



HJMPH

Hawai'i Journal of Medicine & Public Health

Instructions to Authors

The Hawai'i Journal of Medicine & Public Health (HJMPH) publishes original contributions, reviews, balanced viewpoints (ie, point/counterpoint articles), editorials, and other categories of articles. Topics of interest include scientific articles related to the practice of medicine and public health, with a focus on the unique, multicultural and environmental aspects of the Hawaiian Islands and Pacific Rim region. Some frequently published types of articles are described herein. Authors interested in published other types of articles may contact the journal.

Original articles are usually research-related, quantitative or qualitative papers.

Reviews summarize the literature, address current practice or issues within the medical or public health communities, and are intended to promote a discussion of different viewpoints.

Case Reports are original and interesting reports that contribute significantly to medical knowledge. They generally describe unreported or unusual side effects, unexpected or unusual presentations of a disease, diagnoses and/or management of new and emerging diseases, unexpected events during treatment, or observations that highlight the need for new practice standards in the management of certain disease conditions.

Viewpoints presented opinionated pieces on a topic of current controversy. Viewpoint pieces should nevertheless independently meet the scientific rigor for a published article through the inclusion of appropriate citations, and the use of non-inflammatory language. It is the journal's policy to present balanced opinions (ie, each viewpoint article must be paired with a counter-point article). Therefore, authors who submit a viewpoint article without the corresponding counter-point article may be delayed until an appropriate author for the counter-point piece can be found, and the article written.

Authors are encouraged to work with colleagues to submit point-counterpoint articles together.

Editorials are usually solicited by the editors. The journal currently publishes three editorials, the Public Health Hotline, the Medical School Hotline, and the UH Cancer Center Hotline. Authors interested in hotline pieces should contact the respective hotline editor.

For authors/editors interested in commissioning a HJMPH supplement, please view additional guidelines at <http://hjmph.org/submit.htm>.

Manuscripts

Manuscripts are reviewed by the editors, the peer review panel, and other experts in the particular specialties. The HJMPH only accepts articles that have not been published or currently under review by other journals.

I. Word Limit, Font, and Formatting:

Keep manuscript to 3,000 words maximum (title page, abstract, keyword, abbreviations, srefernces, tables/figures not included).

- Use Times font in 10 point size.
- Do not underline and do not use full caps.
- Use double spaces between lines. Do not use 1-1/2 spacing.
- Use a single space between sentences. Do not use two spaces.
- Number pages consecutively beginning with the title page.

II. Tables and Figures:

Tables and figures may be submitted as part of your manuscript. Each table or figure should be carefully selected or designed to add value to the manuscript by showing a relationship of ideas, data, or objects that would be difficult to describe precisely or completely using words alone. Authors must be judicious in their use of tables and figures.

- All illustrations (ie, graphs, flow charts, diagrams, drawings, maps, and photographs) are identified using the word “Figure.” Do not mix in alternatives such as “Photo” or “Chart.”
- Tables and figures may be up to 7-1/2 inches in width.
- Tables and graphs must be prepared in Microsoft Word, PDF, or Excel.
- Flow charts, diagrams, drawings, maps, and photos must be submitted as a high resolution (300 dpi is optimal) in JPEG, TIFF or PDF format.
- All tables and figures must be numbered sequentially, and include a caption. They must be well-labeled, stand alone, and not require the reader to refer back to the text.
- All tables and figures must be referenced within the text (ie, readers must be appropriately referred to all tables and figures that are part of the article.)
- Data points on graphs should be labeled. Numerical data should accompany graphs.
- Do not embed tables, figures, and graphs within the text; their placement must be at the end of the manuscript.

III. Cover Letter

A cover letter should contain the following components:

1. The title of the submission
2. The names of all contributing authors, listed in the order in which they will appear in the manuscript. List first name, middle initial and last name of each author with highest academic degrees; and name of department and institution to which the work should be attributed.
3. Please provide each co-author’s role in the preparation of the manuscript. As needed, please identify the primary author responsible for each of the following areas:
 - Guarantor of integrity of entire study
 - Study concept design
 - Data acquisition/analysis
 - Manuscript drafting/revision for intellectual content
 - Literature review
 - Clinical studies
 - Statistics
 - Manuscript editing
4. Name of the corresponding author; include an address, phone number, and email address.
5. Information on whether the article submitted is Medical, Public Health or Cross Cutting
6. The names of two potential peer reviewers for the article, along with their contact information (email address at minimum).

IV. Title Page, Abstract, Keywords, and Abbreviations

Title Page— The title page of the manuscript should note the title, full names and highest academic degrees of all authors and word count. On the title page, please also notate if you are submitting an article that is medical, public health, or cross-cutting (both medical and public health).

Abstract— The second page of the manuscript should include an abstract that highlights for the reader the essence of the authors’ work. It should focus on facts rather than descriptions and should emphasize the importance of the findings and briefly list the approach used for gathering data and the conclusions drawn. The abstract must be written as a standalone paragraph, and not be broken up into sections. *****Keep abstract to 250 words maximum.**

A few specific guidelines to consider in preparing an abstract follow:

- Do not begin the abstract with a repetition of the title.
- Cite no references.
- Avoid abbreviations.
- Use the salt or ester of a drug at first mention.
- If an isotope is mentioned, when first used spell out the name of the element and then, give the isotope number.
- Avoid the use of trademarks or manufacturers’ names unless they are essential to the study.
- Include major terms in the abstract, since the abstract can be text searched in many data retrieval systems.
- Include Keywords

Include Keywords

Include Abbreviations: for example, Abbreviations and Acronyms

BP = blood pressure

CI = Interval

V. Sections of the Manuscript

We recommend that articles be divided into sections with headings. The traditional layout described below may not apply to all submission types (eg, editorials or case reports). Nevertheless, the journal recommends that authors create 3-5 sections with appropriate headings to optimize the organization and flow of their write-ups. In addition, a background/review piece, and a summary/discussion piece is recommended for all types of articles submitted to the journal. *Note:* If your manuscript includes more than five abbreviations, please include a list of abbreviations, along with their definitions in a table.

