

# Journal of the Louisiana Public Health Association

## Instructions for Submissions

### Information for Authors and Reviewers

Mission: The Journal of LPHA is dedicated to the dissemination of research and best practices addressing public health issues in Louisiana and the Gulf South.

Statement of Integrity: The Journal of LPHA is dedicated to the principles and practices recommended by the [Committee on Publication Ethics](#).

### How to Submit a Manuscript

Email your submission in both Word and PDF to [jlpha@lsuhsc.edu](mailto:jlpha@lsuhsc.edu). Put “manuscript for submission” in subject line.

### Open Access

JLPHA promotes open access in the scientific community. Articles accepted for publication will be published without a publication or handling fee.

### Initial Submission

Submission must follow the following formatting:

- 1) Must be in Word and PDF
- 2) Double Spaced, 12-point font, Arial, Calibri, or Times Roman
- 3) Use AMA style:  
<https://www.amamanualofstyle.com/view/10.1093/jama/9780195176339.001.0001/med-9780195176339>
- 4) All authors and affiliated institutions on title page (not included in word count)
- 5) Unless otherwise noted, 250 word structured abstract with the following headings: **Background, Methods, Results, Discussion, Conclusions** is required
- 6) Three to five key words on title page
- 7) All pages are numbered, starting with 1 on the title page
- 8) Citations must follow the AMA Manual of Style, 10th Edition
- 9) Acknowledgements are permitted (not included in word count)
- 10) 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

**Please also indicate if you would like to be a reviewer for JLPHA, and what areas you feel competent to review.**

## **Types of Submissions**

### **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 listed under "Initial Submission."

### **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 epidemiologic notes, natural/built environmental health interventions, surveillance or monitoring, or behavioral interventions. Unless listed below, authors should follow the formatting requirements 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, such as, 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. Unless addressed below, authors should follow the formatting requirements 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:** 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:** 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. Unless listed below, authors should follow the formatting requirements listed under “Initial Submission.” Authors should note the following general specifications for Secondary Data Analysis:

1. 3500 words maximum in the text
2. Up to four tables and figures combined
3. 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). Unless otherwise indicated below, authors should follow the formatting requirements listed under “Initial Submission.” Authors should note the following general specifications for a Policy Assessment:

1. 3500-word limit
2. No more than 5 tables or figures
3. Sections should include **introduction, methods, discussion, and public health policy implications.**

### **Specific instructions for students**

Students are encouraged to submit papers in any of the categories listed above, using the same guidelines.

With your submission, please include a cover letter stating that the following:

1. Your Name
2. Name of School and Program
3. Degree you are seeking
4. Year of study (1<sup>st</sup> year, 2<sup>nd</sup> year, etc.)
5. Faculty Advisor's name.

Please have the cover letter state that your faculty advisor or another faculty member are aware of the submission, and have the letter cosigned (your signature and a faculty signature).  
*This does not mean a faculty member needs to be included as an author of your submission.*