

## Guidelines for contributors

The journal is published in April and September each year. A series of invited, peer-reviewed Perspectives is published in each issue. In addition, the journal publishes Original research articles, Reviews, and Policy and practice papers that have potential to promote public health in the World Health Organization (WHO) South-East Asia Region. We invite papers on communicable and noncommunicable diseases, epidemiology, health administration, health economics, health promotion, health systems, maternal and child health, occupational and environmental health, primary health care, public health, public health nutrition and social and preventive medicine. Manuscripts must be original, and should not be published or be under consideration for publication in any substantial form in any other publication. Submitted articles are peer reviewed anonymously and confidentially before acceptance for publication. All published manuscripts are the property of the World Health Organization.

Articles can be submitted online at <http://www.searo.who.int/publications/journals/seajph/en/>.

### Manuscript preparation

Articles for submission must be typed double spaced (including references) using 12 point font with a margin of at least 2 cm on every side. The *Recommendations for the conduct, reporting, editing and publication of scholarly work in medical journals* ("Uniform Requirements"; <http://www.icmje.org/recommendations/>) should be consulted before submission of the manuscript. All articles should mention how ethical aspects of the study relating to humans and/or animals have been addressed. When reporting experiments on human subjects, authors must indicate whether the procedures followed were in accordance with the Helsinki Declaration (<http://www.wma.net/en/20activities/10ethics/10helsinki/index.html>).

### Title page

This page should contain the title of the manuscript, the name of all authors (first name, middle initials and surname), a short/running title (not more than 40 characters including spaces), the name(s) of the institution(s) where the work has been carried out, and the address of the corresponding author, including telephone and email details. One of the authors should be identified as the corresponding author and guarantor of the paper, who will take responsibility for the article as a whole. In a multi-author paper, a brief statement of the contribution of each author is also required. Any conflicts of interest and the source of any support in the form of grants, equipment, drugs etc. must also be stated. Any acknowledgements should also be noted on the title page; the corresponding author should obtain written permission from any individual acknowledged. The word count of the abstract and main text, and number of references, figures and tables should also be noted at the bottom of the title page.

### Text

The main text of the paper should begin with the title and an abstract. The abstract for an Original research article should be structured: Title, Background, Methods, Results, Conclusion. At the end of the abstract, five to eight key words should be provided for indexing, using Medical Subject Headings (MeSH; <http://www.ncbi.nlm.nih.gov/mesh>). The main text should follow the IMRD format, i.e. Introduction, Methods, Results and Discussion. A single-paragraph Conclusion may be added as a subsection at the end of the Discussion, if desired. Abstracts for other article types should be unstructured, and informative subheadings should be used in the main text. Manuscripts should be written in a manner that can be understood by a broad public health readership.

### References

Only original references should be included. Signed permission is required for use of data from persons cited in personal communications. The ANSI standard style adapted by the United States National Library of Medicine should be followed ([http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)). References should be numbered and listed consecutively in the order in which they are first cited in the text and should be identified in the text, tables and legends by Arabic numerals as superscripts. The full list of references placed at the end of the main text of the paper should include surnames and initials of all authors up to six (if more than six, only the first six are given, followed by et al.), the title of the paper, the journal title abbreviation according to the style of Index Medicus, year of publication, volume number, first and last page number, and doi number, if available. References for books should give the surnames and initials of the authors, book title, place of publication, publisher and year; citation of chapters in a multiple author book should include the surname and initials of the authors, chapter title, and names and initials of editors, book title, place of publication, publisher and year, and first and last page numbers of the chapter. For citing website references, the authors' surnames and initials, title of the article, website address, and date on which the website was accessed should be given.

### Tables and figures

All tables and figures must be cited in the text in the order in which they appear. The tables/figures must be self-explanatory and must not duplicate information in the text. Each table and figure must have a title and be numbered with Arabic numerals. Figures should be of the highest quality, i.e. glossy photographs or drawn by an artist, or high-quality images prepared using standard computer software. A descriptive legend must accompany each figure and should define all abbreviations used, in alphabetical order. Abbreviations in tables should also be defined in alphabetical order, in a separate table footnote.