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# INSTRUCTIONS FOR AUTHORS

## Vietnam Journal of Public Health (English Edition)

The journal welcomes authors to submit their manuscripts as commentary, original research paper drawn from quantitative or qualitative studies, systematic review and meta-analysis, and synthetic report of lessons learned from public health programs. Manuscripts that are of high quality and cover any topics related to public health, in Vietnam and beyond, will be considered for publication. Submission to and publication at VJPH at this stage is free of charge, and any changes will be informed in advanced. Authors wishing to submit their manuscripts should read carefully the following guideline.

### I. ETHICAL CONSIDERATIONS

All papers submitted to the VJPH must **conform to general ethical principles** of health care research as outlined in the Helsinki Declaration.

The methods section must **include the names of the Ethics Committees** (institutional Review Committees) that approved the protocol.

Details of the **way informed consent was obtained** must also be included in the **manuscript submission form**.

The corresponding author must **retain copies of all letters of approval** in case they are required for review by the journals editors.

The corresponding author must make sure that **all other authors**, if any, have **read and agreed for submission** of the final manuscript.

### II. TRIAL REGISTRATION

All clinical trials and interventions must be registered by a recognized authority where the protocol is available for public access. The registration number must be included in the Methods section. No papers that related to unregistered trials that commence in 2012 or later will be considered for publication. Suitable registration authorities include: <http://clinicaltrials.gov>, <http://www.who.int/ictpr/en> (as the WHO website says "The registration of all interventional trials is a scientific, ethical and moral responsibility"), <http://www.anzctr.org.au>. Clinical trials conducted in Vietnam must register with Ministry of Health's Independent Ethics Committee (<http://iecmoh.vn/>)

### **III. PERMISSION**

Authors must obtain written permission from the copyright owner (usually the publisher) for the use of tables, illustrations, or extensively quoted material that has appeared in another publication. Such permissions must be sent with the manuscript, and credit must appear in the corresponding legend.

### **IV. COPYRIGHT**

Upon acceptance of an article, the author(s) will be required to assign the copyright to the Publisher. After the article has been accepted for publication by the Editor, a Transfer Copyright Agreement form will be sent that must be signed by the lead or corresponding author on behalf of all authors.

### **V. DISCLAIMER**

Neither the Editor nor the Publisher accepts responsibility for the views of authors expressed in their contributions.

### **VI. ENGLISH LANGUAGE HELP**

While VJPH will provide final English editing at the final stage of publication, it is the responsibility of submitting authors to make sure that their manuscripts edited for correct usage of English, particularly if English is not your first language.

### **VII. SUBMISSION**

Authors submit papers by sending electronic copy to the following address with subject line indicating they wish to submit to VJPH English Edition

**Editorial Assistant of the VJPH**

**Vietnam Public Health Association**

**503-504 E1, Trung Tu Diplomatic Compound , 6 Dang Van Ngu Str. Hanoi**

**Tel: 024-37366265;**

**E-mail: [vjph@vpha.org.vn](mailto:vjph@vpha.org.vn)**

## VIII. THE MANUSCRIPT PREPARATION

Manuscripts should be prepared according to the *American Medical Association (AMA) Manual of Style* (10th Edition) and must follow the following format requirements:

- *Document type*: Microsoft Word, and only with the regular file extension of **.doc** or **.docx** (do not submit documents with .rtf, .pdf or other extensions).
- *Font size text*: **12-point font**
- *Font size tables and figures*: **10-point font**

Compile the elements of your manuscript in the following order:

- *Document 1*: Manuscript submission form (**attached**)
- *Document 2*: Manuscript including Abstract and keywords; Main manuscript text; Notes (if any); Declaration of conflicting interests (required); References (required); Appendices (if any); tables and figures (if any)

## IX. INSTRUCTION FOR ALL KINDS OF PAPER

### 1. References

References should be cited according to the **JAMA Style** (AMA). Number the references in order of mention in text. Identify references in text, tables and legends by Arabic numerals in superscript. Titles of journals are abbreviated according to the Index Medicus.

