

## Initial Submission

Submission must follow the following formatting:

- 1) Must be in Word
- 2) Double Spaced, Font 12
- 3) Unless otherwise noted, 250 word structured abstract with the following headings: **Background, Methods, Results, Discussion, Conclusions** is required
- 4) Three to five key words on title page
- 5) All pages are numbered
- 6) Citations must follow the AMA Manual of Style, 10th Edition
- 7) Acknowledgements are permitted
- 8) Substantive notes and footnotes are not permitted.

and include the following:

1. A blinded manuscript file that does not include: acknowledgements, author information, institutional affiliations or contributions, disclosures of conflict, identification of funding source(s), and names of IRB granting institutions (if appropriate for the type of manuscript). Manuscript filenames should not include any author names or initials. In addition, the manuscript should contain the following elements:
  - a. Title and abstract
  - b. page numbers
  - c. citations
  - d. tables and figures embedded at the end of the manuscript, OR uploaded as separate files
  - e. double spacing with a font size of 12
2. A manuscript file including
  - a. The first page having the title of the manuscript and authors' names and affiliations
  - b. Subsequent pages as listed above with the full abstract

## Types of Submissions

**Brief Report**

**Notes from the Field**

**Program Evaluation**

**Secondary data analysis**

**Policy Assessment**

**Original research**

## **Brief Report**

Authors are invited to submit short articles of 1000 words or less on programs, research, or issues pertinent to Louisiana.

1. A limit of two figures or two tables or one of each is permitted. Photographs, illustrations, or other information that complements the manuscript are encouraged.
2. A 150 word structured abstract with the following headings: **Background, Methods, Results, Conclusions** is required.
3. A maximum of five key words must follow the abstract.
4. Organize the manuscript with the following headings:
  - Introduction (<100 words)
  - Methods (<300 words)
  - Results (<300 words)
  - Discussion/Conclusions and implications for Louisiana (<300 words)
5. Acknowledgements may be included.
6. Include a maximum of 12 references.
7. The submission should stand on its own.

## **Notes from the Field**

Notes from the Field should present evidence-based public health in action at the state, parish, city, community, or local/state health department level. Practice-based evidence, practitioner-directed initiatives, and specific programmatic examples are accepted. Topics may include, for example, epidemiologic notes, natural/built environmental health interventions, surveillance or monitoring, or behavioral interventions. In addition to following the formatting requirements for full manuscripts listed under Initial Submission, authors should note the following general specifications for Notes from the Field:

1. **Introduction:** The introduction should explain the rationale for the program and its purpose/goal, supported by published public health literature (e.g., similar evidence-based efforts). If applicable, authors should include the subheading **Theoretical Framework** describing the key constructs of concepts employed.
2. **Methods:** The methods section should describe: 1) the setting and timeline; 2) characteristics of the targeted community, participants, and recruitment process; and 3) all processes, interventions and comparisons.
3. **Results:** Results are not required to be final. Preliminary findings are permitted, including pilot test or formative results.
4. **Discussion:** This section should include a discussion of operational issues involved in performing the project and any issues not covered in other sections.
5. **Implications for Public Health:** Authors must include a concluding statement describing the implications of the project to public health in Louisiana.
6. **Appendix:** The submission should stand on its own; however, other items that provide details that remain central to the manuscript may be needed. Traditional text-based appendix materials, for example, survey instruments, data, and programs, are acceptable supplemental materials for the appendices, which should follow the references.

## **Program Evaluation**

Program evaluation manuscripts report on evaluations conducted to determine whether a public health program or practice has met its goals. Program Evaluation articles should cover programs in Louisiana or be extremely pertinent to Louisiana issues. In addition to following the formatting requirements for full manuscripts listed under Initial Submission, authors should note the following general specifications for Program Evaluation:

1. **Introduction:** should include objectives of the program, purpose of the evaluation, and theoretical framework if applicable.
2. **Methods:** The methods section should describe: 1) the setting and timeline; 2) characteristics of the targeted community, participants, and recruitment process; 3) purpose of the evaluation; and 4) all processes, interventions and comparisons.
3. **Results:** Results are not required to be final. Preliminary findings are permitted, including pilot test or formative results.
4. **Conclusions:** Including lessons learned and implications for other programs in Louisiana.

## **Secondary data analysis**

Secondary data analysis articles report on the results of secondary data analysis using data from a public health project or public health surveillance system. In addition to following the formatting requirements for full manuscripts listed under Initial Submission, authors should note the following general specifications for secondary data analysis: 3500 words maximum in the text, up to four tables and figures combined, and no more than 35 references.

## **Policy Assessment**

Policy assessment articles use a range of research methods to systematically investigate the effectiveness of policy interventions, implementation and processes, and to determine their merit, worth, or value in terms of improving the social and economic conditions of different stakeholders. Policy assessment manuscripts will examine policy content, and implementation or impact of a policy through which we develop an understanding of the merit, worth, and utility of a policy. These types of articles will require some level of analysis (e.g., system or community level for policy evaluation). In addition to following the formatting requirements for full manuscripts listed under Initial Submission, authors should note the following general specifications for a policy assessment: 3500-word limit, no more than 5 tables or figures. Sections should include introduction, methods, discussion, and public health policy implications.

## **Original research**

Original research manuscripts report on research conducted to increase knowledge of a particular public health concern, establish or confirm facts, reaffirm the results of previous work, solve new or existing problems, or support previous or develop new theories. Original research should be conducted in Louisiana or be extremely pertinent to Louisiana issues. Follow the formatting requirements for full manuscripts listed under Initial Submission,

[Specific instructions for students](#)