010/2868072.htm>.

Blog posts

38. Flower R. How a simple formula for resolving problems and conflict can change your reality. Pick the brain [blog on the internet]; 2015 Jun 1 [cited 2015 Jun 9]. Available from: <http://www.pickthebrain.com/blog/how-a-simple-formula-for-resolving-problems-and-conflict-can-change-your-reality/>.

Adjustment of the manuscript

In general, the editorial team considers the overall academic accuracy and completeness of content, then the manuscript will be returned to the author, who has the right to make adjustments. However, the editorial team reserves the right to publish only those that conform with the format and main content of the journal.

Final proof

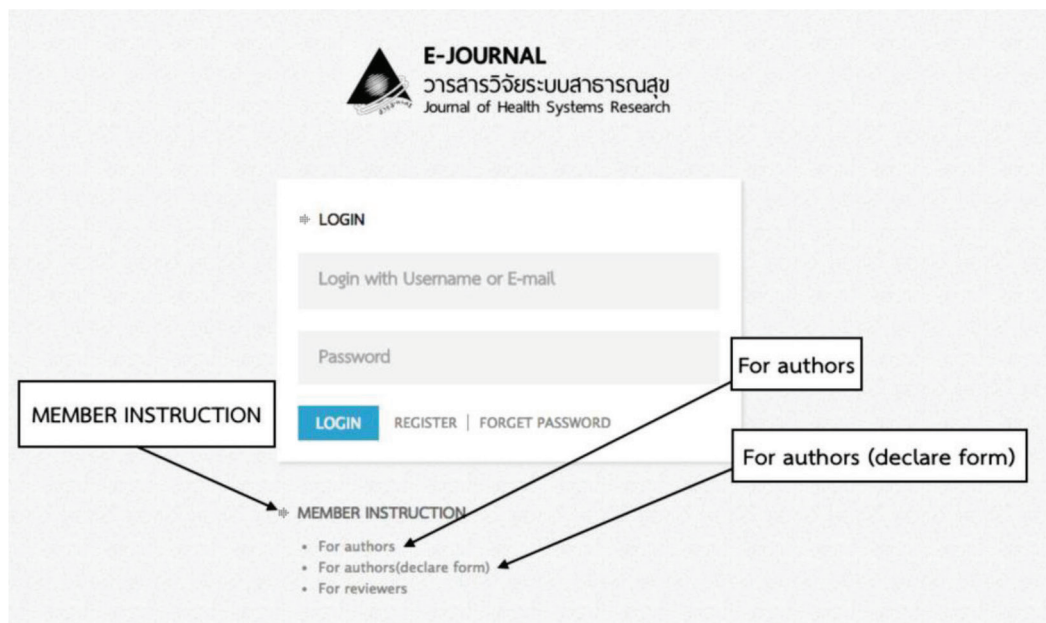
The author must proofread and agree on the final draft in order to ensure the accuracy and completeness of the content.

Status of the Article in the System and Work Procedure
Journal of Health Systems Research

Status of the article in e-journal system	Work procedure
1. Information review	After the author submits the article into the system, the editorial team will do the preliminary check for completeness.
2. Editor first view	The experts screen the work at preliminary level, such as checking whether its content is in the scope of the journal and the benefits that will result from the study. Articles can be rejected at this step.
3. Reviewer	Editor team sends the article to the experts to obtain academic opinions. Editor considers the opinions and make conclusion. Then ask the author to adjust the article or inform him/her that the article is rejected.
4. Revision Revision 1 Revision 2 (If the author does not submit his or her article within 30 days without asking for extended period, or within 60 days in case of receiving extended period, the system will automatically reject the article.)	When the author is notified that the article needs adjustment. This is a period from Day 1 to Day 30 after the author is notified (Day 0 is the day of notification). When it comes to the last seven days of this period, the system will send a reminder and the author can follow the instruction in the reminder to extend the period for another 30 days. (Only after requesting the extension of time and Day 31 begins, the status of the article will change to “Revision 2”) This is a period from Day 31 to Day 60 after the author is notified. When it comes to the last seven days of this period, the system will send a reminder and the author cannot extend any more time.
5. Edit 1	The author submits the adjusted article and the editorial team checks the revisions.
6. Edit 2	The author may be asked by the editorial team to readjust the manuscript. The author submits the revised MS Word file.
7. Editor approval of MS Word	The editorial team rereads the article academically and may ask the author to make further changes to the manuscript
8. Artwork	The editorial team sends the manuscript to the production house to produce a readily publishable pdf format.
9. Author check	The author checks for accuracy and confirms approval within 3 days.
10. Editor approval of artwork	The editorial team approves accuracy.
11. Proofreading	Final proofreading (to pdf file) by the editorial team
12. Library catalogue	The editorial team prepares to publish the article at https://www.hsri.or.th/journal_of_health_systems_research
13. Publication	Publish the article at: https://www.hsri.or.th/journal_of_health_systems_research and the author will be notified promptly.

