Submissions to the Journal

The *Canadian Journal of Public Health* (CJPH) publishes peer-reviewed original articles, reviews and correspondence on all aspects of public health and preventive medicine. CJPH is a recognized vehicle for timely, high-quality, relevant research and commentary for the community of researchers, policymakers, and practitioners to support knowledge transfer, understanding of complex public health problems, and inform decisions to promote the public’s health.

Submissions from authors outside of Canada are encouraged and will be considered for peer review; these submissions should have relevance to public health in Canada.

All original contributions are reviewed by the editor and sent to two or more external reviewers as part of a double-blind peer review process (authors and reviewers are anonymous; except for the Innovations in Policy and Practice section, which is non-blinded). The editor reserves the right to make editorial changes in all matter published in the Journal and cannot enter into correspondence about papers not accepted for publication.

Sections of the Journal

Quantitative Research

The systematic empirical investigation of observable phenomena via statistical, mathematical or computational techniques. Quantitative data are any data that are in numerical form, such as statistics, percentages, etc. The researcher is hoping the numbers will yield an unbiased result that can be generalized to some larger population. Structured with objectives, methods, results, discussion/conclusion sections.

- Maximum word length: 3500 words, not including abstract, tables/figures, references
- Structured abstract: 250 words, with the following headings: Objectives, Methods, Results, Conclusion
- Maximum number of references: 30

Qualitative Research

Qualitative research is an umbrella phrase that describes many research methodologies (e.g., ethnography, grounded theory, phenomenology) which draw primarily on language-based and visual data generated from various techniques such as interviews, focus groups, observations and the analysis of in-situ texts and visual representations. Qualitative researchers ask broad questions and engage with social theory in the analysis and presentation of findings. Structured with objectives, methods, results, discussion/conclusion sections.
• CJPH publishes high-quality, theoretically-informed, methodologically-rigorous qualitative research about public health issues.
• CJPH emphasizes qualitative research that is engaged with contemporary developments in social theory and qualitative research methodology and that contributes to critical, informed public health knowledge, thinking and practice. The journal welcomes research based on various analytic strategies and forms of data.
• Purely descriptive research and reports of meeting proceedings are discouraged.
• Maximum word length: 5000 words, not including abstract, tables/figures, references
• Structured abstract: 250 words, with the following headings: Objectives, Methods, Results, Conclusion
• Maximum number of references: 30

Mixed Research

The term “mixed research” refers to an emergent methodology of research that advances the systematic integration, or “mixing,” of quantitative (closed-ended) and qualitative (open-ended) data within a single investigation or sustained program of inquiry. The basic premise of this methodology is that such integration permits a more complete and synergistic utilization of data than do separate quantitative and qualitative data collection and analysis. Structured with objectives, methods, results, discussion/conclusion sections.

• Maximum word length: 5000 words, not including abstract, tables/figures, references
• Structured abstract: 250 words, with the following headings: Objectives, Methods, Results, Conclusion
• Maximum number of references: 30

Population Health Intervention Research

Empirical study that uses quantitative, qualitative or mixed research methods to investigate a research question about an intervention aimed at changing the distribution of determinants of health in a population. Interventions can be planned and implemented outside or within the health and public health sector (see Hawe P, Potvin L. What is population health intervention research? (PDF) Can J Public Health 2009;100:i8-14). Research objectives can relate to the planning, implementation, efficacy, effectiveness, sustainability or scaling up of a population health intervention.

• Maximum word length: 4500 words, not including abstract, tables/figures, references
• Structured abstract: 250 words with the following headings: Intervention, Research Question, Methods, Results, Conclusion
• Maximum number of references: 30
Innovations in Policy and Practice

With this section, we wish to provide practitioners with a means to explore promising ideas at the implementation phase. In order to do so, we have a different submission system from the other article types. The IPP process consists of two steps: 1) submission of a fully-identified structured abstract for consideration; 2) if invited by the editors, submission within the same Editorial Manager record of a full (and fully-identified) manuscript for non-blinded peer review (meaning that authors and reviewers are transparent to each other).

Step One – Structured Abstract

• See published article by Dr. Trevor Hancock, former Senior Editor, et al., describing this type of CJPH submission.
• Note that we require that authors (or at least lead authors and/or the majority of authors) are practitioners. Academics may take the lead in writing the article, if so requested by the practitioners, but the practitioners still have to be the main contributors to the article. In the Abstract, please include the names of all authors as well as their positions/roles in their organizations.
• Please note that we are interested in innovations that have been implemented, not innovative ideas or proposals for innovations; the latter might be appropriate for submission to the CJPH as a commentary.
• Submit a 250-word structured abstract as a new submission on the Journal website for initial evaluation and feedback. Use the following headings: Setting, Intervention, Outcomes, Implications

NOTE: You will need to follow the normal submission process, creating a title page as well as an abstract through the forms provided; however, rather than uploading a blinded manuscript for peer review, you will instead upload the abstract once again, this time with all authors and their affiliations included within the document.

