

Manuscript Submission Guide

Authorship Criteria

Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. Once submitted the order cannot be changed without written consent of all the contributors.

Contribution Details

Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. One or more author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

Conflicts of Interest/Competing Interests

All authors must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

Clinical trial registry

RGUHS National Journal Of Public Health favours registration of clinical trials. RGUHS National Journal of Public Health would publish clinical trials that have been registered with a clinical trial registry that allows

freeonline access to public. Registration in the following trial registers is acceptable: <http://www.ctri.in/>; <http://www.actr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>.

Submission of Manuscripts

All manuscripts must be submitted online through the email rguhsnjph@gmail.com. Authors do not have to pay for submission, processing or publication of articles.

Submitted manuscripts that do not conform to format in this guide would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

1. Title Page/First Page File/covering letter:

This file should provide

- a. The type of manuscript (original article, review article, Letter to editor, Images, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited, . All information which can reveal your identity should be here. Use text doc files. Do not zip the files.
- b. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references, tables and abstract), word counts for introduction + discussion in case of an original article.
- c. Source(s) of support in the form of grants, equipment, drugs, or all of these;
- d. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.

- e. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
 - f. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
 - g. Conflicts of Interest of each author/ contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
 - h. Criteria for inclusion in the authors "contributors" list
 - I A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form (see below); and
 - j. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.
2. **Images:** Submit good quality color images. Each image should be less than 0.5 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1800 x 1600 pixels or 5-6 inches). JPEG is the most preferred format to upload images. Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.
 3. **The contributors' / copyright transfer form** (template provided below) has to be submitted in original with the signatures of all the contributors within

two weeks of submission via email rguhsnjph@gmail.com as a scanned image.

The Editor

RGUHS – National Journal of Public Health

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Preparation of Manuscripts

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October, 2006). The uniform requirements and specific requirement of RGUHS National Journal of Public Health are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the official website of the RGUHS National Journal Of Public Health (www.rguhs.ac.in) and from the manuscript submission site (www.rguhs.ac.in).

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It is the responsibility of authors/ contributors to obtain permissions for reproducing any copyrighted material. A copy of the permission obtained must accompany the manuscript. Copies of any and all published articles or other manuscripts in preparation or submitted elsewhere that are related to the manuscript must also accompany the manuscript. The material should be sent to the addresses given above.

Types of Manuscripts

Original articles:

These include population based surveys, program evaluations, impact assessment studies, randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, meta-analysis, systematic reviews, cohort studies and case-control studies. The text of original articles amounting to up to 3000 words (excluding abstract, references and tables) should be divided into sections with the headings Abstract, Key-words, Introduction, Material and Methods, Results, Discussion, References, Tables and

Figure legends.

Abstract should be structured, not more than 250 words, briefly mentioning background, objectives, methods, results and conclusion.

Introduction:

State the purpose and summarize the rationale for the study or observation.

Materials and Methods:

It should include and describe the following aspects: Ethics: The journal will not consider any paper which is ethically unacceptable. The submission of institution ethical committee permission letter (scanned and sent online) is mandatory for publication of the article. A statement on ethics committee permission and ethical practices must be included in all research articles under the "Materials and Methods" section.

Study design:

Selection and Description of Participants: Describe your selection of the observational or experimental participants (healthy people, patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. Technical information: Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (given below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (<http://www.consort-statement.org>).

Statistics: Whenever possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Au-

thors should report losses to observation (such as, drop-outs from a clinical trial). When data are summarized in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Use upper italics (*P* 0.048). For all *P* values include the exact value and not less than 0.05 or 0.001. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals.

Results: Present your results in a logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra- or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal.

When data are summarized in the results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Restrict the number of figures and tables below six. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

Discussion: Include summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis); Strengths and limitations of the study (study question, study design, data collection, analysis and interpretation); Interpretation and implications in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, effects on patient care and health policy, possible mechanisms); Controversies raised by

Reporting Guidelines for Specific Study Designs		
Initiative	Type of Study	Source
CONSORT	Randomized controlled trials	http://www.consort-statement.org
STARD	Studies of diagnostic accuracy	http://www.consort-statement.org/stardstatement.htm
QUOROM	Systematic reviews and meta-	http://www.consortanalyses-statement.org/Initiatives/MOOSE/moose.pdf
STROBE	Observational Studies in epidemiology	http://www.strobe-statement.org
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf

this study; and future research directions (for this particular research collaboration, underlying mechanisms, clinical research).

