

## Journal of Global Health

### Authors' guidelines

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#### Manuscript format

- **File type:** Manuscript file should be in Microsoft Word document format. Ensure your file is not locked or protected.
- **Font:** Any standard font and font size is allowed. To add symbols to the manuscript, use the **Insert Symbol** function in the word processor.
- **Headings:** Limit manuscript sections and sub-sections to 3 heading levels. Heading levels should be clearly indicated in the manuscript text.
- **Layout and spacing:** Do not format text in multiple columns.
- **Page and line numbers:** Include page numbers in the manuscript file. Do not include line numbers.
- **Footnotes:** JoGH does not allow footnotes. If your manuscript contains footnotes, move the information into the main text or the reference list, depending on the content.
- **Language:** Manuscripts must be submitted in English. You may submit translations of the manuscript or abstract as supporting information.
- **Abbreviations:** Define abbreviations upon first appearance in the text of the Abstract and main body text, and then use the abbreviation only from that point forward. Abbreviations have to be explained in all figure legends and tables (as a table footnote). Keep abbreviations to a minimum.
- **Reference style:** JoGH uses a modified “Vancouver” style, as outlined in the ICMJE sample references (see the section on *formatting references*). You may download the JOGH EndNote style from the journal website.
- **Equations:** We recommend using MathType for display and inline equations, as it will provide the most reliable outcome. If this is not possible, Equation Editor or Microsoft's **Insert Equation** function is acceptable. Equations may also be embedded as images.
- **P values and Chi-square ( $\chi^2$ ):** Write *P* in upper case and italics, followed by “equal to”, “greater than” or “less than” sign and the value (*i.e.*  $P=0.001$ ). Write chi-square as shown:  $\chi^2=12.7$
- **Nomenclature:** Use correct and standard nomenclature.
- **Units of measurement:** Use SI units. If you do not use these exclusively, provide the SI value in parentheses after each value.
- **Drugs:** Provide the Recommended International Non-Proprietary Name (rINN).
- **Species names:** Write specie names in italics (e.g. *Schistosoma haematobium*). Write out in full the genus and species, both in the title of the manuscript and at the first mention of an organism in a paper. After first mention, the first letter of the genus name followed by the full species name may be used (e.g., *S. haematobium*).
- **Monetary values.** These should be expressed in both the local currency and in US dollars (US\$). There should be no space between the currency symbol and the amount (eg, US\$300).
- **Language editing is the responsibility of the authors.**

#### Manuscript organization

The manuscripts should be organized as follows:

- Title
- Authors (with affiliations in superscript numbers)
- Affiliations
- Abstract
- Introduction

- Methods
- Results
- Discussion
- Acknowledgments, Funding, Authorship contributions, Competing interests.
- References
- Figure captions (titles and legends)
- Figures
- Tables (with titles on top, and notes below the table if applicable)
- Corresponding author's name, qualifications, full postal address and email
- Supporting information files are uploaded separately (see *Online Supplementary Document*).

### Parts of a manuscript

- **Title page:** The title, authors, and affiliations should all be included on a title page as the first page of the manuscript file. On the title page, write author names in the following order:
  - First name
  - Middle name (or initials, if used – without punctuation)
  - Last name (surname, family name)
  - Authors affiliation.
    - Each author on the list must have an affiliation.
    - The affiliation includes department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. At a minimum, the address must include the author's current institution, city, and country.
    - Do not include postal address.
    - Spell out US states.
    - Indicate equal authorship with an asterisk.
- **Abstract:** The Abstract comes after the title page in the manuscript file. JoGH prefers abstract up to 350 words. The Abstract (for most research articles) should be written in the following order:
  - Background
  - Methods
  - Results
  - Conclusions
- **Main text:** The main text should be written in the following order
  - Introduction
  - Methods (Methods should also include a section with descriptions of any statistical methods used, and Ethics)
  - Results
  - Discussion
  - Conclusions
  - Any commercial products (eg software) should give the manufacturer's name, city and country after the product's name. For example, MS Excel (Microsoft Inc, Seattle WA, USA).
  - Text boxes: if used, they have to be a part of the manuscript, not a table or a text frame. They should be positioned between the last paragraph of the main body text and the declarations.
- **Declarations:** The declarations related to the manuscript should be written in the following order:
  - Acknowledgments (Please, include disclaimers and ethics approval under acknowledgements. Group authors can be named separately)
  - Funding

- Authorship contributions (write authors' initials only and their contributions to the manuscript)
- Competing interests (insert this statement if there are no competing interests "The authors completed the Unified Competing Interest form at [www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf) (available upon request from the corresponding author), and declare no conflicts of interest.")

## References

References are linked electronically as much as possible to the papers they cite, hence, proper formatting of the references is essential. JoGH uses a modified "Vancouver" style, as outlined by the International Committee of Medical Journal Editors (ICMJE). The JoGH EndNote style can be downloaded from the journal website.

