

Journal of Environmental Health **INSTRUCTIONS FOR AUTHORS**



The foremost mission of the *Journal of Environmental Health* is to provide its readers with the latest research and advancements in environmental health and protection. It serves as a widely respected educational resource and a means of elevating the discussion on a range of environmental health issues. The *Journal* also plays an integral role in the mission of the National Environmental Health Association, which is "to advance the environmental health and protection professional for the purpose of providing a healthful environment for all."

The editors of the *Journal of Environmental Health (JEH)* invite environmental health and protection professionals, educators, and researchers, as well as other individuals or entities, to submit manuscripts for possible publication. Original technical papers, review articles, or reports on experiences, research endeavors, management techniques, or current issues are considered. Guest commentaries, special reports, letters to the editor, and other items of interest to the readership also are encouraged. Authors receive no monetary compensation for their contributions to the *Journal*, and all technical material is subject to peer review (see *Editorial Review section, p. 6*).

Authors wishing to inquire about the submission procedure should contact:
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All manuscripts should be submitted via the *Journal's* online site at <http://jeh.msubmit.net>. Manuscripts submitted via mail or email will NOT be accepted and authors will be directed to the online submission site.



Just getting started? Ready to submit your manuscript?

Check out the Authors' Checklist at the end of this document!

1] Determining Relevancy Please review the subject matter list below to determine if your manuscript is appropriate for the *Journal of Environmental Health*.

- ✓ Air quality (ambient and indoor)
- ✓ Biotechnology (genetically modified organisms/effect on human health)
- ✓ Body art
- ✓ Children's environmental health
- ✓ Disaster/emergency response
- ✓ Drinking-water quality
- ✓ Education, training, and credentialing of environmental health professionals
- ✓ Emerging pathogens and outbreaks
- ✓ Environmental justice
- ✓ Food safety, protection, and defense
- ✓ General topics at the intersection of human health and the environment
- ✓ Hazardous materials and toxic substances (handling, disposal, and health effects)
- ✓ Healthy homes, the built environment, and healthy communities
- ✓ Injury prevention
- ✓ Institutions and schools
- ✓ Land use planning/design
- ✓ Lead
- ✓ Legal issues
- ✓ Meteorology/weather/global climate change
- ✓ Noise, community nuisances, and community safety
- ✓ Occupational health and safety
- ✓ Onsite wastewater systems
- ✓ Radiation (uses and health effects)
- ✓ Radon
- ✓ Recreational waters (beaches, swimming pools, spas, and hot tubs)
- ✓ Risk communication and assessment
- ✓ Solid waste management
- ✓ Sustainability
- ✓ Technology (including computers, software, GIS, mobile applications, etc.)
- ✓ Terrorism and all-hazards preparedness
- ✓ Vector control and zoonotic diseases
- ✓ Water quality/pollution
- ✓ Workforce development, management, policy development, and leadership



2] Cover Letter

SHOULD INCLUDE THE FOLLOWING

- 1] **Exclusive submission of the manuscript to JEH** (we do not accept manuscripts that have been published previously, in print or electronic format, or are under consideration elsewhere).
- 2] **Title of the manuscript.**
- 3] **Names of all authors** (also indicate affiliation, academic degrees, beyond bachelor's degrees, and professional diplomas and credentials [e.g., R.E.H.S.] for the corresponding author, as well as all co-authors).
 - **All individuals designated as authors** should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on substantial contributions to 1) conception and design, or analysis and interpretation of data; 2) drafting of the article or revision critical to the intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Participation solely in the acquisition of funding or the collection of data does not constitute authorship. General supervision of the research group is not sufficient for authorship.
- 4] **Corresponding-author contact information** (e.g., name, title, affiliation, mailing address [no P.O. boxes], phone number, fax number, and e-mail address).
- If applicable, please include alternate contact information for use during long periods of absence (e.g., summer and winter vacations).
- 5] **Conflict of interest:** Authors should indicate potential conflicts of interest, including financial interests relevant to the subject of the manuscript.
- 6] **Type of submission** (i.e., Feature, Guest Commentary, Special Report, Letter to the Editor, International Perspectives).
 - **Feature and International Perspectives** articles (preferred length of approximately 3,000 words) tend to be the result of technical or formal research or analysis.
 - **Guest Commentaries** (800–1,600 words) may rely less heavily on technical/formal research and tend more toward the expression of new ideas, opinions, or suggestions.
 - **Special Reports** (1,500–3,000 words) tend to discuss a relevant topic in depth but do not report on a completed study or formal research project.
 - **Letters to the Editor** (200–800 words) discussing articles published in the *Journal* are encouraged. By submitting a Letter to the Editor, the author gives permission for its publication. Our editors reserve the right to edit, shorten, and decline submissions, and to publish responses.

