# PREVENTING CHRONIC DISEASE

## PUBLIC HEALTH RESEARCH, PRACTICE, AND POLICY

**• MANUSCRIPT REQUIREMENTS •**

The editorial staff of *Preventing Chronic Disease* uses the *American Medical Association Manual of Style, 9th Edition* to review and revise manuscripts prior to publication for organization, clarity, and style. Please consult this reference book on such matters as usage, nomenclature, punctuation, and other standards and conventions. If you do not follow the general guidelines and requirements outlined below, your manuscript will be returned.

- Create manuscript in Microsoft Word or save as a .doc file.
- Use 12-point Times New Roman font.
- Double space every page: title page, abstract, text, references, tables, and figure legends.
- Indent first word of each paragraph; leave no extra lines between paragraphs.
- Put only one space after punctuation marks, including periods.
- Use left justification.
- Number each page in sequence.
- Include figure legends at the end of the manuscript file after tables.
- Use italics (rather than underline) for scientific names.
- Submit figures (with figure legends placed below figures) in separate files.
- For manuscripts requiring sections, begin each section on a new page, and submit them in the following order:
  - Title Page
  - Key Words
  - Abstract
  - Text
  - Acknowledgments
  - References
  - Tables
  - Figure legends
  - Appendices
  - Figures

## Title page

- Include full name, graduate degree(s), and affiliated institution of each author. Provide name of institution where work was done, if different from author's present institution.
- Identify clearly the corresponding author and his or her address, telephone number, fax number, and e-mail address.

- Provide separate word counts for the abstract and the full text.

## Key words

Provide up to 10 key words; use terms listed in the Medical Subject Headings from Index Medicus.

## Abstract

- An abstract must be submitted for all articles. Abstracts are also required for essays for indexing purposes.
- Maximum number of words depends on the type of article. See Types of Articles.
- For reports on original research, use structured format with the following headings: Introduction, Methods, Results, and Conclusion. Consult Types of Articles for information on requirements for other types of articles.
- Do not cite references in the abstract.
- Do not use acronyms, abbreviations, or initialisms in the abstract.

## Text

- See Types of Articles for exact specifications.
- For Original Research Reports, use the following subheadings in the body of the text: Introduction, Methods, Results, and Discussion.
- For Community Case Studies, use the following subheadings in the body of the text: Background, Context, Methods, Consequences, and Interpretation.

## Acknowledgments

This section identifies sources of financial support for the work being published. If there are no such acknowledgments, we will assume that you received no such support. In addition, this section lists donors of equipment or supplies, technical assistance, and other important specific contributions from individuals who do not qualify for authorship. It also includes any statements disclaiming endorsement or approval of any views or products mentioned in the paper. The AMA style guide describes contributions commonly recognized in Acknowledgments. Individuals identified in Acknowledgments must provide written consent to be acknowledged; corresponding authors are responsible for obtaining these permissions.

## References

- Verify all references using PubMed. **Authors are responsible for the accuracy and completeness of their references**.
- Follow *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, published by the International Committee of Medical Journal Editors (also known as the Vancouver Group), for guidance on how to format references.
- For journal articles, give year and month of publication, as well as volume, issue, and page number(s).
- Number references, using parentheses, in the order they appear in the text, figures, or tables.
- Do not use superscripts. **Your manuscript will be returned for proper formatting if you use superscripts.**
- If you have used automatic bibliographic software, eliminate all automatic links between citation numbers and references. **Your manuscript will be returned for proper formatting if you use do not eliminate these automatic programs within the manuscript before final submission.**
- Consult List of Journals Indexed in Index Medicus for accepted journal abbreviations. If a journal is not listed, spell out the journal title in full.
- List the first six authors followed by "et al."
- For material that has been submitted for publication but not yet accepted, note within the text using the following format: (EL Smith, PhD, unpublished data, December 2003).
- For personal communications, written or oral, use this format: (MW Johnson, MD, oral [or written] communication, December 2003).