Submitting the manuscript

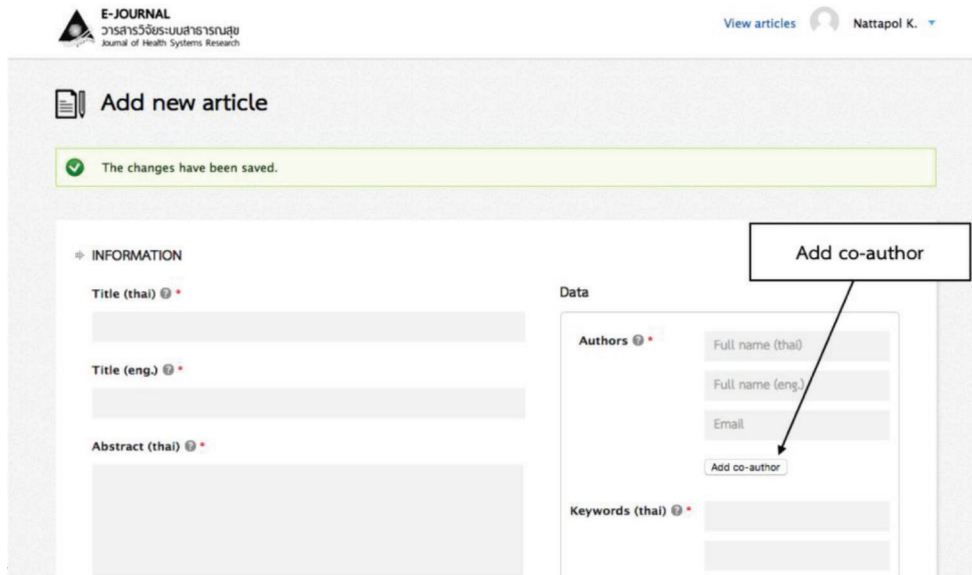
The manuscript must be submitted online only. Please go to <http://ejournal.hsri.or.th/> and you will find the screen below. If this is your first time of submission, you must first apply for membership (click at register) and the system will send you a link to your e-mail that you used in the registration. Within 24 hours, use the link to set a password. After the password is set, you will be able to submit the manuscript. If you forget your password, please type in your username or email address (that you used in registration), then click FORGET PASSWORD. A message will be sent to your email to help you enter the system and set a new password.