3] Manuscript Formatting

TEXT

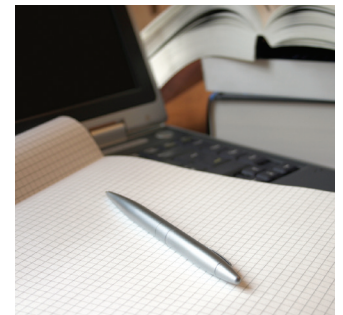
- 1] Double-spaced type with 1-inch margins in Microsoft Word. Font: 12-point Times New Roman. Please use this font for all material in the paper, including titles and headings. If the paper contains subheadings, they can be distinguished with **bolding**; sub-subheads should be distinguished with *italics*.
- 2] Short, succinct titles aid reader comprehension and are strongly recommended.
- 3] Technical (Features or International Perspectives) manuscripts should be divided into standard sections designated as Abstract (approximately 150 words in length), Introduction, Methods, Results, Discussion, Conclusion, Acknowledgements (optional), and References.
- 4] Pages must be numbered consecutively beginning with the title page.
- 5] The *Journal* does not accept the use of notes and footnotes. All notes and footnotes should be deleted or incorporated into the body of the manuscript.
- 6] Field coding also is not acceptable. All field coding must be removed prior to submission.
- 7] Mathematics and statistics:
 - All non-Greek letters that are used as statistical symbols for algebraic variables should be *italicized*.
 - Metric equivalents for all nonmetric units should be provided.
 - Abbreviate all metric and nonmetric units with numeric values.
- 8] Acknowledgements (optional): The author should acknowledge only people and institutions that have made significant contributions to the study. If an acknowledgements section is included, it should appear after the conclusion section and before the references section. Acknowledgements should recognize contributions that need acknowledging but that do not justify authorship, such as general support by a departmental chair, technical help, and financial and material support (specify the nature of the support).

REFERENCES

Under no circumstances will a manuscript be accepted for publication if the references are not formatted according to the following instructions. Please pay special attention to this section.

General:

- 1] The *Journal of Environmental Health* uses the author-date system for citations. In general, the list of references at the end of the article should follow the citation style described in the *Publication Manual of the American Psychological Association* (APA style), with the following exceptions:
 - Italicize rather than underline the titles of books and journals.
Example:
Wood, W.W. (1976). A hypothesis of ion filtration in a potable-water aquifer system. *Groundwater*, 14, 233-244.
 - Do not insert spaces between initials in authors' names.
Example:
Horstman, S.W. (*not* Horstman, S. W.)
 - Do not abbreviate the title of any serial publication, not even a government publication.
Example:
Federal Register (*not* Fed. Reg.)
- 2] All references should be current and readily available to readers of *JEH*, and they should be published. Personal communications or unpublished materials are not recommended as references.
- 3] In the list of references at the end of the manuscript, all entries must provide last names and initials for all authors, even if a source has more than six authors. While "et al." is an acceptable abbreviation for in-text callouts to sources with six or more authors, the reference list must name all authors.
- 4] Do not use any abbreviations within the references section, not even for the titles of well-known periodicals.
- 5] The references list at the end of your article should be alphabetized according to leading authors' last names. Do not number the references.



The following examples show formatting for the most common kinds of references:

- ➔ Article in a journal paginated by issue (page numbers continue from issue to issue):

Example:

Orloff, K., Hewitt, D., Metcalf, S., Kathman, S., Lewin, M., & Turner, W. (2001). Dioxin exposure in a residential community. *Journal of Exposure Analysis and Environmental Epidemiology*, 11, 352-358.

