

Guidelines for Authors

General Information

The mission of the *Journal of Preventive Medicine and Public Health (JPMPH)* is to promote research, policy, education, and practice in the field of preventive medicine and public health by publishing papers of high scientific quality. Contributions of original articles, reviews, special topics, brief reports, case reports, perspectives and critical commentaries, letters in the fields of research, and public health debates are welcome. The journal is issued six times a year (January, March, May, July, September, and November) and the contents of the *JPMPH* are indexed in MEDLINE, PubMed, PubMed Central, KoreaMed, KoMCI, CrossRef, SCOPUS, EMBASE, EBSCO, Chemical Abstracts Service (CAS) and Google Scholar.

Editorial and Publication Policies

Authorship

All authors must fulfill the criteria of authorship as specified in the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org>). Authors are responsible for verifying that the content of a submitted manuscript has not been published elsewhere and do not overlap previously published work. Authors must also verify they have: (a) significant participation in study conceptualization and design, acquisition of data, or data analysis and interpretation of results, (b) contribution to writing a draft or major intellectual modification or improvement in the manuscript, and (c) approval of the final version. The *JPMPH* lists no more than seven authors. Special justification must be provided for the inclusion of more authors. The addition of an author to a manuscript under review is possible only with the editor's approval. Changes in authorship cannot be made after the manuscript is accepted for publication.

Research Ethics

Any investigation under review in *JPMPH* must be in accordance with the *Declaration of Helsinki* of the World Medical Association (<http://www.wma.net>). Careful attention should be paid to participant confidentiality. Information identifying par-

ticipants should not be used. It is the authors' responsibility to verify that any research involving human subjects has been approved by the committee on human research ethics (institutional review board, IRB) that has reviewed the study's protocols. The authors should state in the manuscript's Methods section that such approval was received (or have received a statement from the IRB that IRB approval was unnecessary) and, where applicable, that appropriate informed consent was obtained. When reporting results of animal studies, authors should specify whether appropriate national or institutional guides for the care and use of laboratory animals were followed.

Conflict of Interest

Each author must disclose affiliation(s) with any organization with a direct or indirect financial interest in the subject matter discussed in the manuscript that may affect the report of work submitted. Corresponding authors are required to confirm whether they or their co-authors have any conflicts of interest to declare, and if so, to provide appropriate details. When the manuscript is accepted for publication, *JPMPH* will determine the part(s) of an author's disclosure that will be published with the manuscript.

Embargo Policy

Articles are embargoed until the date of publication when a paper is accepted for publication. Presentation without distributing copies of their paper prior to publication is allowed.

Review Process

Upon submission of a manuscript, the board of editors for the *JPMPH* will review the paper for appropriateness of content. Articles can be rejected at this initial review process. Articles that pass this preview are then reviewed by three experts in the field. Peer review averages 2 months to complete. The board of editors reserves the right to edit a manuscript for phrasing, style, and overall length at any stage prior to publication, while maintaining the scientific accuracy of the manuscript. Based on comments from reviewers and editors, authors may be asked to revise their manuscript. Authors are required to submit a letter of

explanation regarding how they dealt with all comments and questions raised by reviewers and editors. If revisions cannot be submitted within one month, author(s) may request a one-month grace period. If the revised manuscript is not submitted within the required period, the manuscript will automatically be rejected. Manuscripts will not be returned after submission.

Publication

Upon acceptance for publication, one file of the original manuscript should be submitted to the journal office. Publication order is based on the order of submission of finalized manuscripts. Dates of submission and acceptance appear in the journal.

Copyright

Starting in 2011 the *JMPH* applies Creative Commons Attribution-NonCommercial 3.0 Unported license (cc by-nc, <http://creativecommons.org/licenses/by-nc/3.0/>) to all articles published in or after January 2011. The corresponding author will be asked to sign the journal's "Authorship Responsibility and Copyright Transfer" form. By signing the copyright form the authors retain the ownership of the copyright for their articles, but they permit anyone unrestricted use, distribution in any medium, provided the original work is properly cited and is not used for commercial purposes. The author is responsible for the content of both the original and reviewed and edited manuscript, accuracy of references and quotes, and for any violations of the copyright agreement.

Galley Proofs

Page proofs will be transmitted to corresponding authors by e-mail as PDF files. Authors are responsible for the content of page proofs. All page proofs should be read carefully, corrected if necessary, and returned within 48 hours of receipt. Corrections should be restricted to typesetting errors. Changes or additions to the edited manuscript are not allowed at this stage.

Page Charges

Authors are charged for the publication cost of their paper. Where printed color figures are required, the authors will be charged at the current color printing costs. Billing follows publication. Mandatory page charges of 40,000 Korean won per page for 7 printed pages or less and 50,000 Korean won per each additional page for over 8 printed pages will be requested. If you have any billing questions, please contact the editorial office (jmphe@gmail.com).

