

Instructions to Authors: Formatting Details

Formatting Summary

A brief summary of manuscript formatting can be found [here](#).

- Manuscripts must be submitted in Microsoft Word or Word-compatible software, in a standard font (e.g. Arial or Times New Roman) and size such as 10 or 12.
- Do not use footnotes. Place all textual information within the manuscript and all citing references in the proper form both in text and in the reference list. (See References for more information.)

Manuscript Template

A template document is available as a guide for preparing manuscripts for submission. This file can be downloaded [here](#).

Word Limits

Limits for specific types of articles can be found in the **Manuscript Categories** section of this document.

- All words in the main text, title pages, abstract, tables, and references count toward *JH&P* word limits. In addition, each figure or table counts as 250 additional words. Information included in Supplemental Material does not count toward the word limit.
- Depending on the topic and potential impact of a paper, editors reserve the right to waive word limits.
- Authors should consider placing some types of information, such as lengthy descriptions of previously published methods, into Supplemental Material; however, these methods must be summarized briefly in the text of the paper. (See **Supplemental Material** below.)

Title Page

Title page should include the following items:

1. **Manuscript Title:** Not to exceed 20 words. Titles should not contain abbreviations or numerical values.
2. **Author Names:** Spelled out in full in the following order: First Name, Initial (if any), Last Name.
3. **Affiliations & Degrees:** Needed for all authors.
4. **Corresponding Author Name and Contact:** The corresponding author takes responsibility of the manuscript during the editing process. This should including complete postal address, telephone/fax numbers, and e-mail address.
5. **Key Words:** For data indexing purposes.
6. **Acknowledgments:** (Optional) Include grant information.
7. **Abbreviations:** A list of relevant abbreviations and definitions used in the manuscript.

Abstract

- Abstracts must not exceed 350 words and should not contain references.
- No information should be reported in the abstract that does not

appear in the text of the manuscript.

- Headings to be used in the structured abstracts vary by manuscript type (see **Manuscript Categories**).

Language Requirements

All papers must be in English. In limited cases, *JH&P* may be able to offer translation assistance.

- Write with precision, clarity, and economy: use the active voice and first person whenever appropriate.
- Use American spellings (e.g., behavior, not behaviour) except for titles and articles in books and journals published in British/Commonwealth English.
- Avoid technical jargon. In deference to the breadth of the journal's readership, please define terms that may not be universally recognized.

Manuscript Categories and Word Limits

Descriptions of each type of article published by *JH&P* is outlined below, including required headers. Concise subheadings are used to designate major topics within some of these sections.

Correspondence: Should address specific issues or questions raised by *JH&P* within the previous year. Authors of papers cited in Correspondence will be given a chance to respond. Authors may include data from or redrawing of previously published materials as long as the work is cited and written permission from the original authors and/or publishers has been granted for republication. Letters that are highly personal or polemic in nature will not be published. Correspondence is published at the discretion of the editors. (<500 words)

Editorials: Short articles written by members of the Editorial Board describing policy issues relevant to *JH&P*. Editorials are used to keep readers up to date with important developments, for example, highlighting new articles types launched in the journal and any policy changes. (<1500 words)

Commentaries: Presents information and personal insight into a particular topic. Commentaries may be commissioned from opinion leaders in the field, and may be presented as one side of a point/counterpoint debate. Factual data should be included to substantiate arguments. *JH&P* reserves the right to reject Commentaries if they are perceived as too polemic or personal in nature. (<2500 words/Peer Reviewed/Abstract Required)

- **Abstract Subheadings:** Background, Objectives, Discussion, Conclusions.
- **Main Text Headings:** Introduction (comprising the Background and Objectives stated in the abstract), Discussion, Conclusions.
- **Research:** Reports of data from original scientific research and discovery. May come from any relevant field. (<5000 words/Peer Reviewed/Abstract Required)
- **Abstract Subheadings:** Background, Objectives, Methods, Results, Conclusions.
- **Main Text Headings:** Introduction (comprising the Background and Objectives stated in the abstract), Methods, Results, Discussion, Conclusions.