Step Two – Submission of manuscript to the same Editorial Manager submission record [once approval of the Abstract is received from Senior Editor]

• NOTE: Peer review of IPP submissions is non-blinded. Therefore, please upload a NON-blinded manuscript (i.e., with full author identification included) where “Blinded manuscript” appears. This file will be sent to the first round of peer review.
• Maximum word length: 3000 words, not including abstract, tables/figures, references
• The manuscript must contain the structured abstract (as described in Step One)

Maximum number of references: 30

Systematic Review
A systematic review reports on a systematic search in the literature for primary studies relevant to a well-defined research question. It summarizes the results of empirical qualitative or quantitative primary studies. Synthesis methods can be quantitative (meta-analysis) or qualitative (narrative synthesis) or mixed (mixed methods). Structured with introduction, methods, synthesis, conclusion sections.

- Maximum word length for all types of systematic reviews: 4500 words, not including abstract, tables/figures, references
- Structured abstract: 250 words, with the following headings: Objectives, Methods, Synthesis, Conclusion
- Maximum number of references: 50, with links if required to lists of retrieved and excluded articles
- Detailed search strategy (including key words) should be included in a supplementary file.

**Commentary**

Commentaries take a “position” and then bring forth arguments or evidence to support that position. Structured with content-appropriate headings and a conclusion section. The text summary (abstract) gives the reader an idea what the commentary is about.

- Maximum word length: 1500 words, not including abstract, tables/figures, references
- Text abstract: 200 words
- Maximum number of references: 15
- CJPH Commentaries have a reduced number of tables and figures (up to a total combined of 3).

**Letter to the Editor**

A Letter to the Editor is a letter sent to the journal about issues of concern from its readers. Letters are often, but not necessarily, reviews of a published CJPH paper, complimentary or critical of some aspect of the original paper. The authors of the original paper are invited to respond to the letter and both items get published together in the next available issue. Letters and responses are short.

- Maximum word length: 500 words
- No abstract
- Maximum number of references: 10

**Consideration of Sex and Gender in Research**
While the concepts of both “sex” and “gender” are widely recognized as important considerations in health research, the presence of these and other key determinants of health in research findings remains quite variable in the published literature. In an effort to close this knowledge gap in relation to the implications of both sex and gender in the public health research evidence base, the CJPH requires all authors to answer the following questions as part of the manuscript submission process:

1. Are sex (biological) considerations taken into account in this manuscript? Yes/No
2. Are gender (socio-cultural) considerations taken into account in this manuscript? Yes/No
3. If YES, please describe how sex and/or gender considerations are considered in your manuscript (2000 character limit).
4. If NO, please explain why sex and/or gender considerations are not applicable in your manuscript.

**Editorial Procedure**

**Double-blind Peer Review**

This journal follows a double-blind reviewing procedure (except for IPP submissions, which are non-blinded: see process outlined above in “Innovations in Policy and Practice” under Sections of the Journal). Authors are therefore requested to submit two versions of their manuscript:

- The full version including all author names and affiliations.
- A blinded manuscript without any author names and affiliations in the text or on the title page.

Self-identifying citations and references in the article text should either be avoided or left blank.

**Title Page**

The title page should include:

- The full name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
  
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- The e-mail address and telephone number of the corresponding author
- If available, the 16-digit ORCID of the author(s)
- The word counts for the abstract and for the body of the text (i.e., not including tables/figures/references/supplementary material)
Abstract

Please consult the Sections of the Journal information and structure your abstract accordingly.

Keywords

Please provide 4 to 6 MeSH keywords which can be used for indexing purposes. These should be placed directly after the Abstract.

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Text Formatting

Manuscripts should be submitted in Word.

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- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
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- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Headings

Please use no more than three levels of displayed headings.

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Abbreviations should be defined at first mention and used consistently thereafter.

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Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

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Always use footnotes instead of endnotes.

Acknowledgements

Acknowledgements of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

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Submissions that include material from a published report (i.e., a thesis or dissertation; a published report from government or any other source) must acknowledge the source in two places: the covering letter of the submission, and the Acknowledgements section.

For a thesis or dissertation: include an acknowledgement as well as a full citation in the paper.

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Please use the “u” in such words as “neighbour(hood)”, “colour”, “favour”, “honour”, etc.

Please use the “e” in such words as “acknowledgement(s)”, “judgement”.

Please use “centre” instead of “center” (except in the proper name “US Centers for Disease Control and Prevention”), "program" instead of "programme", "-ize" instead of "-ise" (i.e., authorize/authorization, organize/organization, etc.).

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References

Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

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The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work.

- Journal article


- Article by DOI


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- **Online document**


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For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

*EndNote style (zip, 3 kB)*

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- Please place tables (as well as any appendices/boxes) after the References list in your paper.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

### Artwork and Illustrations Guidelines

#### Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
• Vector graphics containing fonts must have the fonts embedded in the files.
• Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

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- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

**Halftone Art**

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.
**Combination Art**

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

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- Colour art is free of charge for online publication.
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- Figures should always be cited in text in consecutive numerical order.
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- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
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Based on/adapted from:

a. ICMJE, Defining the Role of Authors and Contributors

b. Transparency in authors’ contributions and responsibilities to promote integrity in scientific publication, McNutt et al., PNAS February 27, 2018 [https://doi.org/10.1073/pnas.1715374115](https://doi.org/10.1073/pnas.1715374115)

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