

Taiwan Journal of Public Health

* Submission Instructions *

Revised on 02.15.2011

The Taiwan Journal of Public Health is an open platform for all academic studies in public health that have not been published in or submitted to other academic journals. Manuscripts in Chinese or in English are welcome. The editors of the journal accept original articles, public health practice reports, review articles, research briefs, and public health forums. Other formats and invited articles will be considered by the editorial committee.

I. Category of manuscript

1. Original article: academic work that is original and contributes to academic knowledge.
2. Public health practice: in-depth discussion of issues in public health practice.
3. Review article: systemic literature review and commentary on a specific topic.
4. Research brief: brief report of preliminary research results with an aim to trigger subsequent research and discussion.
5. Public health forum: commentary on recent study results, academic advances, news, or policy issues.

II. Length and format

1. The editors welcome manuscripts that are concise and succinct. An original article, a public health practice, or a review article should not exceed 8,000 words (main text) and contain no more than a total of 8 figures and tables. A manuscript exceeding 14,000 words (including text, figures, tables and references) will be returned to the author for abridgement before being processed. A research brief or a public health forum should not exceed 3,000 words (main text) and contain no more than a total of 4 figures and tables. A manuscript exceeding 6,000 (including text, figures, tables and references) words will be returned to the author for abridgement before being processed.
2. An original article, a public health practice, or a review article should include Abstracts in both Chinese and English and sections in the following order: Introductions, Materials and Methods, Results, Discussions, Acknowledgements, and References. There is no specific format requirement for a review article or a commentary for the public health forum; however, a review article should include abstracts in both Chinese and English.
3. Pages in the manuscript should be numbered consecutively and contain the following:
 - Page 1:** Titles in Chinese and in English, author(s), affiliation, and a running title in 20 Chinese characters or 40 English words.
 - Page 2:** Abstract in Chinese (or in English) and up to 5 key words. The

abstract should contain fewer than 400 Chinese characters (or 250 English words) and be organized under the following four subheadings: Objectives: hypothesis and background for this study; Methods: design, population, and analysis for this study; Results; Conclusions.

Page 3: Abstract and key words in English (for manuscripts in Chinese), or abstract and key words in Chinese (for manuscripts in English).

Page 4 and after: The order should be: main text, acknowledgements, references, figures and tables.

III. Review process

1. After submission, the editorial committee will initially review the manuscript. If the committee decides to proceed, then editors in relevant fields will recommend two reviewers.
2. For each manuscript, at least two scholars in relevant fields will be invited to review it. The author and the reviewers will remain anonymous throughout the review process. The editors will be responsible for maintaining confidentiality. In order to maintain anonymity of the review process, the author(s) should not reveal their identity in the text.
3. After submission, the initial review and invitation to reviewers usually takes two weeks. The first review period lasts two to three months. After that, the reviewers' comments along with the decision will be sent to the author(s).

IV. Revision and publication fees

1. If the manuscript is accepted for publication, then the author(s) will be required to provide an English translation of references in Chinese or other languages. The author(s) shall be responsible for proofreading and returning the manuscript within two days after receiving it. The journal allows up to two rounds of proofreading. This should be limited to typographical errors and the original text should not be altered throughout the process.
2. An original article or a public health practice report of up to 7 pages (including abstracts in Chinese and English) will be published at no cost; each additional page starting with page 8 will incur a publication fee of 1,500 NT dollars. A review article of up to 10 pages (including abstracts in Chinese and English) will be published at no cost; each additional page starting with page 11 will incur a publication fee of 1,500 NT dollars. A research brief or a commentary for the public health forum of up to 3 pages (including abstracts in Chinese and English) will be published at no cost; each additional page starting with page 4 will incur a publication fee of 2,000 NT dollars.
3. During proofreading, the author(s) shall be responsible for any fees resulting

from recreating figures, revising tables, or editing English text, if applicable.

4. Manuscripts will be published in order of acceptance. In case of a need for early publication, the author(s) may submit an application to the editorial department; however, a maximum of two additional articles are allowed in each issue. The applicant is responsible for the complete cost of paper in early publication; please contact the editorial department for details.
5. The author(s) should state the number of reprints desired during the proofreading process. The cost is 20 NT dollars per reprint.

V. Copyright

1. The copyright of all published articles belongs to the Journal. No reproduction or translation into other languages is allowed without prior permission.
2. The copyright for manuscripts in the Journal is automatically assigned to the Taiwan Public Health Association; however, the authors reserve the rights for nonprofit and educational use, including at by themselves or granted to others, and the right to include the manuscript in their book for publication.

VI. Submission

1. Manuscripts will be accepted in digital or printed format. For digital submissions, the author(s) should send the **WORD** file of the manuscript to the editorial department's email address (**tjph@hg3c.com**). After the format is verified, the file will be converted into a pdf file for review. The "Submission Declaration to the Taiwan Journal of Public Health" should be filled out, signed by all authors, and submitted along with the manuscript either as a digital file or a hard copy. If the manuscript involves ethical issues, the author(s) should provide a photocopy of documentation from their institutional review board (IRB).
2. Upon receipt of the manuscript, the editorial department will issue a notice of receipt within one week via email. If the author(s) fails to receive such notice in the abovementioned time, he or she may contact the Journal at 886-2-23584341.
3. For examples of manuscript formats, please download one free article on our webpage

VII. References Format

1. Journal
Feely J, Wilkinson GR, Wood AJ. Reduction of liver blood flow and propranolol metabolism by cimetidine. *N Engl J Med* 1981;**304**:691-6.
2. Journal article not in English, but summary in English
Tada A, Hisada K, Suzuki T, Kadoya S. Volume measurement of intracranial

hematoma by computedtomography. *Neurol Surg (Tokyo)* 1981;**9**:251-6. [In Japanese: English abstract]

3. Book

Plum F, Posner JB. *Diagnosis of Stupor and Coma*. 3rd ed., Philadelphia: Davis, 1980; 132-3.

4. Electronic Material

WHO. Aide-memoire for National Blood Programmes. Available at: <http://www.who.int/eng.pdf>. Accessed December 7, 2005.