

# Author Guidelines

## STYLE:

APA, 12 point font, Times New Roman, double spaced, and 1" margin. We offer a variety of submission categories in order to welcome a varied audience within public health.

## SUBMISSION CATEGORIES:

**Research and Practice Articles** (Up to 15 pages or 3500 excluding references, words in main text, a total of 4 standard digital photographs/tables/figures, and a structured abstract of 180 words) report the results of original quantitative or qualitative public health research. These may include, but are not limited to: evaluations/reports, demonstrations of innovative programs, best practice, exemplars/community-engaged scholarship, service learning, emerging problems, evidence-based practice and preliminary findings.

**Commentaries** (Up to 10 pages or 2500 words in main text, 2 tables/figures, and an unstructured abstract of 120 words) include scholarly essays, critical analyses, and policy papers.

**Analytic Essays** (Up to 15 pages or 3500 words excluding references, in main text, a total of 4 standard digital photographs/tables/figures, and an unstructured abstract of 120 words) provide a forum for critical analyses of public health issues from disciplines other than the biomedical sciences, including, but not limited to: the social sciences, human rights, and ethics.

**Briefs** (Up to 4 pages or 500 words excluding references, in main text, 2 tables/figures, and an abstract of up to 80 words) provide preliminary or novel findings.

**Editorials** (May not exceed 1,200 words) are solicited based on recommendations from the Editorial Board, or members of MPHA. All recommendations require approval from the MJPH Editorial Board.

**Letters to MJPH** (Must not exceed 400 words and contain no more than 10 references) are encouraged by our readers. Letters may include any public health topic.

**Notes from the Field** "Notes from the Field" invites submissions of new or emerging issues, and underrepresented voices in community and public health. This category is designed to promote the exchange of ideas and practices amongst public health practitioners, thus, perspectives on new or effective community/field practices are encouraged. "Notes" is also intended to enhance sharing insights, issues, innovations and new approaches to our shared problems. So, "Notes" will often not be considered research projects and are not subjected to the normal peer review process of practice and research articles, but may be sent for content review at the discretion of the editor.

Authors should be aware that some information/data in Notes from the Field may require IRB and/or HIPAA review. Submit 750 words or less in a common electronic text format. No more than two graphics may be included. Graphs include pictures, charts, graphs, and tables. Limit references to those essential for scholarship or further follow-up by readers. Follow APA format. If the reference is not a book or an article, provide all the information that you can: page numbers, website, e-mail address, radio show, manual, personal correspondence, videotape, and so on. Provide a separate list, or refer in the text to the location of available educational materials or community tools that you found especially helpful. If you would like the resource posted with the electronic version of the journal on the MPHA website, provide it with the submission.

# GENERAL SUGGESTIONS for SUBMISSIONS:

In writing non research articles please follow these prompts:

*Title:* Write short, catchy titles that capture the reader's attention and highlight the uniqueness of the program.

*Overview:* In the first paragraph, give a brief overview of

Problem addressed;

Policy issues involved (local, state, federal, organizational);

Geographic location and the populations targeted;

Approach used to resolve the problem; and

Results obtained.

*Description:* Provide enough detailed information about the program/policy/issue to enable the reader to decide whether this effort could be replicated and what resources it would take to do so. Mention the history of the program/policy/issue and, if relevant, describe the key stages in program/policy/issue development, from acquisition of resources to current operational status. Interesting or unusual aspects of the program that merit a more detailed description, such as participant perspectives, staffing needs, volunteer training, special problems and solutions, or compelling situations may merit a more detailed description under a separate heading or as a sidebar box to the article.

*Discussion and Evaluation:* Summarize the evidence for the program/policy/issue's effectiveness. What has been most successful and most disappointing in your appraisal? What could have been done differently? What additional resources would have helped? Be explicit about funding sources and program/policy/issue costs.

*Next Steps:* Assess the viability/sustainability of the program and future challenges and opportunities. Comment on practical experiences and implications for other programs.

*Key Findings:* Use 3 or 4 bullets to highlight key outcomes and public health implications of the program. Write in lay terms easily understood by policymakers, the media, and readers outside of the field of public health.