

CJPH

Instructions for Authors (IFA)

[Submissions to the Journal](#)

[Sections of the Journal](#)

[Editorial Procedure](#)

[Title Page](#)

[Text](#)

[Manuscript Submission](#)

[References](#)

[Tables](#)

[Artwork and Illustrations Guidelines](#)

[Electronic Supplementary Material](#)

[Author Tools to Prepare Your Article](#)

[After Acceptance](#)

[Open Choice](#)

[Research Data Policy](#)

[Ethical Responsibilities of Authors](#)

[Compliance With Ethical Standards](#)

[Disclosure of Potential Conflicts of Interest](#)

[Research Involving Human Participants and/or Animals](#)

[Informed Consent](#)

[English Language Support](#)



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, policy-makers, 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)
Note : The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may additionally be stated. Addresses will not be updated or changed after publication of the article.
- 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.

Translation of Abstract

The CJPH is a bilingual journal and all abstracts and keywords must be published in both official languages of Canada. Please include a professional-quality translation of both the Abstract and the Keywords of your paper directly after the original-language versions. If you wish, you may request to be billed for translation by CJPH translation services at a cost of CAD \$0.32/word. In this case, please include in your covering letter your request as well as your full invoicing information: name of invoicee, department name, name of institution, full institutional address, phone number, e-mail address.

Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- 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.

Abbreviations

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

Footnotes

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.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

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.

Acknowledgement of Material from Published Report

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.

For government or other source report: include an acknowledgement that the material was taken from the report, and that permission has been obtained to reprint it. For reports with multiple authors, authorization from all authors should be obtained; example statement: "All major contributors of this work were contacted and agree to this publication."

Use of Canadian Spellings

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.).

Manuscript Submission

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-

authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Online Submission

Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

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).

Reference List

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

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.
- Article by DOI

Slifka, M. K., & Whitton, J. L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, <https://doi.org/10.1007/s001090000086>
- Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

➤ Book chapter

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

➤ Online document

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association.
http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

Journal names and book titles should be italicized.

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

[EndNote style \(zip, 3 kB\)](#)

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- 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.

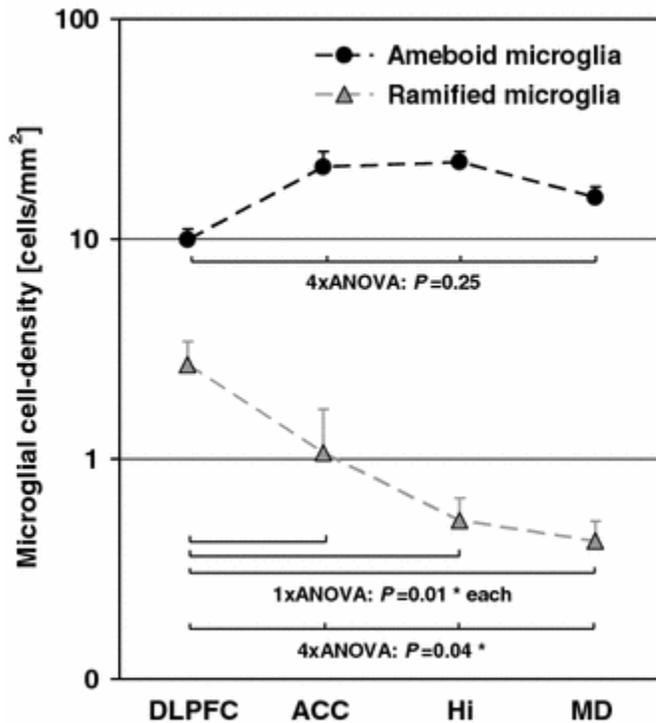
Artwork and Illustrations Guidelines

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.

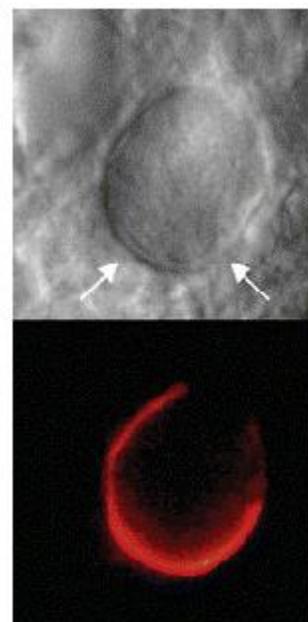
Line Art



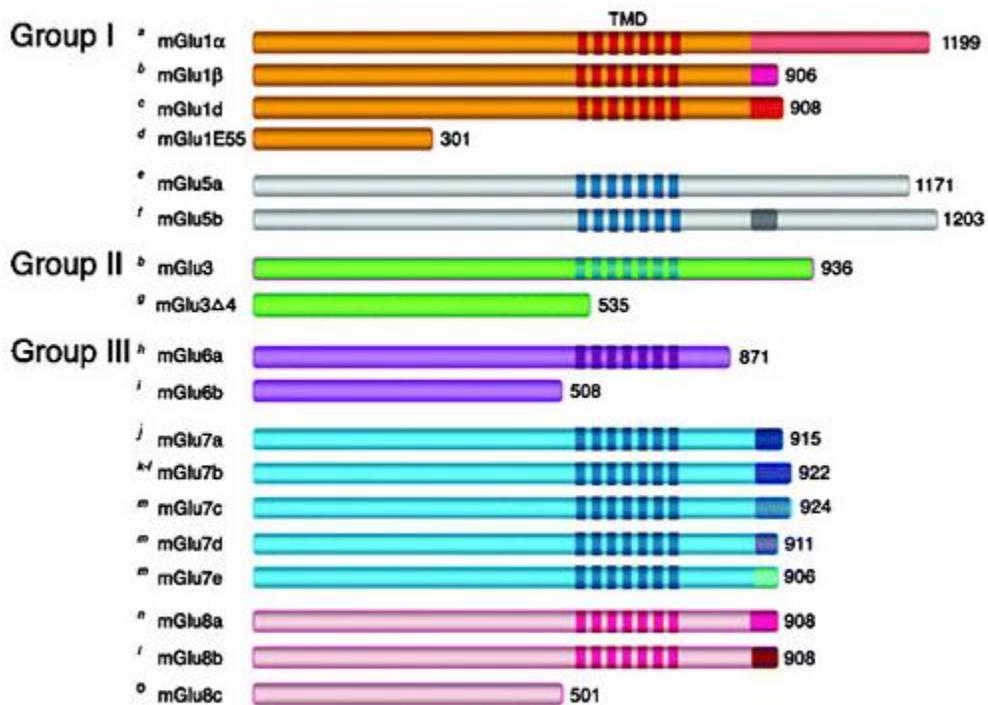
- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should 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.