- ➔ Article in a journal paginated by issue (page numbers start over in each issue):

Example:

Siegmann, R., & Sattler, K. (1999). Identification of carcinogens in cooking oil fumes. *Environmental Research*, 80(1), 18-22.

- ➔ Article in an edited book:

Example:

Langford, I.H., Marris, C., & O'Riordan, T. (1999). Public reactions to risk: Social structures, images of science, and the role of trust. In P. Bennet & K. Calman (Eds.), *Risk communication and public health*, (pp. 33-50). Oxford: Oxford University Press.

- ➔ Publisher same as author:

Example:

Agency for Toxic Substances and Disease Registry. (2002). *El Paso multiple sclerosis cluster investigation*. El Paso, TX: Author.

- ➔ Federal regulation:

Example:

Radionuclides Rule, 40 C.F.R. § 9, 141, and 142 (2000).

(This is the standard format given in the APA Publication Manual. Note that it identifies regulations by title rather than author. Nevertheless, JEH recognizes that sometimes the author of a given regulation is very much to the point.) If you wish to identify the author, the following deviation from APA style is permitted:

Radionuclides Rule (U.S. Environmental Protection Agency), 40 C.F.R. § 9, 141, and 142 (2000).

(The U.S. Environmental Protection Agency, which is the author of this regulation, is given in parentheses after the title of the regulation. Please note that it is

still important to provide the title of the regulation.) In text, the regulation should be cited by title, as follows:

(Radionuclides Rule, 2000).

Electronic references:

The 5th edition of the *APA Publication Manual* provides extensive instructions on the formatting of electronic references (e.g., citations to sources on the Internet). For this reason, the *Journal* now follows the APA style for electronic references (instead of the *Columbia Guide to Online Style*, as before).

Example:

Minnesota Department of Health. (2001). *Minnesota blood lead surveillance data, 1999-2000*. Retrieved from www.health.state.mn.us/divs/eh/lead/reports/surveillane/data1999_2000.pdf

You will find more examples of electronic citations on pages 271-281 of the APA style manual, covering a wide range of document types. Keep the following principles in mind when citing electronic sources:

- 1] Every citation to a web source should provide a date of publication. In the rare cases when no date of publication can be found on a website, you can indicate that circumstance with the letters "n.d."

Example:

U.S. Environmental Protection Agency. (n.d., updated December 8, 2005). *Best management practices*. Retrieved from <http://www.epa.gov/ebtpages/pollbestmanagementpractices.html>

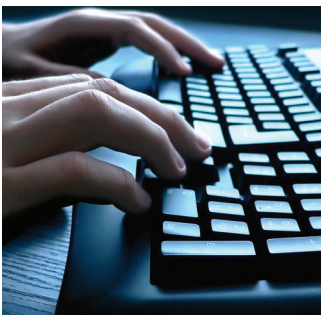
- 2] Include as many details as possible in references to electronic or Internet sources (e.g., always include document or report numbers and authors' names, when available).

Example:

Washington State Department of Ecology. (1998). *Chemical testing methods for designating dangerous waste* (Publication No. 97-407). Retrieved from <http://www.ecy.wa.gov/biblio/97407.html>.

- 3] Retrieval dates (e.g., the date on which you accessed the material) are no longer necessary to include in references.

- 4] Be prepared to defend all electronic or Internet references.



In-text citations:

Identify citations in the main text of your article by providing appropriate in-text callouts (i.e., author-date information) in parentheses. Please note: Each entry in the reference list must be cited in the text.

Example:

The study showed a positive correlation (Tinker, Tailor, Soldier, & Sailor, 1999), which suggests ...

- 1] If the source has fewer than six authors, you must list the names of all the authors the first time you cite the source (as in the example above). Use an abbreviated author list only on subsequent mentions (or if the source has six authors or more).

Example:

(Tinker et al., 1999).

- 2] Please also note that when multiple sources are cited within one set of parentheses, those sources should be arranged alphabetically by leading authors' last names.

Example:

(Kramer & Kramer, 2001; Tinker, Tailor, Soldier, & Sailor, 1999).