Manuscript Preparation and Submission Requirements

All manuscripts should be submitted at the *JMPH* e-submission website (<http://submit.jmph.org>). Manuscripts can be submitted at any time. Prior to submission, the corresponding author is required to register and provide their complete contact information (e-mail, mailing address, telephone number, and fax number). Original source files (cover letter, main text, tables, and figures) are required for submission.

Manuscript Preparation

Manuscripts submitted to the *JMPH* should be in proper and clear English. Manuscripts should be written and numbered in the following sequence: title page, abstract, keywords, manuscript body, acknowledgements, references, tables, and figures.

Title Page

The title page should include the following: (a) concise and descriptive English titles, (b) full author(s) names and affiliations, (c) description of funding source(s), and (d) the name and address of the corresponding author. Specification of study design in the title is recommended. Do not use abbreviations in the title. Running heads of no more than 40 characters, including letters and spaces, should be provided. Word counts for the abstract and text should be provided. Number of tables and figures should also be noted on the title page.

Abstract

Abstracts should appear on a separate page and be no more than 250 words in length. For original articles, brief reports, and reviews, provide a structured abstract with headings for Objectives, Methods, Results, and Conclusions. Unstructured abstracts are allowed for other types of papers (e.g., special topics, case reports). References should not be included in abstracts and abbreviations should be used sparingly.

Keywords

Authors should provide a list of no more than six keywords below the abstract. Keywords should be selected from main headings listed in the *Medical Subject Headings in Index Medicus* published by the U.S. National Library of Medicine (www.nlm.nih.gov/mesh/MBrowser.html).

Manuscript Text

The manuscript body should follow the requisites of each category of paper. A brief paragraph to clarify the main conclusion

should be included at the end of the discussion section. Abbreviations should be spelled out in full the first time they appear in the manuscript body with the abbreviations in parentheses. Avoid over-use of abbreviations except for abbreviations of standard measurement units. All references in the text should be cited in English. In text, tables, and legends, identify references with Arabic numerals in square brackets, such as [1], [2]. Authors' last names should be cited in English. For two authors, connect the names by "and." For citations of three or more authors, include the first author's last name followed by "et al." When reporting drug names, generic names should be used. Commercial drug names can be used only when it is important for the study purpose. All measurement numbers should be written in Arabic numbers. When reporting probability, a lower-case *p* should be used. Percent should be written as % throughout. Lengths are expressed according to the metric system. Temperature is expressed in degrees Celsius, blood pressure as mmHg, and hemoglobin as g/dL. All other measures should be reported in International System of Units (SI Units). A space is placed between a measured value and its unit

References

Authors are responsible for the accuracy and completeness of references used in the manuscript. All references should be written in English. References written in other languages are indicated by writing (Korean, Japanese, Chinese, etc.) at the end. References should be numbered sequentially and cited in their order of use in the main body of the manuscript. References should be cited according to the system in the Index Medicus used by the US National Library of Medicine as shown in the following examples. Those not shown in the examples should be cited according to "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (<http://www.icmje.org>). Avoid using "abstracts," "unpublished observations" and "personal communications" as references. Papers accepted but not yet published may be included by adding "in press."

Article within a journal

For six or fewer authors, list the surnames and initials of all authors; for seven or more list the first six authors and add et al., title of article, name of journal abbreviated according to Index Medicus style, year, volume, issue, first and last page numbers.

Yoo BK. How to improve influenza vaccination in the U.S. *J Prev Med Public Health* 2011;44(4):141-148.

Juonala M, Magnussen CG, Berenson GS, Venn A, Burns TL, Sabin MA, et al. Childhood adiposity, adult adiposity, and cardiovascular risk factors. *N Engl J Med* 2011;365(20):1876-1885.

Books

Rose GA, Khaw KT, Marmot MG. Rose's strategy of preventive medicine. New York: Oxford University Press; 2008, p. 35-40.

Chapter in books

Barker WH. Prevention of disability in older persons. In: Wallace RB, ed. *Wallace/Maxcy-Rosenau-Last public health & preventive medicine*. 15th ed. New York: McGraw-Hill; 2008, p. 1185-1194.

Data found on the Internet

Centers for Disease Control and Prevention. Eastern equine encephalitis: epidemiology & geographic distribution [cited 2012 Jan 11]. Available from: <http://www.cdc.gov/EasternEquineEncephalitis/tech/epi.html>.

Theses

Lee OH. Assessment of air pollution and temperature effects on health [dissertation]. Seoul: Seoul National University; 2010 (Korean).

