

# Guidelines for Authors Submitting to the NPHR

The *Northwestern Public Health Review* accepts contributions from faculty, researchers, scholars, policymakers, practitioners, teachers, students, and informed observers in public health and related fields.

Our objective at the NPHR is to promote and stimulate public health exchange on a multidisciplinary level, thus the NPHR welcomes articles that reflect on the history, theory and practical application of public health in the United States and beyond.

The *Northwestern Public Health Review* uses an electronic submission process. To submit a manuscript for consideration to NPHR, **please** email manuscripts to [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu). We here outline our guidelines for all articles to be submitted to the *NPHR*. Please follow these guidelines in preparing a manuscript for submission.

The *NPHR* has a two-stage review process. In the first stage, all manuscripts submitted to *NPHR* go through an initial screening process and are read by a minimum of two Editorial Board members typically the editors in chief. Manuscripts that have passed the first stage of review proceed onto the next step of the editorial process. Our formal editorial process includes both content and copy editing. This process typically takes about a month. All edited articles will receive formal written feedback based on the editorial board's discussion and decisions.

Articles that have been previously published elsewhere are explicitly discouraged. It is the policy of NPHR to consider for publication only manuscripts that are not simultaneously being considered elsewhere. Thus we recommend that authors remove previously published manuscripts from publicly available sites or blogs before completing publishing process with the NPHR. Similarly, it is our policy not to publish manuscripts that are currently available online or in print.

## Types of Articles

### Research Articles

The NPHR encourages and publishes manuscripts reporting original and empirical research. Original research using qualitative and/or quantitative data related to public health are strongly encouraged. Such reports can include a literature review and/or theoretical/conceptual framework, methods, and analysis sections. Submitted research articles should be clear and appropriately referenced. Research articles should be limited to 8000 characters or less (with spacing). Research articles should be addressed to the editors at [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu)

### Essays/Opinions/Historical reflections

Essays submitted to the NPHR can be historical, analytical and prescriptive and can be relayed in narrative or expository form. Essays do not need empirical data and should be limited to 5000 characters or less (with spacing). All essays should be addressed to the editors at [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu)

### Book Reviews

A core objective of the NPHR is to promote public health resource utilization. Book reviews are one vehicle we utilize to achieve this aim. An ideal NPHR book review should address a public health relevant subject and achieve three things: 1) summarize the content of the book 2) address shortcomings and limitations of the book 3) address why the book is worth reading. Book reviews should be limited to 3000 characters or less (with spacing). All book reviews should be addressed to the Book Review Editor, Sarah Quillin at [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu)

### **Research Review articles:**

The NPHR accepts articles that review and summarize existing and current literature on a chosen public health subjects. The object of a submitted public health review article is either to succinctly review a single published article of seminal relevance or to summarize a body of existing literature on a particular subject. Authors can choose to include an additional paragraph for personal reflections on why the currently reviewed article is significant and its potential impact to the field of public health. Review articles should be addressed to Adina Goldberg at [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu)

### **Agency and Organization Review:**

Public health students and staff often have the privilege to work with public agencies and organizations both locally and internationally. Preference is given to expository articles that provide a behind the scenes look at what public health agencies do and how they operate. Organization review articles are primarily intended to provide information for future students and staff intending to work with such organizations. Agency review articles should be limited to 4000 characters (with spacing) and addressed to [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu)

### **Blog Articles**

The NPHR blog provides a “real time” platform of exchange for the different voices of public health. Thus a fundamental aspect of the blog is fast turnaround time for time sensitive public health conversations.

Articles to be published on the NPHR blog are slightly less formal and often more succinct than feature articles on the Journal, and can address current news in public health as well as public health utility questions such as “how to prepare for an international trip” or “how to obtain the right health insurance policy”. Naturally such contributions must be well researched and verified. Most importantly a “how to” blog must offer readers utility.

Finally, since blog articles are slightly less traditional than feature articles, we encourage authors to submit a paragraph long statement of purpose that explains the author’s intent and the piece’s relevance to public health – along with the blog article. All submitted blog articles to the NPHR blog should be 3000 characters or less. Blog articles should be addressed to the blog editors Kate Klein or Maureen McNulty at [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu) for more information and examples of NPHR feature articles and blog articles visit us at [www.nphr.org](http://www.nphr.org) and <http://nphr.wordpress.com/>

## **Submission Criteria**

Our goal at the NPHR is to provide a platform for the diverse public health voices at Northwestern and in the wider world, and to serve as a resource for students and faculty to learn about public health innovation, projects and conversations. To this point, we especially value articles that are:

- Relevant to public health. Particular preference is paid to articles that address public health issues locally or globally
- Clear and consistent in style. As a generalist journal, the NPHR strives for all its articles to be widely accessible to non-experts, and thus free of technical jargon. However we understand that the specific organization of a manuscript may differ according to the discipline and the author’s aesthetic.
- Written from a unique perspective. Public health work is done in many different fields including business, law, engineering, art and many more. We especially welcome authors with a unique viewpoint on public health.

# Submission Guidelines and Specifications

Submitting authors should indicate whether they are submitting their manuscript as a research article, and essay, a book review, Agency review, research review, or blog article.

## Formatting

- All *NPHR* research manuscripts should not exceed 9,000 **characters**, including abstract, appendices, footnotes and references.
- We encourage contributing authors to provide all necessary references to support article where necessary. All references should be formatted according to the MLA format. Authors should refer to <https://owl.english.purdue.edu/owl/resource/747/01/> for clarification on general questions of style, grammar, punctuation, footnotes and form
- The journal defers to author preference in decisions about the naming and capitalization of racial, ethnic and cultural groups. Manuscripts should be internally consistent in this regard.
- Authors should recommend or highlight particular statements they prefer to be used as pulled quotes, although the final decision will be made by the editorial board.
- We encourage authors to submit graphics, images and charts to be used along with the articles – these images must be original or used with original author permission.
- When pictures of peoples’ faces are used, authors must provide a formal consent of person or people in the image.
- Authors are encouraged to suggest recommended book pairings to be included with the journal article either during initial submission process or during editorial review.
- Authors whose work has been accepted might be invited to submitted headshots to accompany article.

## Post Submission

Submitted articles accepted for publication will either be available online at [www.nphr.org](http://www.nphr.org) and or in print.

**For all additional questions and inquiries please contact us at:**

The Editor Northwestern Public Health Review: [nphr@u.northwestern.edu](mailto:nphr@u.northwestern.edu)