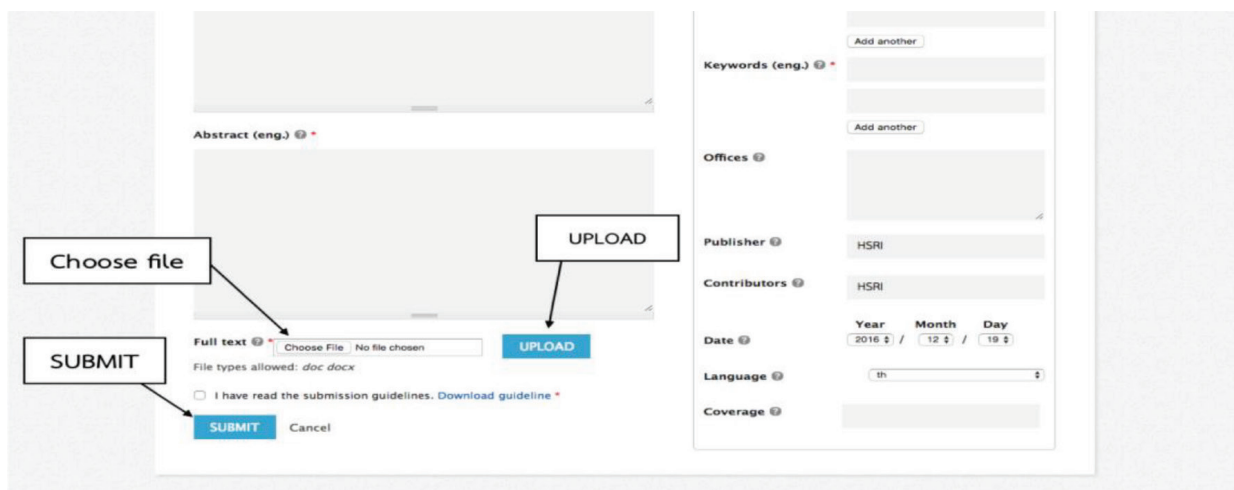
When you click “For authors”, the system will show the next screen, which has a link for “submission guideline” in both Thai and English.

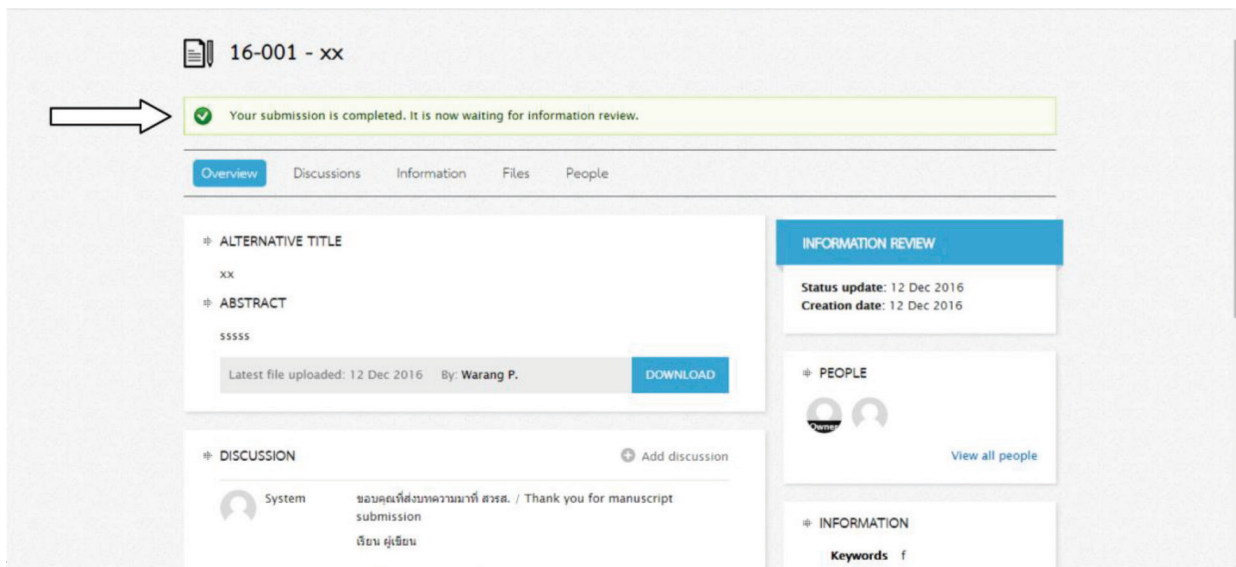
When you click “For authors (declare form)”, the system will show the next screen that has a link to “declare form” in English and Thai, which the journal requires the author to submit as well. As for the guideline for submitting your declare form, please go back to the part “types of articles accepted” which is in the earlier section of this document.

After setting the password and clicking “save”, the system will show the following screen.

