

— **Information for Authors** —

The journal is published by the School of Public Health and Community Medicine to inform the public health community about current issues and to promote an exchange of ideas.

➤ **Manuscript Deadline**

The manuscript review, editing, and revision process usually requires several months, so it is important to submit your article by the due date — and we would be delighted to receive it even earlier. If it is impossible to meet this deadline, please contact the NPH managing editor, Judith Yarrow, at 206-685-2617 or jy3@u.washington.edu, to discuss an extension.

□ **Submission of Articles**

We prefer to receive your article by e-mail, as an attachment. If you submit by mail, please send one paper copy of your article (double-spaced on 8.5 x 11 paper with standard one-inch margins) and also a computer disk containing the article and any graphs or computer-produced illustrations.

We use Microsoft Word 98 for the PC. Please consult the editor for directions for using word processing programs other than MS Word, prior to sending the article either by e-mail or on disk. If you have another word-processing program, you should be able to save the file in Rich Text Format (RTF) for the PC. Indicate the name and version number of the word-processing program used and system (PC or Mac) on the disk label.

The document name should be either the author's last name or a key word identifying the subject. Do not give the document a generic title such as "NPH.doc"—imagine the potential for confusion if all authors did so.

□ **Article Style Guidelines**

Both solicited and unsolicited articles must be consistent with the journal's style (not a research report) and appropriate for our audience (not too technical). If your article does not meet the journal's style, even after requested revisions, we reserve the right to decline to publish it.

The style of writing should be less formal than for a paper submitted to a scientific journal and more along the lines of an article in, for example, *The Sciences* (a publication of the New York Academy of Sciences). An abstract and separate title page are **not** required, but please **do include** a one-or two-sentence summary of the article topic, which can be used in the table of contents and on the Web. Keep your audience in mind—public health professionals who may not have knowledge about your specialized area. Explain any terms or concepts that may be unfamiliar to those outside your specialty. Begin the 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. Use the active, rather than the passive voice.

□ **Article Review**

Several peer reviewers will review your article. If revisions are required, we will return a copy of the draft with comments, so you can revise the article as necessary. Authors will have the opportunity to review the final, edited article for accuracy, and also the page layout "proofs" with illustrations in place.

□ **References**

In keeping with a somewhat informal article style, do not cite references within the text. Instead, include a list of recommended reading (in alphabetical order) at the end of the article. We prefer the *Index Medicus* style, as described on page 3 of these guidelines. Please limit number of references to 10 or fewer.

### ❑ 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 conform to *Index Medicus*. Give measurements in metric units. If the measurements were originally in English units put those in parentheses after the metric units.

### ❑ Author Responsibility; Copyrights

Authors must obtain written permission from the copyright owner (usually the author or publisher) for the use of tables, illustrations, or extensively quoted material that has previously appeared in another publication, even if it was their own work but copyright was assigned to a publisher. Please submit any written permissions with your draft.

### ❑ Figures: Photographs, Tables, Graphs, etc.

Articles are usually enhanced by inclusion of photographs, line drawings, maps, graphs, charts, tables, or even (where appropriate) cartoons. A typical feature article will include two to three figures, though longer articles may be illustrated by four or five. Graphics and photographs must be visually informative and of high-quality (good print copy or digital copy scanned at 300 dpi, and submitted as either tiff or eps files). Please submit material for illustrations along with the draft of your article. Figure legends should be typed on a separate piece of paper. If you do not have illustrations available, submit suggestions for possible illustrations. If you have any questions, please contact Judith Yarrow at 206-685-2617 or jy3@u.washington.edu

Tables: Tables should be self-explanatory and should not duplicate information in the text.

Photographs: Submit black-and-white prints if available; however, acceptable conversions can be made from good quality color slides or prints. For articles by authors affiliated with the UW, arrangements can be made to use the services of a UW Health Sciences photographer if necessary.

Drawings/Maps/Cartoons: Submit only black-and-white art. Limited services of a graphic artist will be available to produce simple drawings and maps where required to illustrate an article. It usually is possible to obtain permission to reprint materials (maps, cartoons) first published elsewhere. If you send us a photocopy of the illustration, and its source we will contact the source for reprint permission.

