

## **Virginia Journal of Public Health Submission Guidelines (updated 10/30/2022)**

The [Virginia Journal of Public Health \(VJPH\)](#) is published three times yearly, fall, spring, and a special issue, also in spring, by the Virginia Public Health Association. The VJPH welcomes research articles, professional articles, and literature reviews for consideration (Please see the specific formats for each type of manuscript listed below).

Other manuscript types may be considered after prior conversation with the Editors. Please email questions regarding alternate manuscript types to [vjph@viriniapublichealth.org](mailto:vjph@viriniapublichealth.org).

In addition, the Journal is now accepting items for a new *Notes from the Field* column:

Research Briefs of less than 3000 words are of great interest and should follow the structured abstract format below for a standard research manuscript, although (obviously) of more than 250 words (please do not submit without findings and conclusions, although these may be preliminary).

Public health program announcements, updates, and findings of interest to the Journal audience are also accepted. Please limit to less than 500 words and clearly describe the program, the population served, the location(s), the sponsors and funding, and the purpose of the program in addition to updates and findings, as applicable.

Editors are also interested in topical conference listings and calls for abstracts.

### **Deadline for Submissions:**

Fall Issue: October 15th

Spring Issue: April 15th

Special issue: VPHA conference proceedings

Journal manuscripts should be submitted by navigating to "Submit Manuscript" on the Journal homepage. Previously published manuscripts or manuscripts under review elsewhere should not be submitted.

### **Manuscript Guidelines:**

1. Follow the style and format in the Publication Manual of the American Psychological Association (APA), 7th Edition.
2. Authors must meet all criteria for inclusion according to the ICMJE guidance. Corresponding/submitting authors MUST include ALL co-authors' information in the correct fields in the manuscript site and submit with the first draft. Papers submitted without author attribution will be returned without review.
3. Manuscripts must be typed and submitted as a Word document; double spaced, 12 pt. font, 1" margins.
4. Include a title page without author identification for blind review. Identification will be added to the manuscript when accepted for publication.
5. Include a pdf copy of the Institutional Review Board approval if appropriate.

6. Include references at the end of the manuscript in APA format.
7. Tables and figures should be formatted in APA style and embedded within the manuscript.
8. Include an abstract of 250 words or less with appropriately delineated sections.

## **Organization of Manuscripts**

### Research Articles (8000 word limit)

Abstract (250 words) with subheadings for:

Background/purpose, Methods, Results, Discussion, Conclusion and Recommendations, References

### Professional Articles (position papers, public health policy, program descriptions) (3000 word limit)

Abstract (250 words): with subheadings for Purpose, Methodology (if applicable), Discussion, Conclusions and Recommendations, References (as applicable)

### Literature Reviews (8000 word limit)

Abstract (250 words) and subheadings for Purpose, Methodology (Data Sources, Inclusion and Exclusion criteria), Findings (Data Synthesis), Summary, Conclusions, Recommendations, References.

## **Review Process**

Manuscripts submitted will be sent to two-three members of the VJPHA Editorial Board for review. Reviewers will recommend Acceptance, Acceptance with Revisions, Revise and Resubmit, or Reject. Editors makes the final decision and will notify the corresponding author of the manuscript disposition. Questions: Contact the Editors, at [vjph@virginiapublichealth.org](mailto:vjph@virginiapublichealth.org)

We look forward to seeing your manuscripts and Notes from the Field!