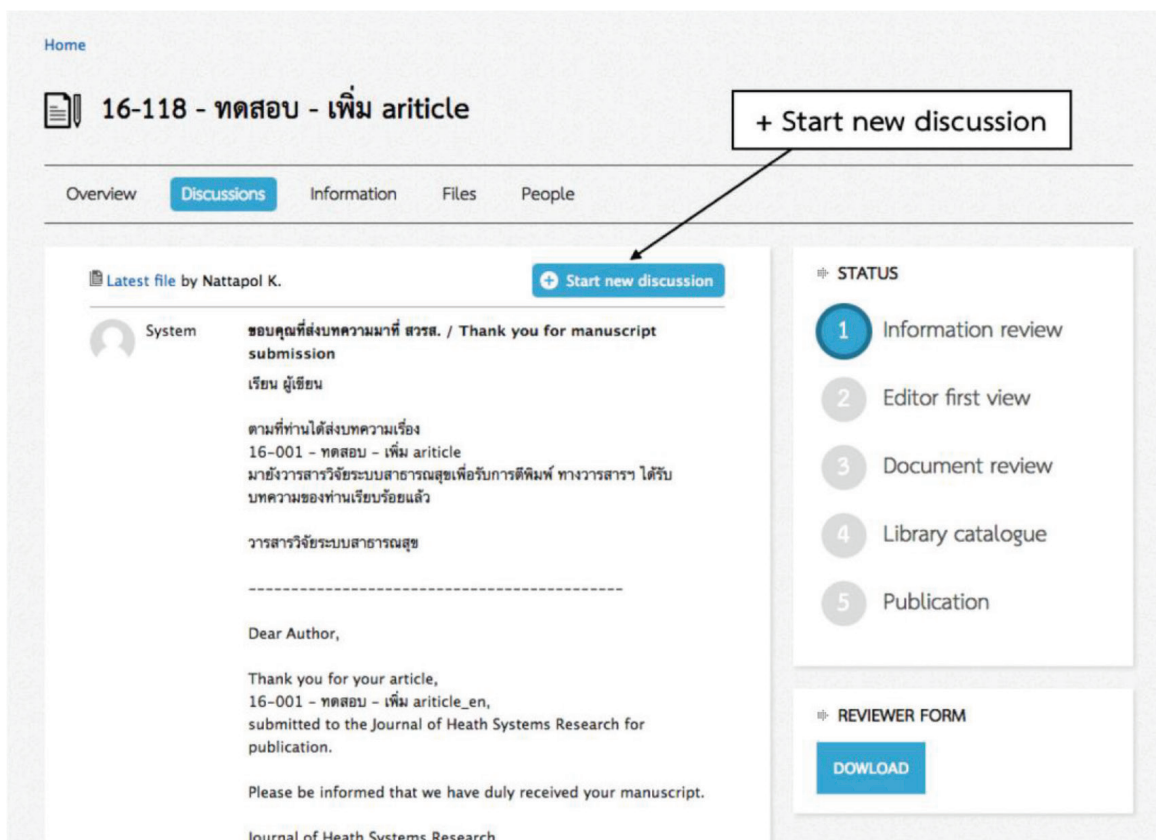


Fill in the form with all the information it requires, especially the names and emails of all the authors that are found in the file of the manuscript. A box to fill in with information about co-author will appear when you click the button “Add co-author”. You will be able to add the information of one co-author at a time. After you have completed filling in this part, click “Choose file” to select the manuscript that you want to submit. When the file name appears in the box, click “UPLOAD” button to upload the file into the system. After finishing file upload, click “SUBMIT”.