Emerging Issue Review: Identifies emerging ideas, concepts or

trends. These papers have a highly focused narrative and a limited set of references. (<3000 words/Peer Reviewed/Abstract Required)

- **Abstract Subheadings:** Background, Objectives, Methods, Discussion, Conclusions.
- **Main Text Headings:** Introduction (comprising the Background and Objectives stated in the abstract), Methods (including data sources), Results, Discussion, Conclusions.

Substantive Reviews: Integrates information and critical analysis of a field of research or a theme related to *JH&P*. Previous research should be reviewed regardless of whether findings are consistent with the author's hypothesis. Identification of information gaps and making recommendations for future research are strongly encouraged. (<5000 words/Peer Reviewed/Abstract Required)

- **Abstract Subheadings:** Background, Objectives, Methods, Discussion, Conclusions.
- **Main Text Headings:** Introduction (comprising the Background and Objectives stated in the abstract), Methods (including data sources), Results, Discussion, Conclusions.

Case Studies: Describes a major program intervention or policy option with clear relevance to toxic pollution and human health. Case studies should include a rigorous assessment of the processes and the impact of the study, as well as recommendations for the future. (<5000 words/Peer Reviewed/Abstract Required)

- **Abstract Subheadings:** Background, Objectives, Materials and Methods, Results, Conclusions.
- **Main Text Headings:** Introduction (comprising the Background and Objectives stated in the abstract), Materials and Methods, Results, Conclusions.

Grand Rounds and Case Reports: Presents discussions of patients or community health issues with a clearly identified link of relevance to exposure to toxic pollution. The case scenario should be presented first, followed by a discussion of the clinical and public health implications of these issues. Visual images are encouraged (e.g. X rays, microscopic pathology) or other graphics are encouraged. (<5000 words/Peer Reviewed/Abstract Required)

- **Abstract Subheadings:** Context (ie. relevance to environmental exposures), Case Presentation, Discussion, Relevance to Clinical or Professional Practice.
- **Main Text Headings:** Context, Case Presentation, Discussion, Conclusions.

Meeting Reports: Must be submitted no more than 6 months after the events they are describing. Prospective authors should consult with *JH&P* before submitting a meeting report. (<1500 words)

- **Headers:** Introduction, Discussion, Conclusions

Tables/Figures/Artwork

Tables

- When setting up tables, do not use table layout format; type tables as text and use tabs to align the columns.
- The comparison to which the p-value applies must be clearly indicated (e.g., "compared with untreated controls").
- Tables must be numbered with Arabic numerals, followed by a

brief title (not to exceed 25 words).

- Tables should contain no more than three layers of column headings, and the entire table should fit on one journal page or less. Tables that are more than one page may be published online as Supplemental Material.
- A column heading must be provided for each column. Rather than placing additional column heads in the middle of a table, a new table should be created.
- List abbreviations and definitions under each table. General footnotes to tables must be indicated by lowercase superscript letters beginning with "a" for each table.
- Type footnotes directly after abbreviations, beginning on the next line.
- Footnotes indicating statistical significance must be identified in the following order: asterisks (*, **), number signs (#, ##), and daggers (†, ††).

Figures

- Provide a key defining representational elements (e.g., dotted/dashed lines, symbols) for each figure.
- All axes must be clearly labeled, giving both the measure and the unit of measurement where applicable.
- Consistency among terms and styles used in figures is desirable.
- Each figure should be provided as a separate file in one of the following formats: TIFF, JPG, EPS, or PDF.
- Each figure must be labeled with the figure number.
- For TIFF or JPG format, the resolution should be 300 dpi for color images, 600 dpi for grayscale images, and 1200 dpi for line art (black-and-white art).
- JPG files should be saved on the "highest quality" setting.
- Color images should be RGB and saved at a minimum of 8 bits per channel.
- Because figures may be reduced or enlarged to fit our layouts, sufficient resolution is essential.
- Vector images should be saved as editable EPS files.
- Any images embedded in the EPS should also be included in a separate file.
- Do not convert text to path outlines before submission.
- Graphics must fit standard letter-size paper (8.5 × 11 inches, portrait orientation).
- Multiple panels within a figure also must fit on a single page.
- All letters, numbers, and lines must be clearly legible and easy to differentiate.
- Photomicrographs should include a scale bar in each image, and the length should be specified in the typed figure legend (e.g., "bar = 10 μm").
- Complex figures (e.g., figures with multiple panels showing information in a variety of formats, or that include panels related to different experiments) should be divided into separate figures for publication.