In the text, please use the author's surname(s) and a superscripted number that correlates with the reference at the end of the manuscript. For example, for the first reference in the text use a superscripted number 1, such as Skinner<sup>1</sup>, or use only the superscripted number after the phrase or sentence of citation.

When several references are cited simultaneously in the text, list the superscripted numbers together, for example, "Many researchers have debated this subject."<sup>1,2,5,9</sup>

In text citations, use "et al" for references of 3 authors. However, in the references, list up to 6 authors. If there are more than 6 authors, list the first 3 authors and then "et al".

References should appear at the end of the text numbered in order of appearance in the manuscript. Unpublished data and personal communications should be given as references. Follow the examples of forms of references as shown below.

- *Journal references should be cited as follows:*

Ricketts TA. The impact of head and body angle on monaural and binaural performance with directional and omnidirectional hearing aids. *Ear Hear.* 2000;21(4):318-329.

- *Book chapters should conform to the following:*

Skinner MW, Holden LK, Binzer SM. Aural rehabilitation for individuals with severe and profound hearing impairment hearing aids, cochlear implants, counseling, and training. In: Valente M, ed. *Strategies for Selecting and Verifying Hearing Aid Fittings*. New York, NY: Thieme Medical Publishers; 1994:267-299.

- *Books should be listed as follows:*

Valente M. *Strategies for Selecting and Verifying Hearing Aid Fittings*. 3rd ed. New York, NY: Thieme Medical Publishers; 1994.

## 2. Tables

*Font size: 10-point font*

Give each table a number in order of mention in text. Provide footnotes for explanatory matter and identify in alphabetical order all abbreviations used.

Place all tables and figures at the end of the manuscript after the references. To callout for the tables and figures in the text, write "INSERT TABLE 1 HERE" to show where the table should appear within the text.

## 3. Illustrations

All illustrations and figures must be submitted electronically. Please submit figures in JPEG, JPG, TIFF, GIF format.

Abbreviations, symbols, arrows, numbers or letters used in the figures must be identified and explained in the corresponding legends.

Submit written permission from the copyright holder to reproduce any previously published figures.

All illustrations must be **black** and **white** and **simple** as it will be printed in hard copy in black and white color.

## 4. Declaration of conflicting interests

Authors could use one of the following statements for this section:

- The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.
- The author(s) declared the following potential conflicts of interest with respect to the research, authorship, and/or publication of this article: [Then, in sentence form, list all specific author relationships with organizations and/or products that were declared].

## X. FURTHER INSTRUCTION FOR EACH KIND OF PAPER

### 1. Original Research Paper

#### *Limitation*

Length: **3000 words** (excluding the title, abstract, references, tables and figures)

Tables and/or figures: **4 items**

Abstract: **150 words** using the following structure: Introduction, Methods, Results/Discussion, Conclusion/Recommendation.

Keywords: **5-8 words** (Choose the keywords carefully as these will be used for subsequent retrieval)

References: **30 items**

Use only standard abbreviations. Ex: WHO, km, etc...

For the convenient of the readers, please use the full terms instead of abbreviations even though they are explained in the first use.

### ***Structure***

Introduction, Methods, Results, Discussion, Conclusion/Recommendation

## **2. Qualitative paper**

### ***Limitation***

Length: **3000 words** (excluding the title, abstract, references, tables and figures)

Tables and/or figures: **4 items**

Unstructured abstract: **150 words**

Keywords: **5-8 words** (Choose the keywords carefully as these will be used for subsequent retrieval)

References: **30 items**

Use only standard abbreviations. Ex: WHO, km, etc...

For the convenient of the readers, please use the full terms instead of abbreviations even though they are explained in the first use.

### ***Structure***

The main text of the manuscript should be broken into appropriate sections by the use of section headings. Sections should flow in a logical sequence, and include, at a minimum, Methods, Results, and Discussion (these are all level-1 headings); other level-1 headings and subheadings may be used at the author's discretion.

The author may choose to use different names for the three main sections, but the basic content should be that which would appropriately fall under the headings of Methods, Results, and Discussion.

### ***Protecting identity and confidentiality***

VJPH is committed to protecting the identity and confidentiality of research study participants. With the exception of participatory action research (PAR), no information

that could potentially allow identification of a participant - or even a specific study site - should be included in a submitted manuscript or, subsequently, included in a published article.

