

# Journal of Environmental Health INSTRUCTIONS FOR AUTHORS

Just getting started? Ready to submit your manuscript?

## Authors' Checklist

### INSTRUCTIONS FOR AUTHORS

- Have you read the *Journal's* Instructions for Authors at [www.neha.org/JEH/](http://www.neha.org/JEH/) and confirmed that the manuscript (including tables, figures, and photographs) meets *Journal* requirements?

### COVER LETTER

- Does your cover letter indicate exclusive submission to the *Journal of Environmental Health*?
- Does it include a title for the manuscript?
- Does it include the names and academic degrees (beyond bachelor's degrees) and professional diplomas and credentials (e.g., REHS) for the corresponding author, as well as all co-authors?
- Does it include the corresponding author's contact information, including name, title, affiliation, street address (no P.O. boxes), phone number, fax number, and e-mail address?

### TEXT FORMAT

Please note: visit <http://jeh.msubmit.net> to submit your manuscript in electronic format.

- Is the manuscript in Microsoft Word with double-spaced type, 1-inch margins, and 12-point Times New Roman font?
- Is the manuscript neatly prepared with the main sections clearly outlined (e.g., Abstract, Introduction, Methods, Discussion, Conclusion, Acknowledgments [optional], and References)?
- Are the titles and subtitles short and succinct?
- Are the pages numbered consecutively beginning with the title page?
- Are footnotes and field coding removed?

### REFERENCES

- Are all references (including electronic references) formatted according to the citation style described in the *Publication Manual of the American Psychological Association* (APA style)?
- Are all references current and readily available to readers?
- In the list of references at the end of the manuscript, do all entries provide last names and initials for all authors, even if a source has more than six authors?
- Is each entry in the references list cited in the text?

### TABLES AND FIGURES

- Are all tables and figures submitted each as separate documents and in the acceptable format (see Instructions for Authors for details)?
- Are all tables and figures numbered consecutively in the order of their initial citation in the text?
- Are all tables and figures referenced within the text?

### PHOTOGRAPHS

- Are the photographs included as prints or high-resolution JPEGs (300 ppi at 5 inches wide) in black and white or color, with captions?
- Are they referenced within the text?

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