## Tables

- Create tables with Microsoft Word's table tool. Use "Table Classic 1" AutoFormat. Tables created in Excel are also acceptable.
- Do not use columns and tabs to create tables; **tables formatted in this way will be returned to the author for proper formatting.**
- Each piece of data must be contained in its own cell.
- Do not align cells with hard returns or extra spaces.
- No cell should contain a hard return or tab.
- Do not draw lines or rules.
- Minimize the width of tables. Our Web format allows approximately five inches of 8-point type.
- Number tables in the order they are cited in the text.
- Because tables should be clearly understood without reference to the text, titles and legends should include details of place of study, dates of study, and study population (if applicable), as well as definitions of all abbreviations and symbols.
- Construct the table so that comparisons between groups read horizontally.
- Use footnotes to define all abbreviations and symbols. Use superscript lowercase letters to designate footnotes.
- Cite references. Designate references with superscript Arabic numbers if they appear within the body of table or with nonsuperscripted numbers in parentheses if they appear in the footnotes.
- Identify all variables and units of measure.
- Use 12-point Arial font.
- Explain with a footnote why numbers may not sum to group totals or why percentages do not total.
- If you have an empty cell, please indicate with a footnote why the cell is empty (e.g., data missing, data not available, does not apply).
- If you are using a table that has been previously published material, you are responsible for obtaining permission to reprint the table from whomever owns the copyright (usually the publisher).

## Figure legends

- Place figure legends at the end of the text, after tables. Double space, number, and title the legend.
- Use Arial font for lettering.
- Symbols, letters, and numbers should be clear and large enough to remain legible when reduced.
- Because figures should be clearly understood without reference to the text, titles and legends should include details of place of study, dates of study, and study population (if applicable), as well as definitions of all abbreviations and symbols.
- Cite references, and designate with superscript Arabic numbers in body of figure, nonsuperscripted numbers in parentheses in footnotes.
- Identify all variables and units of measure.

## Appendices

Appendices contain supplementary information to fur-

---

ther clarify an article's contents for readers. We encourage authors to relegate highly technical material to appendices.

## Figures

- Number figures in order they are cited in text.
- Color as well as black-and-white images are accepted.
- Send graphics in native, high-resolution (200 dpi minimum) TIF (Tagged Image File), EPS (Encapsulated Postscript) or JPG format.
- Send graphics in a separate electronic file from text file.
- Convert Macintosh files into PC format.
- Place figure key within the figure.
- Use Arial font for figure lettering.
- Label x-axis and y-axis clearly and consistently.

## *P* values

- Report exact numbers for *P* values (e.g., *P* = .03); do **not** express as inequalities (e.g., *P* < .05).
- Report values to two digits past the decimal point, regardless of significance (e.g., *P* = .31, *P* =.04, *P* = .01) unless they are less than .01.
- If a *P* value is less than .01, express to three digits past the decimal point.
- If a *P* value is less than .001, express as *P* < .001.
- Do not express *P* values as numbers with more than three decimal places.
- *P* values cannot equal 0 or 1.
- Refer to the *AMA Manual of Style* for more detailed information on reporting *P* values correctly.

## Use of first person

We encourage authors to use the pronouns *I* and *we* as well as the active voice.

## Verb tense

The past tense is typically used to narrate past events, such as the procedures used to carry out a study. The present tense is used for generally accepted facts, authors' conclusions, and the conclusions of previous researchers. Generally, most of the abstract, methods, and results are in past tense, and most of the introduction and some of the discussion are in present tense. For a discussion of the proper use of verb tense in scientific publications, please refer to the AMA style guide.

## Footnotes

Avoid footnotes except in tables and figures. Indicate footnotes in tables and figures with superscripted lowercase letters (e.g., [a], [b], [c], [d]).

## Race, national origin, and ethnicity

*Preventing Chronic Disease* (*PCD*) follows the guidelines of the Office of Management and Budget (OMB), which published standards (October 30, 1997) for collecting data on race and ethnicity. Five races and two categories of ethnicity are listed.

**Races:**
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

**Ethnicities:**
Hispanic or Latino
Not Hispanic or Latino

**Alaska Native, Alaskan**
*Alaska Native* is a person whose origins are in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community attachment. Alaskan is anyone who was born in Alaska or who is a long-term resident of Alaska.

**American Indian**
A person whose origins are in any of the original people of North, Central, or South America (except Alaska) and who maintains cultural identification through tribal affiliation or community attachment. Whenever possible, specify the nation or peoples (e.g., Navajo, Nez Perce, Inuit) rather than use the more general term.

**Asian**
A person whose origins are in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippines, Thailand, and Vietnam.

**black, African American**

A person whose origins are in any of the black racial groups of Africa. If appropriate, specific terms such as *Haitian* or *Bahamian* may also be used. When discussing scientific data, use the term that was used when the research (the source of the data) was being conducted. Note lower case black.

**Hispanic, Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term *Spanish origin* may also be used.

**Pacific Islander**

A person whose origins are in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands. Other terms such as *Native Hawaiian* may also be used when appropriate.

**white**

A person whose origins are in any of the original peoples of Europe, the Middle East, or North Africa. Note lower case *white*.