

## Vietnam Journal of Public Health (English Edition)

The journal welcomes authors to submit their manuscripts as commentary, original research paper drawn from quantitative or qualitative studies, systematic review and meta-analysis, book review or PhD dissertation review, and synthetic report of lessons learned from public health programs. Manuscripts that are of high quality and cover any topics related to public health, in Vietnam and beyond, will be considered for publication. Submission to and publication at VJPH at this stage is free of charge, and any changes will be informed in advanced. Authors wishing to submit their manuscripts should read carefully the following guideline.

### **Ethical considerations**

All papers submitted to the VJPH English Edition must conform to general ethical principles of health care research as outlined in the Helsinki Declaration. The methods section must include the names of the Ethics Committees (institutional Review Committees) that approved the protocol. Details of the way informed consent was obtained must also be included. The corresponding author must retain copies of all letters of approval in case they are required for review by the journals editors. The corresponding author must make sure that all other authors, if any, have read and agreed for submission of the final manuscript.

### **Trial registration**

All clinical trials and interventions must be registered by a recognized authority where the protocol is available for public access. The registration number must be included in the Methods section. No papers that related to unregistered trials that commence in 2012 or later will be considered for publication. Suitable registration authorities include: <http://clinicaltrials.gov>, <http://www.who.int/ictcp/en> (as the WHO website says "The registration of all interventional trials is a scientific, ethical and moral responsibility"), <http://www.anzctr.org.au>. Clinical trials conducted in Vietnam must register with Ministry of Health's Independent Ethics Committee (<http://iecmoh.vn/>)

### **The Manuscript**

Authors submit papers by sending electronic copy to the following address with subject line indicating they wish to submit to VJPH English Edition

**Assistant to the Editors of the VJPH**

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Manuscripts should be prepared according to the *American Medical Association (AMA) Manual of Style*

(10th Edition) and must follow the following format requirements:

- *Document type*: Microsoft Word, and only with the regular file extension of **.doc** or **.docx** (do not submit documents with .rtf, .pdf or other extensions).
- *Paper size*: A4, 8.5 x 11 inches, with portrait orientation;
- *Margins*: 1 inch (1"; approximately 2.5 cm.) on all sides;
- *Line numbers*: None
- *Line spacing*: Exactly "double," with 0" before and 0" after, except for texts within a table or figure should be single spaced
- *Justification of margins*: All text should be left justified
- *Indent the first line of every new paragraph* by (.5) inch (approximately 1.3 cm.), except: (1) the first line of the abstract or the keywords; (2) the first (opening) paragraph of the manuscript text; (3) paragraphs immediately after level-1 and level-2 headings.
- *Font size text*: Use 12-point font for everything except text in tables, figures, and (if applicable) conversation analysis.
- *Font size tables and figures*: Use only 8-point font in tables and figures.

Compile the elements of your manuscript in the following order:

- *Document 1*: Cover letter
- *Document 2*: Title page, including title, author names (without academic degrees), and contact address of corresponding author
- *Document 3*: Abstract and keywords
- *Document 4*: Main manuscript text; Notes (if any); Acknowledgement (required); Declaration of conflicting interests (required); References (required); Appendices (if any);
- *Document 5*: Tables (if any)
- *Document 6*: Figure (if any; and so forth, with each subsequent figure in a separate document). Please also submit figures as separate figure files (tif, jpeg, eps, gif) with 300 dpi resolution or better.

Number all pages in above sequence, beginning with title page as 1, abstract as 2, etc.

### **Original Research Paper**

Manuscripts drawing from original research studies should be not more than 3000 words (excluding the title page, abstract, references, tables and figures) and not more than 4 tables/figures. This format is the highest priority for the VJPH and represents the majority of papers published. Below are suggested structure of manuscripts for original research

#### *The Title Page*

For each author, include name of institution. Names of authors should be written in style of initials followed by surname or preferred name e.g., BAK Khalid, K Suresh, CC Chan or J Brown. Vietnamese names should be written in full as they appear in Vietnamese text but without diacritics e.g. Nguyen Van Anh. Add at bottom the phrase "Address for correspondence:" followed by full name and address with postal code and

e-mail address. Please also include e-mail addresses for all coauthors on the title page.

### *The Abstract*

Limit the number of words to 150, using the following structure: Introduction, Methods, Results/Discussion, Conclusion/Recommendation. At the end of the abstract, please include an alphabetical list of 5 to 8 keywords and subjects for indexing. Choose the keywords carefully as these will be used for subsequent retrieval.

### *The Text*

Introduction, Methods, Results, Discussion, Conclusion/Recommendation. Systeme Internationale (SI) Units should be used. Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

### *References*

References should be cited according to the *AMA Manual of Style*. Number the references in order of mention in text. Limit references to 30, if possible. Identify references in text, tables and legends by Arabic numerals in superscript. Titles of journals are abbreviated according to the Index Medicus.

In the text, please use the author's surname(s) and a superscripted number that correlates with the reference at the end of the manuscript. For example, for the first reference in the text use a superscripted number 1, such as Skinner<sup>1</sup>, or use only the superscripted number after the phrase or sentence of citation. When several references are cited simultaneously in the text, list the superscripted numbers together, for example, "Many researchers have debated this subject."<sup>1,2,5,9</sup> In text citations, use "et al" for references of 3 authors. However, in the references, list up to 6 authors. If there are more than 6 authors, list the first 3 authors and then "et al". References should appear at the end of the text numbered in order of appearance in the manuscript. Unpublished data and personal communications should be given as references. Follow the examples of forms of references as shown below.