Figure Legends

- Each figure legend should include a title for the entire figure and descriptors for each panel (e.g., "Figure 1. Incidence of

hepatocellular adenomas (A) and carcinomas (B) in mice exposed to DEHP”).

- The comparison to which the p-value applies must be clearly indicated (e.g., “compared with controls from the corresponding age group”).
- Define error bars and any abbreviations not defined in the text.
- Footnotes indicating statistical significance must be identified in the following order: asterisks (*, **), number signs (#, ##), and daggers (†, ††).
- Type footnotes directly after the abbreviations, beginning on the next line.

Image Integrity

- Adjusting an image for brightness and contrast is acceptable if it is applied to the entire image.
- Background data of gels and blots must not be removed.
- The final image must accurately represent the original data.

Measurements

All measurements of density must be expressed as a mass per unit of volume, for example, mg/kg, ug/L.

Reference Style

Authors are fully responsible for the accuracy of their references.

In-Text Citations

- References should be numbered consecutively in the order in which they are first mentioned in the text.
- Identify references in text, tables, and legends by Arabic numerals in superscript.
- 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.
- Unpublished data, personal communications, or manuscripts submitted but not yet accepted, i.e. any items that must be cited but which is not available to the public, should appear in the text in parentheses but should not be listed in the references. Citing personal communications should be avoided unless it provides essential information not available from a public source. *Ex. (Ramsdell JS, Moeller PDR, personal communication); (Reeves MK, unpublished data).*

Reference List

- Reference lists should be formatted in the International Committee of Medical Journal Editors (ICMJE) or “Vancouver” style. Please consult ICMJE Uniform Requirements for Manuscripts Submitted to BioMedical Journals: Sample References for examples. [http://www.nlm.nih.gov/bsd/uniform_requirements.html]
- In general, references must include:
- Citation number;
- Author/editor last name plus initials (for six or fewer authors; if there are more than six authors, use “et al.” after the sixth) or authoring agency;
- Full title of article or chapter (lower case);
- Title of journal (abbreviated according NLM [<http://www.ncbi.nlm.nih.gov/books/NBK7256/>]) or book/proceedings in title case;

- For books and meeting reports, city/state/country of publication and name of publisher;
 - Year of publication;
 - Volume and inclusive page numbers;
 - Date of citation or access (if relevant);
 - URL (if relevant);
 - DOI number, if available, with online publication date.
- If you are uncertain what to include, please include all information.

Supplemental Material

JH&P welcomes material suitable for inclusion as online documentation, such as kinetic studies, background material, and supporting tables, figures, or videos.

- Information included as Supplemental Material does not count toward the word count for the paper.
- Methods must be described in the main body of the manuscript, but detailed descriptions of methods that have already been published may be included as Supplemental Material.
- Supplemental Material must be uploaded as a separate single file and labeled as such, unless this is impractical given the nature of the material.
- The Supplemental Material file will be linked with the paper through a common DOI number.
- The Supplemental Material file will be made available to readers exactly as you have provided it—it will not be copyedited or reformatted by *JH&P*. Therefore, the file should include a title page with the heading “Supplemental Material” followed by the title of the paper and author list.
- References also must be provided for all sources cited in the Supplemental Material, and we recommend adding a Table of Contents if the Supplemental Material comprises multiple tables, figures, and/or sections of text.