

Scholarly Review Process

Author Guidelines: Nevada Journal of Public Health

Scholarly Review Process

When manuscripts are received:

1. An acknowledgement of receipt will be e-mailed to the author within three working days.
2. The editor will screen all manuscripts for meeting NJPH guidelines and appropriateness of the manuscript for the journal. Manuscripts without proper formatting will be returned without review.
3. Those manuscripts meeting the guidelines of the NJPH will be sent to one or two other reviewers who specialize in the public health area discussed in the manuscript. Reviewers will rate the paper as: Accept, Accept with Minor Editing, Resubmit for Review with Revision, or Reject.
4. Conflicts in reviewer ratings will be resolved by the Editor, with final decisions resting with the Editor.
5. All manuscripts accepted for publication become the property of the NPHA. All rights reserved. All authors submitting materials for publication are responsible for following copyright laws of the USA. The authors are responsible for obtaining permissions to republish photos, attachments, and other materials along with their manuscripts/multimedia presentations.

Manuscript Preparation

Please submit manuscripts as e-mail attachments using WORD software.

Provide a brief cover letter indicating that the manuscript has not been published elsewhere and is not under review at another journal. Also describe any conflicts of interest that might exist (e.g. the article describes the effectiveness of a product in which the author has financial or other interests).

If the manuscript involves “research” indicate in the paper that the appropriate IRB has approved the study.

Formatting: 1 inch margins, page numbering top right, Times New Roman font, 12 point font.

Limit manuscripts to 25 pages of text, not counting the cover page, references or tables.

Provide continuous line numbering.

Provide a brief header with the manuscript title.

Manuscripts must be in American Psychological Association (APA) format. The NJPH is using a modified APA format with no underline except for hyperlinks.

Manuscript Sections to Include:

- a) Cover page with the manuscript title, first authors' names, academic credentials, current position, address, phone, and e-mail. Please list only names, titles and current positions of subsequent authors.
- b) An abstract with a limit of 200 words, followed by two to four key words.
- c) In the body of the article include introduction, methods, results and discussion sections.
- d) The discussion should be followed by references (limit 35), tables, and acknowledgements (thank you messages, credits, and grants) as appropriate.

Tables and Figures – Insert tables and figures exactly where they belong within the article. Please make sure the tables and figures fit within the one-inch margin. All tables should be inserted as a TABLE in word processing and not as tabbed columns as is done in typing. Manuscripts with table columns tabbed will be returned without review. Long tables and figures should be listed as Appendices A-Z. Table numbers and headings are centered above the table, and figure numbers and headings are centered under the figure.

Footnoting: Please do not use footnotes. Include the information within the body of your manuscript.

Reference Section Format:

Beech, B. M., & Scarinci, I.C. (2003). Smoking attitudes and practices among low-income African Americans: Qualitative assessment of contributing factors. *American Journal of Health Promotion*, 17, 231-239.

Frank, L. & Engelke, P. (2003). *Health and Community Design: The impact of the built environment on physical activity*. Washington, DC: Island Press.

Obesity statistics for US adults, children and minorities. Available at:

[Http://www.dietbites.com/Diet-Articles-5/obesity-statistics.html](http://www.dietbites.com/Diet-Articles-5/obesity-statistics.html). Accessed April 10, 2009.

Formatting of accepted manuscripts:

The NJPH exists because of volunteered work. Because the final formatting of manuscripts is time and effort consuming, we are now asking those who have accepted manuscripts to assist with final formatting. Please refer to 2011 for examples. This post-acceptance version of the manuscript should use: 1) New Times Roman, font size=12; 2) APA style; 3) single spacing; 4) 2 columns per page [although for wide tables it is permitted and recommended that only one column be used – see Demopoulos & Cochran, 2011, page 36]; 5) provide headers as is done in 2011 papers that can be seen in previous volumes of the NJPH; 6) do not include page numbers in the final version of the manuscript, they will be added by editorial staff.

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