

Author Guidelines for *Northwest Public Health*

A Journal of the University of Washington School of Public Health
Published by the Northwest Center for Public Health Practice

Thank you for your interest in *Northwest Public Health*. We accept both solicited and unsolicited articles that are within the scope of our current call for authors. You may find our current call for authors at www.nwpublichealth.org.

If you are unsure if a topic idea you have in mind is what we are looking for, please contact Candace Tkachuck, managing editor, at cyt@u.washington.edu.

Who is the audience for *NPH*?

NPH is primarily produced for public health professionals in Alaska, Idaho, Montana, Oregon, Washington, and Wyoming. Also among our readership are academics who have an interest in public health practice.

Who can write for *NPH*?

We invite those in the practice community to consider submitting articles. Your “hands-on” experience of what makes public health effective may be of great interest to colleagues across the region.

If you are an academic working in areas relevant to public health practice, we would like to hear from you as well.

***NPH* Article Submission Checklist**

- Article fits with scope of current call for authors.
- Article is either a Word Document (.doc or .docx) or in Rich Text Format (.rtf).
- The filename of my article includes my last name and one or two topic words.
- I have included a one- or two-sentence summary of the article topic.
- I have included one or two sentences of background information on each author who contributed to my article.
- I have copyright permission for any copyrighted material submitted with my article.
- If I have references, they are in MEDLINE/PubMed style.

What is the deadline for submitting an article to be considered for publication in the next issue?

January 9, 2012

How long should my article be?

Most of our articles are two pages (1,300 words) in length.

How should I submit my article?

We only accept electronic submissions. Please send your article by e-mail to Candace Tkachuck at cyt@u.washington.edu. We accept documents formatted in Microsoft Word (.doc or docx.) or in Rich Text Format (.rtf). The name of the document should contain your last name and a keyword or two identifying your article.

Example: Greene_diabetes_prevention.docx

An abstract and separate title page are not required when you submit your article, but please include a one- or two-sentence summary of the article topic. We may use this in the table of contents and on our website.

Example: This article describes a successful community assessment project conducted in a frontier health district in Wyoming.

What information do you need about the author(s)?

With your article, please submit one or two sentences of background information on each author who contributed to the article. Include academic degrees, titles, institutional affiliations, and information on special interests, expertise, or affiliations that may be pertinent to the subject of the article.

Example: Alfred Hallstrom, Ph.D., is a professor in the Department of Biostatistics at the UW School of Public Health and Community Medicine and director of the CAST Coordinating Center.

What should I know about *NPH* style and tone?

Articles published in *NPH* must be consistent with the established tone and style of the journal. While our articles often contain complex information, they are written in plain language. The content must be accessible to readers who practice in a variety of public health disciplines. We will work with authors to use plain language to describe a range of exciting public health innovations and research findings.

If you are not familiar with the characteristics of plain language, you may wish to review the information at www.plainlanguage.gov.

Other tips:

Begin your article with an opening sentence or paragraph that captures the reader's attention—perhaps by conveying some particularly interesting fact or a concrete example or by emphasizing why your topic is important.

The active voice is best. Use the passive voice sparingly, if at all.

Articles should be written in the third-person point of view. Viewpoint pieces should be written using the first-person view.

We strongly recommend that potential authors look at past issues of *NPH* to get an idea of what to aim for in terms of tone and style. Back issues of *NPH* can be found here: www.nwpublichealth.org/archives.

Example of *NPH* tone and style:

One concern for local public health agencies is latent tuberculosis infection. In 2009, the Seattle Quarantine Station reviewed medical exams for nearly a thousand people who had latent tuberculosis. Generally, these people are contacted by the health department to arrange for a follow-up exam, but budget constraints are limiting these services. The Seattle Quarantine Station is working with Public Health - Seattle & King County to prioritize which immigrants need follow-up care and increase the proportion who access care quickly after their arrival.

(Excerpt from “CDC Seattle Quarantine Station: Responding to Globally Mobile Populations” published in Spring/Summer 2011 issue of *NPH*.)

Who will review my article?

While we are not an academic journal, we do use a peer review process for each published article. This process ensures that our articles remain useful and relevant to the public health practice community. We will return a copy of your draft with comments so that you can revise the article in response to peer reviewer comments. It is typical for most authors to do moderate-to-extensive revising at this point in the process. While at first it may seem that having a peer review process is simply more work, the expert commentary our peer reviewers provide stimulates further thought and helps create excellent results.

You will have the opportunity to review the final, edited article for accuracy and also the final page layout “proof” that will include any illustrations used.

What about references?

References are optional. If you do use them, do not cite references within the text, but include a list of recommended reading (in alphabetical order) at the end of the article. Please use the MEDLINE/PubMed style (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>). Limit the number of references to 10 or fewer.

What about abbreviations and measurements?

Minimize the use of abbreviations and acronyms. Write the entire word or name at first mention, with the abbreviation or acronym immediately following in parentheses. Abbreviations of journal titles should match the abbreviations used by MEDLINE/PubMed. Any measurements used in your article should be in metric units. If the measurements were originally in English units put those in parentheses after the metric units.

What do I need to know about copyright permission?

If you use another person's tables, graphs, or illustrations or if you extensively quote another's work in your article, you must obtain written permission from the copyright owner (usually the publisher, sometimes the author). Even if the previously-published work is your own, you must receive formal permission from the publisher. Please submit any written permissions with your draft.

What about photographs, tables, graphs, etc.?

Articles are enhanced by visuals, including photographs, line drawings, maps, graphs, charts, tables, or even, where appropriate, cartoons. A typical feature article will include photographs, a table, graph, or map. Visuals must be visually informative and of high-quality.

Please submit visuals along with the draft of your article. If you are unsure of the quality of your images, please send them to us and we will let you know if they are usable. If you do not have visuals available, we would like to hear your suggestions for possible visuals. Please include the source(s) and/or appropriate credit information for your visuals. In addition to your graphs or charts, please submit the data used to produce them.