

PUBLISHING INFORMATION

The *Journal of the Georgia Public Health Association* (jGPHA) (electronic ISSN: 2471-9773), first published in 2006, is the official journal of the Georgia Public Health Association (GPHA). GPHA's mission is to advocate for conditions in which all people and communities can be healthy; to promote the scientific foundation of public health practice and policy; and to assure a continuous voice broadly representing public health in the State.

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Ethics Compliance Guidelines-Principles of Transparency

Peer review process: For jGPHA, peer review is defined as obtaining advice on individual manuscripts from experts in the field who are not part of the journal's editorial staff.

Governing Body: jGPHA is led by an Editorial Board with members representing academic institutions, local and state health departments, boards of health, and student public health organizations. The full names and affiliations of the journal's editors are provided in the jGPHA Publishing Information on the Website.

Editorial team/contact information: The full names and affiliations of the journal's editors as well as contact information for the editorial office appear in the Publishing Information on the jGPHA website.

Author fees: As stated in the Publishing Information, there are no fees or charges required for manuscript processing and/or publishing materials in jGPHA.

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Process for identification of and dealing with allegations of research misconduct: jGPHA editors will take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication, among others. The jGPHA editors will follow COPE's guidelines in dealing with allegations.

Ownership and management: jGPHA is published by the Georgia Public Health Association and managed by the Institute of Public & Preventive Health, Augusta University.

Web site: The jGPHA website is a tab on the GPHA website.

Name of journal: The name is Journal of the Georgia Public Health Association, also known as the Journal of GPHA or jGPHA. Based on the List of Title Word Abbreviations, the jGPHA scientific citation is *J Ga Public Health Assoc.*

Conflicts of interest: The jGPHA policies on handling potential conflicts of interest of authors, reviewers, editors, and the policies are included in the Publishing Information on the jGPHA Website.

Access: An open access statement is included in the Publishing Information on the jGPHA Website.

Publishing schedule: jGPHA is published quarterly or four (4) times annually: Spring, Summer, Winter, and Fall.

Archiving: The jGPHA will provide preservation of access to its content via Scholarly Commons.

The jGPHA Ethics Compliance Policy, based on COPE guidelines, was adopted by the jGPHA Editorial Board on May 2, 2016.

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Ethics Compliance Guidelines

Based on the Guidelines of the Committee on Publication Ethics (COPE) Code of Conduct and Best Practices for Journal Editors, jGPHA adheres to the following ethical guidelines. At submission, authors must confirm that:

- The work has not been published before (except in the form of an abstract or as part of a published lecture, review, or thesis)
- The work is not under consideration elsewhere
- Copyright has not been breached in seeking its publication
- The research has been approved by an Institutional Review Board (if applicable)
- The publication has been approved by all co-authors

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Submissions must adhere to formatting instructions and will be judged for quality and relevance through peer-review. The editors suggest that authors review a published paper from the journal prior to submission to assist in proper formatting. The following are brief descriptions of articles for publication in jGPHA. Authors are invited to review the manuscript checklist and select from one of the categories listed below:

Full Manuscript

The Editor invites original research and related papers in health promotion/disease prevention, community engagement, advocacy, and public health policy. Guidelines for full manuscripts include:

1. **Font:** Times New Roman
2. **Margins:** 1" (top, bottom, left, right)
3. **Page Limitations:** Submissions are limited to 20 pages in length.
4. **Title:** The title should include a description of the work, set in Times New Roman Bold, font size 14, with a word limit not exceeding 15 words.
5. **Authors and Affiliations:** The names of all authors, their degrees, and affiliations (name, city, state) should follow the title.
6. **Abstract:** A 300-word, structured abstract is required, containing the following bolded headings: **Background, Methods, Results, and Conclusions**. The abstract should describe the main objectives of the study and be free of citations.
7. **Keywords:** Keywords used in the manuscript, up to 7, should follow the abstract.
8. **Corresponding Author:** An author who takes primary responsibility for communication with jGPHA during the manuscript submission, peer review, and publication process must be identified. Contact information (name, mailing address, email address, and telephone number) should be listed following the keywords. NOTE: Correspondence from jGPHA will be provided to all authors *if* their email addresses are provided on the initial manuscript submission.
9. **Introduction:** Included in this section is the background to the work, purpose, and its significance. The objectives and hypothesis (if appropriate) should be included. References should reflect the current literature.
10. **Methods:** This section describes the public health approach supporting the effort. Institutional Review Board approval should be indicated.
11. **Results:** This section should present enough detail to permit readers to fully replicate the authors' effort. As appropriate, subsections (e.g., sample/population, recruitment, statistical analyses) are recommended.
12. **Discussion:** In this section, authors should interpret the results, describe limitations, and outline the implications of their work for public health.
13. **Conclusions:** This section should elucidate how the results support the purpose, aims, and/or hypothesis.
14. **Acknowledgement:** Funding sources (including agency name and grant number) and individuals/organizations supporting the authors' work should be included in this section.
15. **References:** jGPHA uses in-text citations (e.g., authors last name, year). References should be listed in alphabetical order at the end of the manuscript and formatted based on the following examples:
 - **Book Chapters:**
Name of the author (last name, first initial). Title of the book. Name of the chapter. Volume no. Edition. Edited by ____ (last name, first initial). City, State; Year: Page numbers.
 - **Thesis:**
Name of the author (last name, first initial): Title. Degree thesis. Name of the University, Name of the Department; Year.
 - **Journal:**
Names of the authors (last name, first initial). Title. Journal abbreviation, Year, Volume (Issue): Page numbers.
 - **In-Press Article:**
Names of the authors (last name, first initial): Title. Journal abbreviation, *in press*.

Authors are responsible for the accuracy and completeness of references and for correct in-text citations.

BRIEF Report

Authors are invited to submit short articles for publication in the jGPHA. In addition to following the jGPHA formatting requirements outlined for full manuscripts, authors should note the following general specifications for the *Brief Report*:

1. A limit of 2 figures or 2 tables or 1 of each is permitted. Photographs, illustrations, or other information that complements the manuscript are encouraged.
2. A 4 sentence structured abstract with the following headings: Background, Methods, Results, Conclusions, is required.
3. A maximum of 5 key words must follow the abstract.
4. Organize the 1000 word manuscript with the following:
 - Introduction (≤ 100 words)
 - Methods (≤ 300 words)
 - Results (≤ 300 words)
 - Discussion/Conclusions (≤ 300 words)
5. Acknowledgements may be included.
6. Include a maximum of 12 references following the format outlined above.

Submission & Editorial Policy

All aspects of the submission and notification process electronically. A cover letter and manuscript should be submitted to: editor@gapha.org.

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