Tables and Figures

The use of tables, figures, and photographs that supplement the text are recommended but should not duplicate material found in the body of the manuscript. Tables and figures are placed at the end of the manuscript body and should be numbered (Arabic numerals) in the sequence in which they appear in the text. Approximate locations should be marked in the manuscript body. Titles for tables and figures should be self-explanatory with the first word written with an upper case letter and the rest in lower case letters. The same principle is applied to the content of a table or figure. Tables are prepared with no horizontal or vertical dividing lines. Explanations for and abbreviations used in tables and figures are included as footnotes. Footnotes are indicated by superscript numbers in numerical order (^{1,2,3}...). A *p*-value may be indicated as follows in the footnotes: †*p* < 0.1, **p* < 0.05, ***p* < 0.01, ****p* < 0.001, etc.

ORCID (Open Researcher and Contributor ID)

ORCID of all authors are recommended to be provided. To have

ORCID, authors should register in the ORCID web site available from: <http://orcid.org/>. Registration is free to every researchers in the world.

Categories of Papers

Original Articles

Manuscripts that report the results of original quantitative or qualitative public health research are published as original articles (up to 3000 words in the main text, not including abstract, tables, figures, references, and online-only material). A structured abstract of 250 words is required, with up to 5 tables and figures and no more than 40 references. The main text must follow the standard *JPMPH* format, with an introduction and separate sections for Methods, Results, and Discussion. This format is the highest priority for the *JPMPH* and represents the majority of papers published.

Systematic Review (Including Meta-analysis)

These articles present a comprehensive search and appraisal of accumulating evidence of an important public health topic using a systematic approach. A systematic review may, or may not, include a meta-analysis. A structured abstract is required; for more information, see instructions for preparing structured abstracts. The text should not exceed 3500 words in length (not including abstract, tables, figures, references, and online-only material), with up to 100 references and no more than a total of 6 tables and figures.

Special Articles

This is limited to invitation only on a recent or emerging topic of public health importance. The text is limited to 3500 words, with up to 50 references and no more than 5 tables and/or figures. Authors seeking to submit articles on a special topic should first contact the editor.

Brief Reports

Preliminary or novel findings may be reported (limited to 2000 words in the main text, a structured abstract, a maximum of 3 tables and figures, and up to 20 references). The main text of the brief report must follow the standard *JPMPH* original article format, with an introduction and separate sections for the Methods, Results, and Discussion.

Case Reports

Case reports are limited to 1500 words in the main text, an un-

structured abstract, a maximum of 2 tables and figures, and up to 15 references.

Perspectives (Including Critical Commentaries)

Perspectives present a forum for raising awareness to timely public health issues. It provides an opportunity for authors to offer their critical evaluation of recent trends and advances in preventive medicine and public health. Perspectives are limited to 1200 words in the main text, an unstructured abstract, a maximum of 1 table or figure, and up to 10 references.

Letters to the Editor and Responses

Letters to the Editor referring to a recent *JPMPH* article are encouraged up to 3 months after the article is published. No abstract is required. The editors reserve the right to edit and abridge letters and to publish responses. Letters may include a maximum of 5 references.

Editorials

Editorials in the *JPMPH* are considered opinion pieces and do not undergo peer review. They may be commissioned by members of the formal editorial team or on occasion, reformatted as editorials from other submitted papers. Editorials are 1000 words in length with no abstract and up to 10 references. Subheadings may be used to guide readers through the major arguments in the text. Authors may upload suggested images as supplemental files at submission. Editor-in-Chief triages editorials to the member of the formal editorial team who is expert in the content area of the column.

Public Health Debates

From time to time *JPMPH* will publish Public Health Debates that will serve as a forum for discussing controversies and critical issues in public health. Typically, 2 articles address a controversial topic and present different or opposing viewpoints. Each author is allowed 1000 words of text and up to 10 references in which to state her or his position. The Editorial member will commission the articles for debate, but authors are welcome to suggest potential topics of interest and to inquire about possible submission.

A Note on Reporting Guidelines

Authors are encouraged to follow the specific reporting guidelines according to their relevant study design and research methods:

- Randomized controlled trial: CONSORT (Consolidated Standards of Reporting Trials) at <http://www.consort-statement.org/>. Authors should include the CONSORT flow diagram in the Methods section. All clinical trials must be registered before submission of the manuscript. Please refer to trial registries listed at <http://www.icmje.org>.
- Nonrandomized controlled trials: TREND (Transparent Reporting of Evaluations with Nonrandomized Designs) at <http://www.cdc.gov/trendstatement/Index.html>.
- Systematic reviews and meta-analysis on randomized trials: PRISMA (Preferred Reporting of Items of Systematic Reviews and Meta-analyses) at <http://www.prisma-statement.org/>.
- Meta-analysis of observational studies: MOOSE (Meta-analysis of Observational Studies in Epidemiology) at <http://www.consort-statement.org/resources/downloads/other-instruments/>.
- Diagnostic tests: STARD (Standards for Reporting of Diagnostic Accuracy) at <http://www.stard-statement.org/>.
- Observational studies: STROBE (Strengthening the Reporting of Observational Studies in Epidemiology) at <http://www.strobe-statement.org/>.