Manuscript Submission Guidelines: Public Health Reports

There are no fees payable to submit or publish in this journal.

Please read the guidelines below then visit the Public Health Reports’ submission site http://phr.msubmit.net 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 the Public Health Reports 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. Article types
   Quantitative research
   - Description - Report of research conducted to increase the body of knowledge of a particular public health concern, establish or confirm facts, reaffirm the results of previous work, solve new or existing problems, or support previous or develop new theories.
   - Number of words/tables/figures - 3,000-word limit, 250-word structured abstract (Objectives, Methods, Results, and Conclusions), and no more than five tables or figures.
   - Peer reviewed - Yes
   - Manuscript format - Structured Abstract, Introduction, Methods, Results, Discussion, Conclusions, References, and Tables/Figures.
   - Review criteria -
     o Facilitates the movement of science into public health practice.
     o Presents actionable results derived from original research.
     o Presents models of practice that can be replicated by others.
     o Uses sound scientific methods, including appropriate use of statistics.
     o Reports on recent data (less than five years old preferred) that include a description of entry criteria for clinical studies and response rates for survey data.
     o Uses plain language relevant to a broad range of public health professionals.

Public health evaluation
   - Description - Report of an evaluation conducted to determine whether a public health program or practice of potential interest to other jurisdictions or policy makers has met its stated goals.
   - Number of words/tables/figures - 3,000-word limit, 250-word structured abstract (Objectives, Methods, Results, and Conclusions), and no more than five tables or figures.
   - Peer reviewed - Yes
   - Manuscript format - Structured Abstract, Introduction, Description of program/project being evaluated, Purpose of evaluation (including evaluation criteria), Methods, Results, Lessons Learned, References, and Tables/Figures.
   - Review criteria -
     o Presents actionable results derived from original work.
     o Offers models of practice that can be replicated by others
     o Uses sound scientific methods, including appropriate use of statistics.
     o Reports on recent data (less than five years old preferred).

Public health methodology
   - Description - Describes a new or proposed application of epidemiologic or other scientific methods (e.g., surveillance, participatory research) to public health problems.
   - Number of words/tables/figures - 3,000-word limit, 250-word structured abstract (Introduction, Materials and Methods, Results, and Practice Implications), and no more than five tables or figures.
   - Peer reviewed - Yes
• **Manuscript format** - Structured Abstract, Introduction, Materials and Methods, Results, Discussion, Practice Implications, References, and Tables/Figures.

• **Review criteria** -
  - Uses methods relevant to the theory and practice of epidemiology/public health science.
  - Includes applications and examples with original data to illustrate methodology.
  - Describes how the method can be used in practice and the public health implications of its use.

**Case study/practice**

• **Description** - Describes innovative public health program(s) and initiatives, their current status, documented outcomes, and lessons learned.

• **Number of words/tables/figures** - 2,000-word limit, 150-word unstructured abstract, and no more than two tables or figures.

• **Peer reviewed** - Yes

• **Manuscript format** - Unstructured Abstract, Introduction, Purpose, Methods, Outcomes, Lessons Learned, References, and Tables/Figures.

• **Review criteria** -
  - Presents actionable results derived from original work.
  - Offers models of practice that can be replicated by others.
  - Reports on recent data (less than five years old preferred).
  - Describes lessons learned clearly.

**Brief report**

• **Description** - A short report that provides preliminary or exploratory results of original research.

• **Number of words/tables/figures** - 1,500-word limit, 150-word unstructured abstract, and no more than two tables or figures.

• **Peer reviewed** - Yes

• **Manuscript format** - Unstructured Abstract, Introduction, Methods, Results, Discussion, References, and Tables/Figures.

• **Review criteria** -
  - Uses sound scientific methods, including appropriate use of statistics.
  - Reports on recent data (less than five years old preferred).
  - Uses plain language relevant to a broad range of public health professionals.

**Reports and recommendations**

• **Description** - Articles authored by a standards-setting or recommendations-making entity that affects public health policy or practice. These manuscripts have been previously vetted by the issuing organization.