TABLES

- 1] Each submitted as a separate file in Microsoft Word (not as a picture or embedded object within the text) or Excel, depending on the program in which it was created (i.e., if the table was created in Excel, it should be submitted in Excel format).
- 2] Numbered consecutively in the order of their initial citation in the text.
- 3] Referenced within the text.
Example:
"Blood lead levels of ≥ 10 $\mu\text{g}/\text{dL}$ were identified in 26 children (Table 2)."
- 4] Constructed in the simplest format possible, in black and white, with 12-point Times New Roman font and with clear divisions between table cells. If the manuscript is accepted for publication, the tables will be reformatted by the *Journal's* graphic design staff.
- 5] Every table column, including subcolumns, should have a heading.

FIGURES

The following is required for publication.

- 1] Each submitted as a separate file and not embedded or incorporated within the text of the manuscript.
- 2] Numbered consecutively in the order of their initial citation in the text.
- 3] Referenced within the text.

Example:

"The number of aerial-application events was relatively constant from 1995 to 2000, but the number decreased in 2001 and 2002 (Figure 1)."

- 4] Digitally created in black and white, gray scale, or color with 9-point Arial font. Freehand or typewritten lettering is unacceptable.

- 5] Saved in one of the following **acceptable image formats:**

- ✓ **XLS** (if the original document for the figure was created in Excel);
- ✓ **PDF** (created from the original software and saved at press quality, with all fonts embedded).

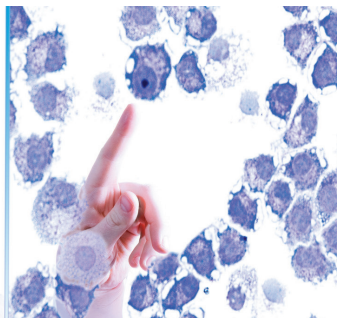
- 6] **Figures created in Excel should be submitted in Excel and accompanied by all source data.**

- 7] **Unacceptable image formats:** BMP (bitmap), GIF images, Word documents, and PowerPoint files.

- 8] Written permission for use of previously published figures should be included with the manuscript.

PHOTOGRAPHS

- 1] Submitted as prints or high-resolution JPEGs (300 ppi at 5 inches wide) in black and white or color, with captions.
Please note: Color prints should be at least 3–5 inches in size and no larger than 8–10 inches. Do not mount or bend prints.
- 2] Subjects should be large enough in proportion to the rest of the photograph to be visible when the photograph is reduced for publication.
- 3] Referenced within the text.
- 4] Written permission for use of previously published photographs should be included with the manuscript.



4] Editorial Review

OUR REVIEW PROCESS

- 1] The editors of the *Journal of Environmental Health* initially review manuscripts for significance and relevance to the readership. Once judged significant and relevant, the manuscript is submitted for peer review by two *JEH* peer reviewers.
- 2] Peer reviewers are asked to critique manuscripts on the basis of the following criteria: basic accuracy and validity of facts presented, clarity and manner of presentation, appropriateness of methods and procedures, adequacy of discussion, logic and soundness of conclusion, extent and usefulness of references, and value to environmental health professionals. Both the peer reviewers' and authors' identities are kept confidential. After the peer review critiques are completed, the manuscript is submitted for a final evaluation by one or more technical editors.
- 3] Once the technical editor(s) has made a decision, authors are informed of pertinent comments and recommendations by the reviewers, and may be asked to revise or rewrite the paper before it is accepted for publication. In order to preserve the integrity of the *JEH* review process, we encourage all reviewers to be extremely candid in making their comments. In the event that an author disagrees with suggestions from the reviewers, we invite the author to respond by explaining his or her reasons, which are respectfully considered.
- 4] Reviews generally are completed within six to nine months, and publication is scheduled for the soonest and most appropriate issue possible. Typeset copy proofs are sent to the corresponding author prior to publication for proof correction and assignment of copyright. The *Journal of Environmental Health* reserves the right to edit for clarity, organization, style, or space.



Have you completed the Authors' Checklist?

If so, submit your manuscript to the *Journal of Environmental Health* at <http://jeh.msubmit.net>.

Authors' Checklist

☐ INSTRUCTIONS FOR AUTHORS

- Have you read the *Journal's* Instructions for Authors at 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, affiliation, and academic degrees (beyond bachelor's degrees) and professional diplomas and credentials (e.g., R.E.H.S.) 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

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