

Scholarly Review Process

Guidelines

Journal of Nevada Public Health Association

Manuscript Preparation

Please submit all manuscripts as e-mail attachments. All manuscripts not meeting the specifications below will be returned without review.

1. All manuscripts must be submitted in MS Word.
2. Formatting: 1 inch margins, page numbering bottom center, Times New Roman font, 12 point letter size.
3. Manuscripts must be in American Psychological Association (APA) format. The JNPHA is using a modified APA format with no underlining except for hyperlinks.
4. Save files in Rich Text Format (RTF) if manuscript is in a format other than MS Word 2000.
5. Manuscripts larger than 5 MB should be zipped to prevent jamming of JNPHA e-mail accounts.
6. Please assure that the manuscript files were scanned with an antivirus program prior to e-mailing it to JNPHA.
7. If the content of the manuscript was discussed with the Editor or an Associate Editor prior to submission, please indicate this information in the e-mail.
8. All forms, questionnaires, and other associated documents intended to be published in an Adobe Acrobat Portable Document Format (PDF) should be formatted appropriately for ease of use. For example, if PDF forms are to be published, the Adobe Acrobat Forms Tool should be used to create textboxes, checkboxes, and other interactive features so that the user can simply fill out the PDF form using their computer.
9. Sections to Include - Please include with your manuscript an Abstract, 2 to 4 keywords, Acknowledgements (thank you, credits, grants), and Author Information (contact information). These sections will be published along with your article if accepted for publication.
10. **Table and Figures** - Insert tables and figures exactly where they belong within the article. Please make sure the tables and figures fit within the one-inch margin, use portrait rather than landscape format. All tables should be inserted as a TABLE in word processing and not as tabbed columns as is done in typing. Manuscripts with table columns tabbed will be returned without review. Long tables and figures should be listed as Appendices A-Z. Figures usually refer to graphs and other illustrations. Table numbers and headings are centered above the table, and Figure numbers and headings are centered under the figure.
11. **Photographs** - All photos should be of medium resolution (400K+). Submit photos either in TIFF, EPS, or JPEG. Do not submit photos in GIF. Within the body of the manuscript, indicate where the photos should be inserted within the document, but do not insert the

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photos within the manuscript. Photos should be sent to the Editor labeled, Figure 1, Figure 2, etc.. Each Figure must have a heading. Since photos are very large, DO NOT send photos as e-mail attachments unless the total size of all files is less than 4 MB. Please contact the Editor in advance to arrange transfer of the photos. Alternatively, authors may submit photos and manuscripts on CD-ROM.

12. **Video** - Video clips should be in QuickTime and postal mailed to the Editor on CD-ROM. Large video files will be streamed.
13. **Front and Back Covers** - Authors submitting manuscripts with photos should consider submitting one of the photos to be considered for use on the front or back cover of the journal issue. These photos must be high resolution (at least 300 dpi), portrait, and in TIFF, EPS, or JPEG. Photos may be e-mailed as attachments to the Editor.
14. **FOOTNOTING:** Please do not use footnotes. Include the information within the body of your manuscript

15. **Example Citation Format:**

Jones & Smith (2001)

(Jones & Smith, 2001; Menendez, Tanaka, Connors, Barber, Cohen, McMahon et al., 2002; Ziegler, 2004)

"QUOTATION" (Ziegler, 2004, p. 84)-- The citations should be arranged alphabetically, in this case, the "Jones" citation appears before the "Menendez" citation. The first time a citation is listed with more than two authors, all authors should be listed. All subsequent authors should be listed as "FIRST AUTHOR NAME et al., YEAR).

16. **Reference Section Format:**

Beech, B. M., & Scarinci, I. C. (2003). Smoking attitudes and practices among low-income African Americans: Qualitative assessment of contributing factors. *American Journal of Health Promotion*, 17, 231-239. (NOTE: Notice the complete name of the journal is identified, volume number, and page numbers. If the journal has continuous page numbers through all issues, then the ISSUE number is not listed. If the journal repaginates for each issue, such as JNPHA, then the ISSUE number is listed as JOURNAL NAME, VOLUME (ISSUE), PAGE NUMBERS.)