- *Journal references should be cited as follows:*

Ricketts TA. The impact of head and body angle on monaural and binaural performance with directional and omnidirectional hearing aids. *Ear Hear*. 2000;21(4):318-329.

- *Book chapters should conform to the following:*

Skinner MW, Holden LK, Binzer SM. Aural rehabilitation for individuals with severe and profound hearing impairment hearing aids, cochlear implants, counseling, and training. In: Valente M, ed. *Strategies for Selecting and Verifying Hearing Aid Fittings*. New York, NY: Thieme Medical Publishers; 1994:267-299.

- *Books should be listed as follows:*

Valente M. *Strategies for Selecting and Verifying Hearing Aid Fittings*. 3rd ed. New York, NY: Thieme Medical Publishers; 1994.

### *Tables*

Start each table on a new page at the end of the manuscript. Give each table a number in order of mention in text. Provide footnotes for explanatory matter and identify in alphabetical order all abbreviations used. Place all tables and figures at the end of the manuscript after the references. You may place callouts for the tables and figures in the text. For example, write "INSERT TABLE 1 HERE" to show where the table should appear within the text.

### *Illustrations*

The Publisher requests that all illustrations and figures be submitted electronically. For electronic versions, please submit figures in JPEG, TIFF, GIF, or EPS format; PowerPoint slides and images embedded in Word documents *do not* transfer well to print unless they are simple line art. Abbreviations, symbols, arrows, numbers or letters used in the figures must be identified and explained in the corresponding legends. Submit written permission from the copyright holder to reproduce any previously published figures.

### *Declaration of conflicting interests*

Authors could use one of the following statements for this section:

- The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.
- The author(s) declared the following potential conflicts of interest with respect to the research, authorship, and/or publication of this article: [Then, in sentence form, list all specific author relationships with organizations and/or products that were declared].

### *Further instructions for qualitative paper*

Structure of manuscript: The main text of the manuscript should be broken into appropriate sections by the use of section headings. Sections should flow in a logical sequence, and include, at a minimum, Methods, Results, and Discussion (these are all level-1 headings); other level-1 headings and subheadings may be used at the author's discretion. The author may choose to use different names for the three main sections, but the basic content should be that which would appropriately fall under the headings of Methods, Results, and Discussion.

Protecting identity and confidentiality: VJPH is committed to protecting the identity and confidentiality of research study participants. With the exception of participatory action research (PAR), no information that could potentially allow identification of a participant— or even a specific study site—should be included in a submitted manuscript or, subsequently, included in a published article.

If the use of participant names is absolutely necessary for reader understanding, each study participant referred to in the manuscript should be assigned a pseudonym. Study sites, such as hospitals, clinics, or other organizations, should not be named, but instead should be described; for example: “Study participants were recruited from the coronary care unit of a large public hospital in Northern Vietnam.” Authors who include participant names and/or photos/images in which individuals are identifiable must submit written permission from the participants to do so— no exceptions. Permission to use photographs should contain the following verbiage: “Permission is granted to use, reproduce, and distribute the likeness/photograph(s) in all media (print and electronic) throughout the world in all languages.”

Quotation marks: In general, use double quotation marks (e.g., “Xxx.”) to set off quotations appearing within regular paragraphs, and to set off words being used with “special” meaning (or unusual spelling to convey special meanings within the text; e.g., “busy-ness”). Do not use quotation marks around quotations presented as block quotes/excerpts. In regular paragraphs, use single quotation marks to set off a quote within a quote(e.g., “Xxx, ‘Yyy,’ xxx.”).

Note that when closing quotation marks coincide with a comma or period (full stop), the quotation marks go outside (after) the comma or period: “Quotation. . . last word.”

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## **Review Articles**

Reviews should focus on the critical aspects of a subject, linking what is known to what areas remain controversial. Review articles describe current topics of importance; and provide a systematic, balanced account of prior research. Authors should describe the search employed. They do not include the author’s personal experiences. They should be systematic reviews of the literature and not opinion pieces. Reviews

should have 3500-4000 words with an unstructured abstract of 200 words. The use of figures and tables to summarize critical points is encouraged.

### **Letter to Editor**

The Editorial Board has the right to accept or reject any letter. Letters are accepted if they are directly concerned with articles previously published in this Journal. The comments should be objective and constructive. Letters should not exceed 500 words with about 5-10 references. There is no need of figure/table. Subtitles should not be used and acknowledgements should be included in the body of the letter. No abstract is required.

### **Commentary**

Commentary should be solicited by the Editor to provide commentary on an up coming paper to be published, so the 2 papers are published together, or on pertinent public health issues. We don't accept unsolicited commentaries which would fit into the 'Letters to the Editor' category about a previously published paper. The text limit is 1000 words with 10 references and may include tables and figures. It is a short article describing an author's experience of a specific topic, that may be controversial and the author's perspective is provided.

### **Public Health Action Report**

This types of manuscript describes innovative, successful, and cost-effective programs conducted by various national and local public health agencies and community-based organizations and groups. The purpose is to share experiences that others may learn from and replicate. The program should preferably be in operation long enough to permit a rigorous assessment of its impact, factoring in the cost of startup and operation. All reports must include practical experiences and applications for others. The manuscript should not exceed 1000 words, excluding the abstract (unstructured, 120 words), key findings, and other sidebars, references, boxes, and tables/figures. Text headings are recommended. Evaluation data may be presented in 3 tables and/or figures, but graphics that depict the content of the program are especially encouraged. Images, especially photographs showing examples of project participants in context, logos, and examples of informational flyers or other educational materials are likewise encouraged.

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