Colour Art

- Colour art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colours are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colours are still apparent.
- If the figures will be printed in black and white, do not refer to colour in the captions.
- Colour illustrations should be submitted as RGB (8 bits per channel).

Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- Figures should be submitted separately from the text, if possible.
- When preparing your figures, size figures to fit in the column width.
- For large-sized journals, the figures should be 84 mm (for double-column text areas) or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

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If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

Accessibility

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware)

- Patterns are used instead of or in addition to colours for conveying information (colourblind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1

Electronic Supplementary Material

Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Before submitting research datasets as electronic supplementary material, authors should read the journal's Research data policy. We encourage research data to be archived in data repositories wherever possible.

Submission

- Supply all supplementary material in standard file formats.
- Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations

- Aspect ratio: 16:9 or 4:3
- Maximum file size: 25 GB
- Minimum video duration: 1 sec
- Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

Text and Presentations

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

Spreadsheets

- Spreadsheets should be submitted as .csv or .xlsx files (MS Excel).

Specialized Formats

- Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

Collecting Multiple Files

- It is possible to collect multiple files in a .zip or .gz file.

Numbering

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- Refer to the supplementary files as “Online Resource”, e.g., “... as shown in the animation (Online Resource 3)”, “... additional data are given in Online Resource 4”.
- Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

Captions

- For each supplementary material, please supply a concise caption describing the content of the file.

Processing of Supplementary Files

- Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

Accessibility

In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

- The manuscript contains a descriptive caption for each supplementary material
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk)

Author Tools to Prepare Your Article

For your convenience, Springer has developed macros and templates to help you prepare your article. For information about the preferred format for this journal, please refer to the Instructions for Authors.

Word template

The document template provides predefined style formats for all the types of content that are part of an article. It can be used with Word 2000 and higher.

[Word template \(zip, 154 kB\)](#)

LaTeX macro package

The LaTeX2e macro package supports various journal layouts. For information about which layout option to use, please refer to the section “Text” on the right.

[LaTeX macro package \(zip, 182 kB\)](#)

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Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

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The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

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The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.

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* Within the first three years of publication. Springer Nature hybrid journal OA impact analysis, 2018.

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The journal encourages authors, where possible and applicable, to deposit data that support the findings of their research in a public repository. Authors and editors who do not have a preferred repository should consult Springer Nature's list of repositories and research data policy.

[List of Repositories](#)

[Research Data Policy](#)

General repositories – for all types of research data – such as figshare and Dryad may also be used.

Datasets that are assigned digital object identifiers (DOIs) by a data repository may be cited in the reference list. Data citations should include the minimum information recommended by DataCite: authors, title, publisher (repository name), identifier.

[DataCite](#)

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This service provides advice on research data policy compliance and on finding research data repositories. It is independent of journal, book and conference proceedings editorial offices and does not advise on specific manuscripts.

[Helpdesk](#)

Ethical Responsibilities of Authors

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE), the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation is helped by following the rules of good scientific practice, which include†:

- The manuscript should not be submitted to more than one journal for simultaneous consideration.
- The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full), unless the new work concerns an expansion of previous work. (Please provide transparency on the re-use of material to avoid the concerns about text-recycling ('self-plagiarism').)
- A single study should not be split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (i.e., 'salami-slicing/publishing').
- Concurrent or secondary publication is sometimes justifiable, provided certain conditions are met. Examples include: translations or a manuscript that is intended for a different group of readers.
- Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image-based manipulation). Authors should adhere to discipline-specific rules for acquiring, selecting and processing data.
- No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted.
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- Authors should avoid untrue statements about an entity (who can be an individual person or a company) or descriptions of their behaviour or actions that could potentially be seen as personal attacks or allegations about that person.
- Research that may be misapplied to pose a threat to public health or national security should be clearly identified in the manuscript (e.g., dual use of research). Examples include creation of harmful consequences of biological agents or toxins, disruption of immunity of vaccines, unusual hazards in the use of chemicals, weaponization of research/technology (among others).
- Authors are strongly advised to ensure the author group, the Corresponding Author, and the order of authors are all correct at submission. Adding and/or deleting authors during the revision stages is generally not permitted, but in some cases may be warranted. Reasons for changes in authorship should be explained in detail. Please note that changes to authorship cannot be made after acceptance of a manuscript.

Upon request, authors should be prepared to send relevant documentation or data in order to verify the validity of the results presented. This could be in the form of raw data, samples, records, etc. Sensitive information in the form of confidential or proprietary data is excluded.

†All of the above are guidelines and authors need to make sure to respect third parties rights, such as copyright and/or moral rights.

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- If the article has already been published online, depending on the nature and severity of the infraction:
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a. ICMJE, [Defining the Role of Authors and Contributors](#)

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