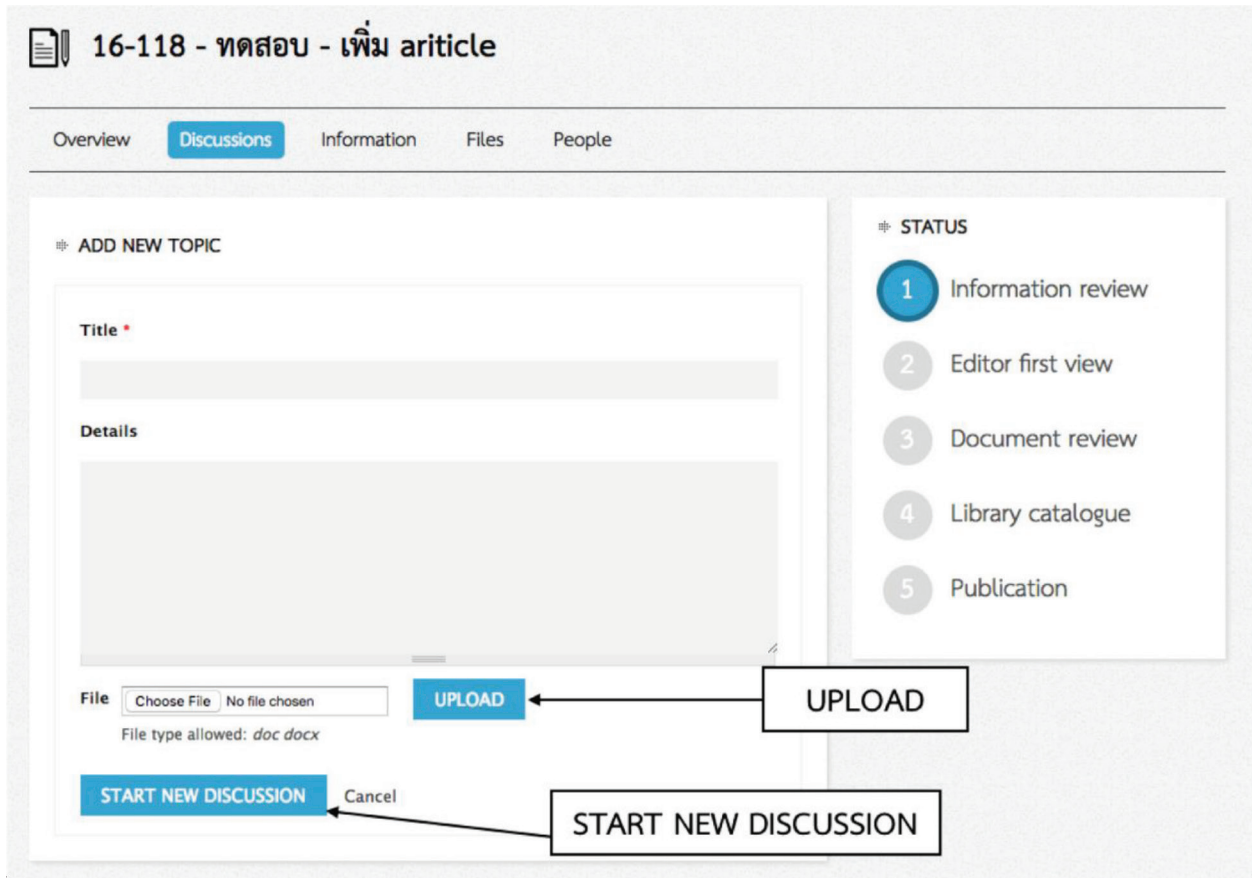




You can contact the staff of the editorial team. Please log into the system at <https://ejournal.hsri.or.th/>, then click the tab “Discussions” and click “+ Start new discussion” as shown in the picture below.



After that, the screen showed below will appear.



Fill in the box labeled “Title” that has the red * marking. Then type the message that you want to communicate in the “Details” box under it. After that, click “Choose File” and click “UPLOAD.”

Finally, click the button “START NEW DISCUSSION” below and the system will send your message to the staff of the editorial team of the journal.

If the file has been uploaded successfully, a message will appear on the screen to notify you with the name of your file underneath the message.

When our staff from the editorial team sends you a message from e-journal system, it will go to the e-mail that you used when applying for membership with the journal. You can click the link in that message to enter e-journal system and write a reply.

If you have any questions or inquiries about using the system, please contact the staff during office hours (8.00–16.00) from Monday to Friday by calling 02-027-9701 (ext: 9051) or send your questions to warangkana@hsri.or.th.