Texas Public Health Journal Manuscript Checklist

If a manuscript does not meet the criteria in the following checklist, it will be returned to the authors for updating to meet all of our criteria before it is considered. Please see the “Formatting” webpage https://www.texaspha.org/page/Formatting for specific instructions on overall word/page limits, and for each of the criteria items mentioned below.

Please check your manuscript to ensure all of the following:

☐ Your manuscript contains data or information specific to public health in Texas. (If the manuscript does not contain data or information specific to Texas, i.e., it contains regional or United States data, the manuscript should clearly state why the data are useful to public health practice in Texas, such as a high proportion of the Texas population are affected by the topic.) If in doubt, contact the Texas Public Health Journal at tphajournal@gmail.com.

☐ Your manuscript is of scholarly quality and has been completely checked for proper grammar, punctuation, spelling, and appropriate word usage.

☐ Your manuscript is not a PDF file. We accept, Microsoft Office (or similar) files such as Word, Excel, PowerPoint, and high quality jpg files.

☐ Page numbers are included beginning on page 2 in the lower right corner of the page as a footer.

☐ All abbreviations and acronyms are defined the first time each is used. This must be done both in the abstract and in the body of the body of the paper.

☐ References in the body of the paper are cited as superscript numbers usually placed after the punctuation. The numbers should be in ascending order (1,2,3...).

☐ Your manuscript has all components included as a single file in this order:

a. **A title page should be page 1 and not numbered.**
b. **An abstract on page 2. Please do not include references in the abstract.**
c. **The body of the paper should include an introduction or background, methods, results, and a discussion or conclusion with appropriate references as superscript numbers.**
d. **Reference list in the order each appears in the body of the paper**
e. **Tables, figures, photos, etc.**

☐ The title page provides the manuscript title, list of authors with credentials and their affiliations (not job titles) with the designated corresponding author named and contact information provided (address, telephone number, and email address). Please see the example above. During the review process, identifiers will be removed to allow for a double-blinded review.

☐ An abstract of no more than 300 words is on the second page. The abstract should summarize the study and its significance to public health.

☐ The Methods section includes a separate and detailed statement about institutional review board (IRB) approval of the study. If the study did not require IRB approval, this should be clearly stated with the reason why.

☐ The Results section includes only additional explanations of the results that are in a table or figure. Simply restating data that is in a table or figure is redundant.

☐ The Discussion and/or Conclusion includes a statement summarizing the public health significance of the findings.
All references in the reference list follow the body of the text. The references should be numbered in ascending order based on their order of first citation in the manuscript (1,2,3...). The format of the references should be consistent with one another. Consult https://www.texaspha.org/page/Formatting for detailed instructions on formatting.

The tables and figures are placed at the end of the manuscript after the references, must be legible, and comply with all detailed instructions for acceptable formatting as stated above. One table or figure per page please. Contact us at tphajournal@gmail.com if you need to send separate files.

Ensure that all line numbers, tracking, headers, footnotes, and footers (except page numbers) have been removed.

Provide the names and email addresses of 3-5 individuals who might serve as potential reviewers. (The more potential reviewers provided, the more quickly the Texas Public Health Journal will have your manuscript reviewed. Be sure to check with each suggested reviewer ahead of time to further expedite the process.) These should be individuals who were not involved in the project or the writing of the manuscript and have not read it yet. They do not need to be Texas Public Health Association (TPHA) members.

All items must be submitted electronically.

If revisions are needed, all resubmitted manuscripts and required documents must be received within 60 days. More details on the Submissions page.

Remember that plagiarism is a serious offense. Authors are totally and completely responsible for ensuring their submission is original work.