• **Number of words/tables/figures** - Word limit to be negotiated with PHR Editor, 150-word unstructured abstract, and no more than five tables or figures.

• **Peer reviewed** - At the discretion of the PHR Editor.

• **Manuscript format** - Unstructured Abstract, Introduction, Methods, Recommendations, Public Health Practice Implications, References, and Tables/Figures.

• **Review criteria** -
  - Presents actionable recommendations or standards based on original research (may be research of others).
  - Offers evidence of thorough vetting by appropriate stakeholders prior to submission.
  - Provides recommendations supported by science.

**Systematic review**

• **Description** - A thorough summary of literature relevant to a public health research question, providing unbiased findings so that others can draw conclusions or make decisions that affect public health practice or policy.

• **Number of words/tables/figures** - 3,000-word limit, 250-word structured abstract (Objectives, Methods, Results, and Conclusions), and no more than five tables or figures.

• **Peer reviewed** - Yes
• **Manuscript format** - Structured Abstract, Introduction, Methods (data sources, inclusion and exclusion criteria, and criteria for assessing data), Results, Discussion, Public Health Implications, References, and Tables/Figures.

• **Review criteria** -
  - States clearly a set of objectives with predefined eligibility criteria.
  - Provides an explicit, reproducible methodology.
  - Uses a systematic search that attempts to identify all studies that would meet the eligibility criteria.
  - Offers an assessment of the validity of the findings of the included studies (e.g., through the assessment of risk of bias).
  - Provides a systematic presentation and synthesis of the characteristics and findings of the included studies.

**Commentary**

• **Description** - Opinion pieces that initiate or focus discussion on current and emerging public health issues via description of important scientific and programmatic developments, new technologies, relevant policy issues, and current scientific debates.

• **Number of words/tables/figures** - 1,500-word limit and no more than two tables or figures.

• **Peer reviewed** - At the discretion of the *PHR* Editor

• **Manuscript format** - Unstructured format including Introduction, Discussion, Public Health Implications, References, and Tables/Figures.

• **Review criteria** -
  - Proposes a valid argument that will improve public health.
  - Supports point of view with strong evidence.
  - Cites references to support the author’s opinion.

**Letter to the Editor**

• **Description** - Comments on published manuscripts either to clarify or to expand understanding of the subject.

• **Number of words/tables/figures** - 500-word limit; tables/figures allowed if relevant to the discussion.

• **Peer reviewed** - No; author(s) of originally published manuscripts will have opportunity to respond.

• **Manuscript format** - Unstructured

• **Review criteria** - At the discretion of the *PHR* Editor

**2. Editorial policies**

**2.1 Peer review policy**

The initial review process normally takes 3 months. Reviews of subsequent revisions take about 2 months. Acknowledgment of articles received is sent to authors once the editor has decided to send the manuscript out for review.

External reviews of all manuscripts, except Critical Issues and Trends, are blind and anonymous. Internal reviews of manuscripts by the Editor are not blind or anonymous. Manuscripts are reviewed by three reviewers who include a subject matter expert, a practitioner, and a research methodologist, as appropriate. Reviewers consider the following criteria: relevance and importance to practice or research, scientific quality, presentation quality, and conformity to format guidelines.

Manuscripts are reviewed with the understanding that they have not been previously published and are not under consideration by another publication. A complete report after publication of preliminary findings elsewhere is normally acceptable. Copies of preliminary reports and duplicative materials published elsewhere or being considered by other publications should be submitted with the manuscript and referred to in the cover letter.
2.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

2.3 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.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

2.5 Declaration of conflicting interests

It is the policy of Public Health Reports to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a ‘Declaration of Conflicting Interests’ statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’.

For guidance on conflict of interest statements, please see the ICMJE recommendations here.

3. Publishing Policies

3.1 Publication ethics

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4. Preparing your manuscript

4.1 Word processing formats
Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point. Word and (La)TeX templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

4.2 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.

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4.3 Supplementary material
This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines page.

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Public Health Reports conforms to the SAGE house style. View the SAGE UK House Style guidelines.

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5. Submitting your manuscript
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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.

5.3 Corresponding author contact details
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.

6. On acceptance and publication

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