Graphs: *Northwest Public Health* attempts to set exemplary standards for graphs. Good graphing requires as much editing and revising as does good writing. The graphs on the next page from past issues are examples of the quality sought. Do not submit histograms (bar graphs) or pie charts. A handy “rule of thumb” for graphing is to MAXIMIZE THE INFORMATION-TO-INK RATIO. Useful references for constructing graphs include: *The Visual Display of Quantitative Information* by E.R. Tufte, and *The Elements of Graphing Data* by W.S. Cleveland. Along with any graphs that accompany your text, please submit the data used to produce them. The editorial staff reserves the right to edit graphics. You will have the opportunity to review and approve them before the issue goes to press.

### ❑ Author Bio Information

With your article, please submit one or two sentences of background information on each author. 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.

❑ **Questions?** Please contact: Judith Yarrow, Managing Editor  
206-685-2617; Fax: 206-543-9345; E-mail: jy3@u.washington.edu

## ***Northwest Public Health***

---

*a publication of the*

School of Public Health and Community Medicine

Health Policy Analysis Program, Department of Health Services

University of Washington

### **Reference Style**

We use initials (no period) on all authors, abbreviate journal names using Medline abbreviations, capitalize only the first word and proper names, and use the volume, issue, and page numbers. Here are some examples.

#### **Journal Articles**

Bartell SM, Neal GE, Eaton DL, Judah DJ, Verma A. The metabolism and toxicity of aflatoxins M1 and B1 in human-derived in vitro systems. *Toxicol Appl Pharmacol* 1998; 151:152-158.

Brodkin CA. Cited in: Schuchman M. Secrecy in science: The flock worker's lung investigation. *Ann Int Med* 1998; 129(4):341-344.

#### **Books & Chapters/Proceedings**

Timbury MC. Viral hepatitis. In: *Medical Virology*, 9<sup>th</sup> ed. New York: Churchill Livingstone, 1991; 125-136.

Baker SR, Wilkinson CF (eds). *The Effect of Pesticides on Human Health*. Princeton, NJ: Princeton Scientific Publ. Co., 1990; 438.

Costa LG, Manzo L (eds). Biomarkers in occupational neurotoxicology. In: *Occupational Neurotoxicology*. LG Costa, L Manzo, eds. Boca Raton, FL: CRC Press, 1998; 75-100.

Newcombe R. Drug use and drug policy in Merseyside. *Proceedings, First Conference of European Cities at the Centre of Illegal Trade in Drugs*. Frankfurt, Germany, 1990.

#### **Pamphlets, Monographs, or Books with No Given Author**

U.S. Commission on Acquired Immune Deficiency. *The Twin Epidemics of HIV and Drug Use*. Washington, DC: National Commission on AIDS, 1991.

*The Surgeon General's Report on Nutrition and Health*. Washington, DC: U.S. Department of Health and Human Services, DHHS Publication No. (PHS) 88-50210, 1988.

#### **Articles in Press or Accepted for Publication**

Follow the appropriate format above, substituting the phrase "in press" for the publication date.

#### **Internet**

Author's last name and initials (if known). Full title of the work, capitalizing only the first word and any proper nouns; the title of the complete work or site (if applicable) in italics, again capitalizing only the first word and any proper nouns; date of publication; any version or file numbers, enclosed in parentheses; the path necessary to access the document; the date accessed, enclosed in parentheses.

Burka, LP. A hypertext history of multi-user dimensions. *MUD history*. 1993.  
[www.utopia.com/talent/lpb/muddex/essay](http://www.utopia.com/talent/lpb/muddex/essay) (Aug. 2, 1996).

#### **Personal Communications and Unpublished Data**

This information should **not** be included in the reference list. Credit the source by including the person's name in the text as a lead-in to the quote or data cited, or place the information in parentheses after the cited material (date and form of communication, person's name and highest academic degree). Confirm all such communications with the sources and obtain permission to be quoted or cited.