Manuscript Guidelines: *Journal of Primary Care and Community Health*

The *Journal of Primary Care and Community Health* publishes peer reviewed evidence about the practice, impact and outcomes of primary care services and community health programs. Evidence in the form of hypothesis-testing studies is presented, either in the form of pilot projects or larger intervention projects. The aims of providing a forum for these projects are to facilitate exchange of new information and approaches to assessing performance and to bridge the gap between medicine and public health at the grass-roots level, where primary care and community work hand in hand.

The Editor seeks research letters, case studies, pilot studies and commentaries as well as original research and review articles. For publication consideration, submit each manuscript through the online submission and review system, located at: [http://mc.manuscriptcentral.com/jpc](http://mc.manuscriptcentral.com/jpc). Please contact the Editor, James Rohrer, PhD ([Jim.Rohrer1955@gmail.com](mailto:Jim.Rohrer1955@gmail.com)) with further questions.

**Manuscript Preparation**

Manuscripts should be prepared using the *AMA Style Guide* (10th Edition). Citations should be numbered in JAMA style. **A citation program such as Mendeley or EndNote must be used.** To learn more about Mendeley, [click here](#). To learn more about EndNote, [click here](#).

**Word limits vary by section**

- Research letters – 1,000 words, one table.
- Case Studies – 1500 words, no more than 2 tables. These are organization case studies, not case reports about individual patients.
- Pilot Studies – 1500 words, no more than 2 tables. Brief reports about single-site studies are typical of this section. Studies should not be under-powered and should include a comparison group.
- Commentaries – 2000 words, no tables
- Original research – 2000 words, 3 tables
- Reviews – 5000 words, 2 tables.

All of the above require a structured abstract except commentaries, which include a summary.

**Manuscript Structure:**

**Margins**
One inch margins are required around the text.

**Line Spacing**
Single space is required within the abstract, notes, titles and headings, block quotes, tables and figures, and references etc; double space is required before and after each single spaced block.

**Fonts**
Text should be in 10-point or 12-point, Times New Roman.
**Indents**
Half-inch indents are standard.

**Page Numbers**
All the pages must be numbered sequentially.

The manuscript should include four major sections (in this order): Title Page, Abstract, Main Body, and References.

Sections in a manuscript may include the following (in this order): (1) Title page, (2) Abstract, (3) Keywords, (4) Text, (5) References, (6) Tables, (7) Figures, and (8) Appendices.

1. **Title page.** Please include the following:
   - Full article title
   - Acknowledgments and credits
   - Each author’s complete name, and institutional affiliation(s)
   - Grant numbers and/or funding information
   - Corresponding author (name, address, phone/fax, e-mail)

2. **Abstract.** Abstracts should be structured for all manuscripts (word limit should be 150, depending on the journal style).
   - Type the abstract on a separate page headed by the full article title. Omit author(s)’s names.
   - Abstracts are not required for special features such as letters, news articles, editorial etc.
   - *References should not be cited in abstract.*

3. **Keywords:** A short list of keywords should be given at the end of the abstract.

4. **Text.** Begin article text on a new page headed by the full article title.

<table>
<thead>
<tr>
<th>Title</th>
<th>Centered / Flush Left</th>
<th>Upper lower case, bold</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Level Heading</td>
<td>Flush Left</td>
<td>Upper lower case, bold</td>
</tr>
<tr>
<td>Second Level Heading</td>
<td>Flush Left</td>
<td>Upper lower case, italics</td>
</tr>
<tr>
<td>Third Level Heading</td>
<td>Paragraph indented</td>
<td>Upper lower case, italics, end with a dot and run-on with the next paragraph</td>
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</table>

**Items to Avoid in Headings:**

Ø Avoid using a single abbreviation as a heading, even if the abbreviation has been expanded earlier in the text.

Ø Avoid expanding abbreviations for the first time in a heading. Spell the abbreviation out in the heading if that is its first appearance and introduce the abbreviation, if appropriate, at the next appearance of the term.

Ø Avoid citing figures or tables and references in headings. Cite them in the appropriate place in the text that follows the heading.


Artwork and Tables

Artwork includes charts and graphs and maps. Images should be clear and neat, and they should be submitted in the original format in which they were created (JPG, TIFF, or EPS; Microsoft Application Files are acceptable for line art). Any scanned images should be set at 1200 dpi for line art and 300 dpi for color or grayscale. No color images will be accepted.

Tables should present supporting data in a clear and unambiguous manner. All tables should be submitted in the program they were originally created (Microsoft Word table application files or Excel spreadsheets preferred).

Authorship Guidelines

Ethical problems to avoid include ghost authorship and phantom authorship. Ghost authoring is when someone who is not listed as author wrote a portion of the paper. Phantom authoring is when a person who did not contribute to the writing of a paper is listed as an author. Such individuals can be mentioned in the acknowledgements section of the paper.

Order of authorship should be based on magnitude of contribution. Usually the first author is the person on conceived the idea for the paper and wrote most of the first draft. Co-authors should contribute some text. An administrative person such as the clinic manager, laboratory director or department chair should not be included as an author unless he or she has contributed to writing the manuscript. Offering oral suggestions, attending meetings about the paper, writing comments and writing questions on a draft manuscript do not qualify as co-authoring the paper. These contributions can be mentioned in the acknowledgments section of the manuscript.

Managerial epidemiology papers will contain all three of the following elements:

1. Addresses a managerial concern (e.g. quality, cost control, accessibility of services).
2. Employs an epidemiological study design (e.g., case-control, cohort, cross-sectional).
3. Includes clinical variables (e.g., diagnoses, co-morbidities, complications, infections, medications, laboratory values).

Authorship Responsibility: Upon submission, the submitting author will be required to attest that each author has participated sufficiently in the work to take public responsibility for appropriate portions of the content. Per the guidelines of the International Committee of Medical Journal Editors (ICMJE: http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html), authorship credit should be based on (1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; and (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published. All three conditions must be met to qualify for authorship.

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No identifiable audio and visual recordings and images of people will be accepted.

Conflict of Interest: It is the author’s responsibility to disclose any potential conflict of interest regarding the manuscript, as specified on the Contributor Publishing Agreement. Additionally,
any identifying information regarding a patient should be removed from the manuscript, or informed consent from the patient will be required.

Publication Ethics: The Journal of Primary Care & Community Health is a member of the Committee on Publication Ethics (COPE) and subscribes to the Code of Conduct and Best Practice Guidelines for Journal Editors: http://publicationethics.org/files/Code_of_conduct_for_journal_editors_0.pdf.

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All submissions will be peer reviewed by anonymous reviewers, including members of the distinguished, multidisciplinary editorial board. The Journal of Primary Care and Community Health aims for submissions to receive initial review within 7 days of receipt. Authors may be asked to submit subsequent revision rounds prior to final acceptance. Once a submission is accepted, authors will be asked to complete a Contributor Publishing Agreement.

For publication consideration, submit each manuscript through the online submission and review system, located at: http://mc.manuscriptcentral.com/jpc.