- For reference lists, insert blank space after numbering. There is no full stop, comma or any other delimiter after numbers (*ie* number, space, reference).
- Write the last name of authors and their initials up to six authors, followed by *et al* and a full stop. Authors' names are separated by a comma (Fujita M, Poudel KC, Green K, Wi T, Abeyewickreme I, Ghidinelli M, et al.)
- Article (or book) title follows authors' names. Insert a *full stop* after article (or book) title.
- For journal articles: Journal title follows article title. PubMed journal abbreviations are mainly used (*eg* BMC Health Serv Res). When PubMed abbreviation is not available, write the journal title in full. Insert a *full stop* after article title. The year of publication, volume and page numbers are written (without space) after journal title as "2015;15:176-84." Insert a *full stop* after page numbers.
- For books: Place of publication, publisher and year are written after book title, as shown "London: Sage Publications; 1999".
- In text citations are written as numbers in parentheses in order of appearance, and multiple citations are separated by a comma and space, *eg* [1], [1,2].
- Examples:

### **Published articles**

- 1 Fujita M, Poudel KC, Green K, Wi T, Abeyewickreme I, Ghidinelli M, et al. HIV service delivery models towards 'Zero AIDS-related Deaths': a collaborative case study of 6 Asia and Pacific countries. BMC Health Serv Res. 2015;15:176-84.
- 2 Baral S, Sifakis F, Cleghorn F, Beyrer C. Elevated risk for HIV infection among men who have sex with men in low- and middle-income countries 2000-2006: a systematic review. PLoS Med. 2007;4:e339.

### **Books**

- 1 World Health Organization. Global status report on noncommunicable diseases 2014. Geneva: World Health Organization; 2014.
- 2 Brooks-Harris JE, Stock-Ward SR. Workshops: designing and facilitating experiential learning. London: Sage Publications; 1999.

### **Online articles (blogs, web sites, or other written works)**

- 1 Sustainable development goal 3: Ensure healthy lives and promote well-being for all at all ages. Available: <https://sustainabledevelopment.un.org/sdg3>. Accessed: 22 June 2018.
- 2 World Health Organization. Global Health Observatory data repository, Noncommunicable diseases, Mortality. Available: <http://apps.who.int/gho/data/node.main.A859?lang=en>. Accessed: 22 June 2018.

## Figures and Tables

### — Figures

- List figure captions (label, titles and legends) at the end of the manuscript (after References).
- Figure titles should have a full stop at the end.
- Figures must be submitted separately, as high-resolution (300 dip) TIF or TIFF files.
- For figures developed in Microsoft Excel or Word/PowerPoint (e.g. flowcharts), we encourage authors to submit the Excel file with the figures.
- Cite figures in ascending numeric order upon first appearance in the manuscript file (e.g. Figure 1, 2 3, etc).
- If figures have panels that are cited separately in the manuscript, clearly indicate the panel: eg (**Figure 2**, panel c) and not (**Figure 2c**).
- The figure legend or title should not be a part of the figure itself.

### — Tables

- Tables require a label (eg Table 1, Table 2) and a title to be placed above the table.
- Place legends, footnotes, and other text below the table.
- Table title, legends and footnotes should be formatted as text and not as table cells.
- Sources of tables should be cited (in the JoGH style) with the references.
- Cite tables in ascending numeric order upon first appearance in the manuscript file.
- Place each table in your manuscript file directly after list of figure captions and legends, or the figures if they are included in the manuscript.
- Place tables in order in which it is first cited (read order).
- Do not submit the tables as separate files.
- **Table formatting**
  - Tables must be editable, cell-based objects. Use the table tool in your text editing software to create tables. If necessary, create tables in Excel and insert them into the manuscript.
  - Do not insert text boxes, colour coding or graphics within your tables.
  - Do not use returns, spaces, or tabs to align content across columns.
  - Do not include empty rows or columns in your tables or try to present tables like a balance sheet with empty rows.
  - You can use merging to indicate cells that span multiple columns and rows.
  - Tables with multiple sections must have a consistent number of columns throughout all sub-sections.
  - Do not insert tables within tables or cells within cells.
  - Use a standard font size and any standard font. To add symbols to the manuscript, use the Insert Symbol function in your word processor.
  - Do not split your table or otherwise try to make the table appear within the manuscript margins if it does not fit on one page. In Word, tables that run off the manuscript page can be seen using Draft View.
  - Text in header rows will be automatically formatted in bold type.
  - Use round brackets when presenting confidence intervals in tables.
  - Use the following symbols for table footnotes, in order of appearance: \*, †, ‡, §, ||, ¶.

- **Online Supplementary Documents (OSD):** All supplementary materials (eg, supplementary figures, tables or appendices) should be placed in a separate file. Each item should be labelled as Figure S1, Table S1, Appendix S1 etc,

as necessary. The manuscript should cite the OSD in numerical order, using this format “Table S1 in the Online Supplementary Document”, etc.