Introduction—Describe the purpose of the article and rationale for the study. Review the existing literature, and identify any gaps in the literature that the submission seeks to fill. Define any terms or concepts discussed in the remainder of the paper, and state any hypotheses associated with the study. For case reports, it may be useful to include the current body of knowledge and/or standard practice guidelines to provide context for the case described.

Methods/Case Report—Describe the patients or experimental animals clearly. For review articles, describe the methodology used for searching and identifying the appropriate articles to include in the review. Identify the methods, apparatus, and procedures in sufficient detail to allow other researchers, public health professionals, or physicians to reproduce the results.

NOTE: Ethical Approval of Studies and Informed Consent. For human or animal experimental investigations, formal review and approval, or review and waiver, by an appropriate Institutional Review Board (IRB) or ethics committee is required and should be described in the Methods section. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. For investigations of human subjects, state in the Methods section the manner in which informed consent was obtained from the study participants (ie, oral or written). Where applicable, the manuscript must explicitly state that IRB approval was obtained, and provide a reference number whenever possible.

Results—Present the results in logical sequence. Do not repeat all of the data in the text; summarize important observations. Do not include any inferences or interpretations within this section. The results section may not be appropriate for all types of contributions to the journal (for example, editorial pieces, or case reports). If the results section includes statistical analyses, it may be helpful to additionally consult the HJMPH Statistical Guidelines at <http://hjmph.org/submit.htm>.

Discussion—Emphasize the new and important aspects of the study and conclusions taken from them. Do not repeat data in Results section. It is important to interpret the results or observations reported in the paper in the context of the background information presented in the introductory section, and discuss the implications of the results. State new hypotheses that emerge from the findings of the paper when warranted, but clearly label them as such. Please include study limitations, and recommendations that naturally flow from the conclusions.

Acknowledgments—Acknowledge only persons who have made substantial contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name; readers might believe those acknowledged are endorsing the study and conclusions.

VI. Disclosure Statement

In order to facilitate the citation and indexing of articles for MEDLINE and for full-text access on PubMed Central, the National Library of Medicine requires that disclosure information be provided by each author. This disclosure information must be specific and address any financial relationship with the sponsoring organization, any interests represented, and/or products discussed or implied. These statements should appear within the paginated text of the article. This is to promote transparency and allow PubMed users to judge the value of findings in published articles.

While you may file ICMJE (International Committee of Medical Journal Editors) Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf), a simple statement disclosing all relationships that could be viewed as presenting a potential conflict of interest would be sufficient. This includes a financial disclosure statement pertaining to: grants, honoraria, royalties, payments for manuscript preparation or other activities, patents, stock options, travel expenses, gifts, and so on.

A disclosure can be a team statement such as: “None of the authors identify any conflict of interest.” Or, “Dr. XXX reports serving on the scientific advisory boards of XYZ Company. Dr. YYY reports serving on... Associated honoraria for Drs. XXX and YYY are paid to... No other authors reported any financial disclosures.” Or “This work was supported by grant ABC from ... Treatment and placebo capsules were donated by XYZ Company...” Please refer to JAMA or NEJM for model statements.

VII. Conflict of Interest

Authors must disclose all relationships that could be viewed as presenting a potential conflict of interest.

VIII. Citing References

Use JAMA style for in-text citations and references. A few key styling guidelines are presented below. For more details, please consult the AMA Manual of Style.

In-text Citations:

- Identify references with superscript Arabic numerals corresponding to the item in your reference list.
- If you are using the same citation in more than one location within the paper; you can refer to the same citation number.
- Place citations outside of punctuation marks.

Creating your References:

- List the citations in their order of appearance within your paper.
 - Examples of reference style:
1. Garbutt JM, Banister C, Spitznagel E, Piccirillo JF. Amoxicillin for acute rhinosinusitis: a randomized controlled trial. *JAMA*. 2012;307(7):685-692.
 2. Steinbrook R, Ross JS. “Transparency reports” on industry payments to physicians and teaching hospitals [published online ahead of print February 14, 2012]. *JAMA*. doi:10.1001/jama.2012.211.
 3. Centers for Medicare & Medicaid Services. CMS proposals to implement certain disclosure provisions of the Affordable Care Act. <http://www.cms.gov/apps/media/press/factsheet.asp?Counter=4221>. Accessed January 30, 2012.
 4. McPhee SJ, Winker MA, Rabow MW, Pantilat SZ, Markowitz AJ, eds. *Care at the Close of Life: Evidence and Experience*. New York, NY: McGraw Hill Medical; 2011.

Additional JAMA Styling Tips:

- Statistical Probability P (upper case, italics)
- Standard Error SE
- Standard Deviation SD
- Relative Risk RR
- Title of books *Italics*
- Title of Journals *Italics*
- Use the objective case, such as “the team determined” or “the study involved,” not I or we, and avoid medical jargon.
- Use generic drug names unless citing a brand name relevant to your findings. Do not use abbreviations in the title and limit their use in the text.
- Use human terms, ie, men and women instead of males and females.
- Use a comma before the conjunction (and, or, nor, but) that precedes the last item in a series.
- Do not use periods with eg, ie, etc, vis, or similar abbreviations. Follow these with a comma and enclose the entire expression in commas or parentheses — (eg, eggs, apples, and nuts)
- Use close parentheses in numbered items (1), (2), (3), etc.

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