



***j*GPHA Instructions to Authors**

The *Journal of the Georgia Public Health Association* is a peer reviewed publication addressing issues within the fields of public health, community health, and health education and promotion, particularly focusing on work conducted in and/or specifically relevant to Georgia. The Editor invites original research and commentary in the areas of health promotion / disease prevention, community engagement, advocacy, public health policy, the 10 Essential Services of Public Health, and best practices. The summer, 2015 edition will focus on the theme of the 86th Annual Meeting and Conference of “Advocacy in Action for Public Health.”

GENERAL FORMAT

Submissions should follow the conventions of the American Psychological Association (See <http://www.apastyle.org/> for more information). All material must be submitted in Microsoft Word® format. Only electronic copies will be accepted. Submissions must be double spaced, have all pages numbered, and contain all graphic elements such as tables, figures, charts, and photos labeled and presented within one page of their original mention. Published manuscripts will follow accepted ethical principles (e.g., IRB review where applicable) and guidelines including objective, nondiscriminatory language.

SUBMISSION CATEGORIES

Conference Abstracts – Conference presenters are invited to submit abstracts from the 86th Annual GPHA Meeting & Joint Conference of no more than 250 words. The structure of the abstract should follow that offered during the conference. Abstracts should also include the type of presentation offered during the conference (Poster, Student Poster, Live Workshop) as well as the conceptual area addressed (Practice, Policy, Research). Submissions will be reviewed by the Editorial Board.

Conference Proceedings, Symposium, and Keynotes – Keynote speakers are encouraged to submit a summary of keynote addresses or “talking points” specific to proceedings. Summaries are limited to a maximum of three (3) pages in length and should follow the presentation structure and format offered during the conference. Graphic elements are welcomed and limited to three (3) per submission.

Original Research – *jGPHA* accepts submissions of original research from investigators within the state of Georgia. Submissions addressing research presented during the conference related to “Advocacy in Action for Public Health” are encouraged. General submission requirements include the following:

- Authors should begin with a title page listing all authors with degrees and affiliations, sources of support, address, email, and phone number of the corresponding author and acknowledgements.
- To facilitate blind review, a second title page with only the manuscript title should be included.
- A 250 word, structured abstract is required (Background, Methods, Results, and Conclusions).
- The body of the manuscript should include the following section headings: Introduction, Purpose, Methods, Findings, Discussion (with limitations), and Implications for Public Health. Other sections may be included as needed.
- Submissions are limited to a maximum of 20 pages.
- References should be listed at the end of the manuscript and formatted according to the conventions of the American Psychological Association (See <http://www.apastyle.org/> for more information).
- Authors are responsible for the accuracy and completeness of references and for correct in-text citation.

Workshops – Summaries of conference workshops are accepted for review. The recommended structure of submissions includes: Introduction, Purpose, Audience & Objectives, and Implications for Public Health Advocacy. Submissions of 300 words or less will be considered.

“To the Editor” – Submissions to the Editor should address a contemporary public health issue related to “Advocacy in Action for Public Health” or commentary / rebuttal of work presented during the 86th Annual GPHA Meeting & Joint Conference. Letters should be no more than 500 words in length.

A cover letter is required with *all* submissions and must include, along with the manuscript title, the name, address, phone number, and email of the corresponding author. A statement must be included indicating that the work has neither been published nor is it being considered for publication elsewhere.

Graphic elements such as tables, figures, charts, and photos must be camera ready and clearly labeled within the manuscript. All such elements must be referred to within the body of the manuscript. Authors should remember that graphic elements never replace text; rather they serve to enhance or clarify. All graphic elements must be placed within the body of the text rather than at the end of the manuscript and must be presented within one page of their original mention.

SUBMISSION

Both the cover letter and manuscript should be submitted online through the *jGPHA* portal (<http://www.gapha.org/jgpha/>).

After submission to *jGPHA*, manuscripts are reviewed by the editorial staff. If deemed appropriate, they are then submitted for blind, peer review. Please allow 4-6 weeks for a decision regarding publication. Authors will be provided specific reviewer comments and/or a galley print for review prior to online publication. Proofs must be checked carefully and returned within three days of receipt.

For further assistance contact Dr. Selina Smith, sesmith@gru.edu.

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