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.

Institutional Affiliation

Institute of Public & Preventive Health
Augusta University
1120 15th Street, CJ 2300
Augusta, GA 30912
editor@gapha.org

Editorial Staff

Editor
Selina A. Smith, PhD, MDiv
Associate Editors
Nancy C. Webb, PhD
Daniel S. Blumenthal, MD, MPH
Copy Editor
Bobbie Willcox, MHSA
Librarian
Darra Ballance, MLIS, AHIP
Editorial Assistant
Faith Kinard

Founding Editor

McKinley Thomas, EdD
Armstrong State University

Editorial Board

Marsha Davis, PhD
University of Georgia

Luke Fiedorowicz, PhD
Georgia Department of Public Health

D. Stephen Goggans, MD, MPH
Georgia Department of Public Health

Johanna M. Hinman, MPH, MCHES
Emory University

Carole C. Jakeway, MPH, BSN, RN
Georgia Department of Public Health

Raymona H. Lawrence, DrPH, MCHES
Georgia Southern University

Stephanie Miles-Richardson, DVM, PhD
Morehouse School of Medicine

Olugbenga O. Obasanjo, MD, PhD, MPH
District 4 Public Health Services

Sara S. Plaspohl, DrPH, CHES, CIM, CIP
Armstrong State University

Oreta Samples, RVT, MPH, DHSc
Ft. Valley State University

Angela Snyder, PhD, MPH
Georgia State University

Merrilea Reeves, MSN, FNP
Board of Health Spalding County

Breyana Davis, MPH
Armstrong State University

Regina Abbott, MPA
Georgia Public Health Association

Open Access Statement

In accordance with the Budapest Open Access Initiative (BOAI) definition of open access, jGPHA is an open access journal. All content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. Authors retain control over the integrity of their work and the right to be properly acknowledged and cited.

The jGPHA Open Access Policy, based on the BOAI guidelines, was adopted by the jGPHA Editorial Board on May 2, 2016.

Conflicts of Interest Statement

For jGPHA, conflicts of interest (COIs) exist when there is a divergence between an individual's private interests (competing interests) and his/her responsibilities to scientific and publishing activities for which a reasonable observer might wonder if the individual's behavior or judgment was motivated by considerations related to his/her other interests.

COIs may influence the judgment of authors, reviewers, and editors; these conflicts often are not immediately apparent to others or to the reviewer. There are several types of competing interests. They may be financial ties, academic commitments, personal relationship(s), political/religious beliefs and/or institutional affiliations. As a condition of reviewing a manuscript, all declarations about COIs must be provided in writing. If any are declared, they will be published with the article. If there is doubt about whether a circumstance represents a conflict, it must be disclosed.

Sources of full or partial funding or other support for the research must be declared and should be described in an acknowledgement if the manuscript is published.

Authors. All authors will be asked to report financial, academic, personal, and other COIs related to the research, and jGPHA will publish all COIs (or their absence) that are relevant to the manuscript being considered.

Peer Reviewers. Reviewers will be asked if they have a COI with the content or authors of a manuscript; if so, they will be removed from the review process.

Editors. Editors will not make editorial decisions or be involved in the editorial process of a manuscript submitted to jGPHA if they have a COI as described above.

The jGPHA Conflicts of Interest Statement, based on the World Association of Medical Editors (WAME), was adopted by the jGPHA Editorial Board on May 2, 2016.

Author Fees

Articles will be published without a publication fee or a handling fee.

Copyright Notice

All articles are open-access distributed under the terms of the:
Creative Commons Attribution Non-Commercial No-Derivatives License (http://creativecommons.org/licenses/by/4.0/), which permits unrestricted use, distribution, and reproduction in any medium, provided the original work ("first published in the Journal of the Georgia Public Health Association…") is properly cited with original URL and bibliographic citation information. The complete bibliographic information, a link to the original publication on http://www.gapha.jgpha.org/, as well as this copyright and license information must be included.

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

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.
Copyright Notice: Specifics related to copyright are clearly described in the Publishing Information on the Website.
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.

Guidelines to Authors

TYPES OF ARTICLES

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, font size 12
2. **Margins:** 1" (top, bottom, left, right)
3. **Spacing:** The manuscript must be double spaced.
4. **Page Limitations:** Submissions are limited to 20 pages in length.
5. **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.
6. **Authors and Affiliations:** The names of all authors, their degrees, and affiliations (name, city, state) should follow the title.
7. **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.
8. **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.
9. **Keywords:** Keywords used in the manuscript, up to 7, should follow the abstract.
10. **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.
11. **Methods:** This section describes the public health approach supporting the effort. Institutional Review Board approval should be indicated.
12. **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.
13. **Discussion:** In this section, authors should interpret the results, describe limitations, and outline the implications of their work for public health.
14. **Conclusions:** This section should elucidate how the results support the purpose, aims, and/or hypothesis.
15. **Tables and Figures:** Authors should place tables and figures closest to their mention within the text.
16. **Acknowledgement:** Funding sources (including agency name and grant number) and individuals/organizations supporting the authors' work should be included in this section.
17. **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.

Research Protocol

Research protocol articles are for proposed or ongoing public health research, and should provide a detailed account of the hypothesis, rationale, and methodology of the study. Submissions are not considered if the authors have other articles relating to the protocol that are published or under consideration. Research protocols for funded or unfunded research are appropriate for submission. Proof of ethics approval by an Institutional Review Board is required and authors must provide the relevant documentation at the time of manuscript submission. In addition to the general guidelines for full manuscripts, research protocols must include the following headings and content:

Introduction

The introduction should explain the background to the study, its aims, a summary of the existing literature, policy context, why this study was necessary, and its contribution to public health. Specific aims, hypotheses, and questions the research is designed to answer, including primary and secondary outcomes, should be included in this section.

Methods
The methods section should describe: 1) the design and setting; 2) characteristics of participants and recruitment process, including eligibility and exclusion criteria; and 3) all processes, interventions and comparisons. Authors should clearly define data collection or survey measures and describe how they will be administered. The validity and reliability of measures should be detailed (e.g., administered blind at pretest/posttest, data to be analyzed blind to condition), should be included. If appropriate, a sample size calculation should be described with statements about assumptions of effect size. A detailed statistical analysis plan should follow. This section should end with a research timeline.

Results
Although results are not required for research protocols, a statement related to anticipated results must be included. Preliminary findings are permitted, including pilot study or formative research results.

Discussion
This section should include a discussion of any practical or operational issues involved in performing the study and any issues not covered in other sections.

Future Direction
Authors must include a statement related to the future direction of the research.

SUBMISSION & EDITORIAL POLICY

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

When an author submits a manuscript to *jGPHA*, the journal's editors review it to ensure that it meets the guidelines and evaluate its appropriateness for the journal's readership. The manuscript then undergoes blind peer review. Please note that peer reviewers evaluate but do not edit the manuscript. Editorial staff members edit manuscripts for organization, grammar, style, format, clarity, and forward them to an editorial assistant. A proof of the accepted document is created and forwarded to the submitting author for review. Proofs must be carefully checked by authors and returned within three (3) days of receipt. Authors may offer suggestions on these edits but do not have the right of refusal. The journal's editor makes final decisions on publications.

JOURNAL PUBLISHING AGREEMENT

Prior to publication, a publishing agreement must be signed, dated, and submitted to editor@gapha.org.

COPYRIGHTED MATERIALS

Contributors are responsible for obtaining permission from copyright owners if they use an illustration, table, or lengthy quote (100+ words) that has been published elsewhere.