Do not repeat in detail data or other material given in the Introduction or the Results section. In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses.

Avoid claiming priority and alluding to work that has not been completed. New hypotheses may be stated if needed, however they should be clearly labelled as such. About 30 references can be included.

Review Articles:

It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field. Articles by other public health experts can be accepted on the basis of merit of article. A short summary of the work done by the contributor(s) in the field of review/their area of expertise should accompany the manuscript.

The prescribed word count is up to 3000 words excluding tables, references and abstract. The manuscript may have about 90 references. The manuscript should have an unstructured summary (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed.

Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract. Restrict the maximum number of tables and or/figures to six.

The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field.

Brief Research article :

Brief Research article should contain interesting observations of original studies presenting the authors' views on a topic of current interest. The purpose of a brief reports in RGUHS National Journal of Public Health is to provide additional insights into topics of current public health concerns. Short Communication should be limited to 1,500 words with unstructured summary not exceeding 150 words, no more than two tables and/or figures, and no more than 10 references.

Ethical consideration as per original article should be followed.

Public Health Research:

Public Health Research is usually solicited by the editorial board. They should review, discuss and deliberate on recent advances in public health practice and research. The focus should be on methodological issues related to tools and techniques in public health research, operational issues of practice of public health and scaling up of interventions. The manuscript could be of up to 1000 words (excluding references and abstract) and could be supported with up to 10 references. An unstructured summary not exceeding 150 words should be provided.

Letter to the Editor

These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation. The letter could have up to 500 words and 5 references. It could be generally authored by not more than four authors.

Student corner

Undergraduate and post graduate students are encouraged to submit original articles. They shall follow the guidelines as given under original article / brief research article.

Others

Editorial, Guest Editorial (no summary/abstract needed) and Commentary (with unstructured summary of about 100-150 words) are solicited by the editorial board.

Citation and References

Citation and references should follow the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals also known as Vancouver protocol / style. References should be cited in line with the text, numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Citations to references in text, tables, and legends should be in Arabic numerals within parenthesis, prior to punctuation marks.

References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Further guide to citation and referencing style is available at https://www.nlm.nih.gov/bsd/uniform_requirements.html

Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.

- Place explanatory matter in footnotes, not in the heading.
- Explain in footnotes, all non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
- For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
- Tables with their legends should be provided at the end of the text after the references. The tables along with their number should be cited at the relevant place in the text

Illustrations (Figures)

- Upload the images in JPEG format. The file size should be within 0.5 MB in size while uploading.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type or by tissue overlay and not by pen.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied.
- The photographs and figures should be trimmed to remove all the unwanted areas.
- If photographs of individuals are used, their pictures must be accompanied by written permission to use the photograph.
- If a figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce the

material. A credit line should appear in the legend for such figures.

- Legends for illustrations: Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend. Explain the internal scale (magnification) and identify the method of staining in photomicrographs.
- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Protection of Patients' Rights to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives written informed consent for publication.

Authors should remove patients' names from figures unless they have obtained written informed consent from the patients. When informed consent has been obtained, it should be indicated in the article and copy of the consent should be attached with the covering letter.

Sending a revised manuscript

The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the "First Page" or "Covering Letter" file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the „referees remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or coloured text in the article.

Manuscript submission, processing and publication charges

The journal has an editorial board and several reputed subject experts as reviewers. They review the manuscripts, according to their area of expertise. All decisions to accept, revise, or reject a paper will be made by the editors. The editorial board keeps the right to reject publication of any article recommended by the reviewer on any policy issue and also the backlog of articles, if any, beyond the capacity of the journal to publish during that year. For all correspondence related to publication of articles, if no response is received within a month, the article will be cancelled from the publication list with correspondence to the author in this regard.

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The editorial policy is subject to periodic modifications by the decision taken in the meetings of the journal committee.

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