Prochaska, J. O., and DiClemente, C. C. (1992). Stages of change in the modification of problem behaviors. In M. Herson, R. M. Eisler, & P. M. Miller (Eds., *Progress in behavior modification*. (pp. 154-206). Homewood, IL: Sycamore.

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Schuster, C. (1998). Condom use behavior: an assessment of United States college students' health education needs. *International Quarterly of Community Health Education*, 17, 237-254.

The JNPHA does not underline or italicize words because underling confuses reader (thinking its a hyperlink), and the italics are difficult to read on a computer monitor.

Multimedia Presentations

1. Multimedia Presentations should be designed using commonly available software applications such as MS PowerPoint®. Authors considering submitting digitized videos of interviews, skills building exercises, lectures about various health education topics, keynote addresses from conferences and seminars, etc., should first consult the Editor. A signed release form and other legal documentation may be required. Digitized video and audio files will be delivered through the JNPHA as live streaming audio and video. Thus, the quality of the presentations should be academic quality. Authors are responsible for formatting the file for such delivery. Due to the large size of files and the bandwidth necessary to deliver live streaming video, the JNPHA reserves the right to deliver clips of presentations, with the approval of the author, rather than full length presentations. The entire video presentations on CD-ROM would then have to be purchased at a nominal cost from JNPHA.
2. Authors considering submitting files that are several megabytes in size should first consult with the Editor about the best method to transfer the files over the Internet. All presentations must be zipped.
3. The quality of presentations must be consistent with other academic expectations such as currency (footnoted current citations required), authority, coverage, releases, and writing style. Materials used in the presentation must be consistent with existing copyright laws. For MS PowerPoint presentations, authors should assure that formatting, color scheme, volume of materials per slide, letter sizes, and other design features are consistent with the goals and objectives of the presentation, and appropriate for the target population.
4. All presentations must include clearly defined target populations, learning objectives, and current citations, psychometrically reliable and valid test questions, implications for health education (if applicable), and links to online resources for further study. Those authors submitting a multimedia presentation without an accompanying full-length manuscript must still include a short paper (1-2 journal pages) that includes a Title, Abstract, and Keywords. The body of this short paper must include the following sections: Introduction- provide and introduction and background information about why the multimedia presentation was developed; Instructions- identify the goals and objectives, target population/grade level; Outline of Presentation-a gross outline of the slides; and Evaluation- All multimedia presentations must have been tested or successfully used in a particular population. Please indicate how and where the instrument was tested and the results of the test. If the presentation is currently in use at a college or community organization, please indicate that in this Evaluation section.

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When manuscripts / multimedia presentations are received:

1. An acknowledgement of receipt will be e-mailed to the author within a few days.
2. The Editor will screen all manuscripts /multimedia presentations for meeting the JNPHA guidelines and appropriateness of the manuscript for the journal (please note the manuscript formatting guidelines). This makes formatting manuscripts a much easier process.
3. Those manuscripts meeting the guidelines of the JNPHA will be e-mailed within two weeks of receipt to two other Editors who specialize in the health promotion area included in the manuscript. Multimedia presentations will be uploaded onto a staging server for review rather than being e-mailed. Manuscripts without proper formatting will be returned without review.
4. The Editor will reply to authors of manuscripts/multimedia presentations not meeting the academic standards of the JNPHA or not appropriate for this journal, usually within the first week. The Editor serves as the first-level review.
5. Other Editors/Reviewers will then evaluate and rate the manuscripts/multimedia presentations: Accept, Accept With Minor Editing, Resubmit for Review After Major Revision, Reject. The evaluations will be returned to the Editor within eight weeks of receipt.
6. Conflicts in reviewer ratings will be resolved by the Editor, with final decisions resting with the Editor.
7. Author(s) will be notified of the manuscript/multimedia presentation acceptance status within one week following completion of the review process.
8. Manuscript / multimedia presentation submissions, especially invited manuscripts / multimedia presentations, may be reviewed alternatively by the other Reviewers.
9. All manuscripts / multimedia presentations accepted for publication become the property of the JNPHA. All rights reserved. All authors submitting materials for publications are responsible for following copyright laws of the USA. The authors are responsible for obtaining permissions to republish photos, attachments, and other materials along with their manuscripts/multimedia presentations.
10. Authors need to inform the Editor whether they would like their e-mail addresses/URLs of their organizations included in their manuscripts/presentations so that readers may contact them directly.