

## Author Instructions

### Manuscript Submission and Specifications

To submit your article, you need to complete all steps of the Manuscript Submission form. Please ensure all information is accurately provided. You need to accept the disclaimer by ticking the box on the submission form: the disclaimer will appear on the published paper. Once submitted, the Manuscript Submission system will automatically notify the corresponding author via e-mail. Please address all inquiries regarding manuscript submissions to the EQ Office via e-mail: [working.papers@euroqol.org](mailto:working.papers@euroqol.org).

### Article Type

The EQ WPS encourages the submission of a variety of types of manuscripts: original research, reports, systematic reviews, commentary, and training. All manuscripts must be written in English.

### Manuscript Title

The title is limited to a maximum of 100 characters (with spaces) and must be written in English. Titles should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible and make clear the manuscript's aim and relevance.

### Authors

Up to 10 authors are allowed and should be listed in the order in which they should appear. Please enter the details of all authors who contributed to the work reported in your manuscript. If more than 10 authors have contributed, please list as a comment in the Comments to Editors text box.

Please note that we assume you have permission of co-authors to add their names, and that they have seen and approved the manuscript being submitted.

### Abstract

Abstracts must contain a maximum of 3000 characters, including spaces (~350 words) and be written in English. An abstract is required, summarizing the work reported in the manuscript.

An abstract is often presented separately from a published article, so it must be able to stand alone. It should state briefly and clearly the paper's objectives, the principal findings, and its novel contribution to the existing literature. Abstracts for original research should use a structured format: Introduction, Methods, Results, and Conclusions.

Please note that (1) excessive statistical details should be avoided; (2) abbreviations/acronyms used only if essential or firmly established; and (3) references must be fully written within the abstract, if any.

### Keywords

Up to 8 keywords that accurately reflect the content of the article should be entered, separated by commas.

### Acknowledgments

This section acknowledges people, grants, funds, and conflicts of interest. The names of funding organizations should be written in full.

### References

References should be numbered consecutively with Arabic numerals in the order in which they are cited in the text. All in-text references must be Arabic numerals in square brackets, for example: [1], and be placed after punctuation. Citing unpublished or non-peer-reviewed work such as abstracts and presented papers should be kept to a minimum. Personal communications may be indicated in the text as long as written acknowledgment from the authors of the communications accompanies the manuscript. All authors should be listed; do not use et al. Reference style should follow the examples below. The reference section should be placed at the end of the manuscript.

**Journal article:** Surname and initials of author(s), title of article, name of journal, year, volume number, first and last page.  
Arocho R, McMillan CA. Discriminant and criterion evaluation of the U.S.-Spanish version of the SF-36 Health Survey in a Cuban-American population with benign hyperplasia. *Med Care* 1998;36:766-72.

**Book:** Surname and initials of author(s)/editor(s), title and subtitle, volume, edition (other than first), city, publisher, year.  
Johnston J. *Econometric Methods* (3rd ed.). New York: McGraw-Hill, 1984.

**Chapter in Book:** Surname and initials of author(s), title of chapter, author(s)/editor(s) of book, title of book, volume, edition (other than first), city, publisher, year.

Luce BR, Manning WG, Siegel JE. Estimating costs in cost-effectiveness analysis. In: Gold MR, Siegel JE, Russell LB, et al., eds., *Cost-effectiveness in Health and Medicine*. New York: Oxford University Press, 1996.

**Website: WWW Document. Available from:** <http://www> . . . [Accessed Month Day, year].

International Society for Pharmacoeconomics and Outcomes Research (ISPOR). ISPOR Good Practices for Outcomes Research Index. Available from: [http://www.ispor.org/workpaper/practices\\_index.asp](http://www.ispor.org/workpaper/practices_index.asp). [Accessed January 1, 2011].

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Tables and figures should be clearly labeled, neatly typed, and easy to understand without needing to reference to the manuscript text. Cite tables and figures consecutively, as they appear in the text, with Arabic numbers (Table 1, Table 2, Table 3A, Figure 1, etc.). Each table and figure must be assigned a brief self-explanatory title (as few words as possible). The corresponding legend should be typed single-spaced and be placed below the table. All abbreviations must be explained below each table and figure.

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## Comments to the Editor

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## Request to Exclude Reviewers

This section lists reviewers to exclude, if any. As far as possible we respect requests by authors to exclude reviewers whom the authors consider to be unsuitable.

## Preparing your Manuscript

Manuscripts must be written in English, not exceed 8000 words, be submitted in a PDF format, and exclude the title, authors, abstract, keywords, and acknowledgements. Manuscripts should be in 8.5x11-inch or standard A4 page format, single-spaced with 1-inch (2.5 cm) margins on all sides, and size 11-point Times New Roman font. The body of the manuscript should be divided into sections that facilitate reading and comprehension of the material. For example, research papers normally include sections with the major headings: Introduction, Methods, Results, Conclusions, and References. There should be no footnotes. All figures (inclusive of figure legends) and tables should appear where it first is mentioned in the text. Abbreviations should be defined at first mention and used consistently thereafter.

## Accepted manuscripts

Once accepted, the manuscript will be published in the format provided, i.e., authors are responsible for all formatting. A cover sheet will be placed at the start of the manuscript. This cover sheet is generated from the Manuscript Submission form, including article number, title, authors, abstract, keywords, acknowledgements, and disclaimer.

## Supplementary Material

Supplementary material (such as appendices, supplementary data, statistical code) may be submitted as a zipped folder which may or may not be considered in the review. For example, appendices may describe either methods or results in more detail if these are needed for clarity of understanding by either peer reviewers or readers. All supplementary text material should be submitted in PDF format. All supplementary data must be accompanied by a document delineating the variables and software requirements. Once accepted, the zipped folder will be published in the format provided. The authors are responsible for all formatting.