If the use of participant names is absolutely necessary for reader understanding, each study participant referred to in the manuscript should be assigned a pseudonym.

Study sites, such as hospitals, clinics, or other organizations, should not be named, but instead should be described; for example: "Study participants were recruited from the coronary care unit of a large public hospital in Northern Vietnam."

Authors who include participant names and/or photos/images in which individuals are identifiable must submit written permission from the participants to do so - no exceptions. Permission to use photographs should contain the following verbiage: "Permission is granted to use, reproduce, and distribute the likeness/photograph(s) in all media (print and electronic) throughout the world in all languages."

### ***Quotation marks***

In general, use double quotation marks (e.g., "Xxxx.") to set off quotations appearing within regular paragraphs, and to set off words being used with "special" meaning (or unusual spelling to convey special meanings within the text; e.g., "busy-ness"). Do not use quotation marks around quotations presented as block quotes/excerpts. In regular paragraphs, use single quotation marks to set off a quote within a quote (e.g., "Xxx, 'Yyy,' xxxx.>").

Note that when closing quotation marks coincide with a comma or period (full stop), the quotation marks go outside (after) the comma or period: "Quotation. . . last word."

### ***Quotations***

Quotations of fewer than 40 words should be surrounded by double quotation marks ("") and included within the regular sentences of a paragraph. Internal quotations within quotations of fewer than 40 words should be set apart with single quotation marks (''). Quotations of 40 or more words should be set as separate paragraphs, with the entire quotation indented .5 inches (approximately 1.3 cm.) from the left margin (this is also referred to as a "block quote" or "excerpt"). Do not use quotation marks for block quotes unless there is a separate, internal quotation within the larger quotation; in that case, use double quotation marks ("") for the internal quotation only. Make sure all quotations are properly capitalized and punctuated.

## **3. Review Articles**

### ***Limitation***

Length: **4000 words** (excluding the title, abstract, references, tables and figures)

Tables and/or figures: **4 items**

Unstructured abstract: **200 words**

Keywords: **5-8 words** (Choose the keywords carefully as these will be used for subsequent retrieval)

References: **50 items**

Use only standard abbreviations. Ex: WHO, km, etc...

For the convenient of the readers, please use the full terms instead of abbreviations even though they are explained in the first use.

### ***Structure***

Review articles describe current topics of importance; and provide a systematic, balanced account of prior research. Authors should describe the search employed. They do not include the author's personal experiences. They should be systematic reviews of the literature and not opinion pieces

#### **4. Commentary**

##### ***Limitation***

Length: **1000 words** (excluding the title, abstract, references, tables and figures)

Tables and/or figures: **4 items**

Abstract: **120 words** (if applicable)

Keywords: **5-8 words** (Choose the keywords carefully as these will be used for subsequent retrieval)

References: **10 items**

Use only standard abbreviations. Ex: WHO, km, etc...

For the convenient of the readers, please use the full terms instead of abbreviations even though they are explained in the first use.

### ***Structure***

Commentary should be solicited by the Editor to provide commentary on an up-coming paper to be published, so the 2 papers are published together, or on pertinent public health issues. We don't accept unsolicited commentaries which would fit into the 'Letters to the Editor' category about a previously published paper. It is a short article describing an author's experience of a specific topic, that may be controversial and the author's perspective is provided.

#### **5. Public Health Action Report**

##### ***Limitation***

Length: **1000 words** (excluding the title, abstract, references, tables and figures)

Tables and/or figures: **3 items**

Unstructured abstract: **120 words**

Keywords: **5-8 words** (Choose the keywords carefully as these will be used for subsequent retrieval)

References: **10 items**

Use only standard abbreviations. Ex: WHO, km, etc...

For the convenient of the readers, please use the full terms instead of abbreviations even though they are explained in the first use.

### ***Structure***

This type of manuscript describes innovative, successful, and cost-effective programs conducted by various national and local public health agencies and community-based organizations and groups. The purpose is to share experiences that others may learn from and replicate. The program should preferably be in operation long enough to permit a rigorous assessment of its impact, factoring in the cost of startup and operation. All reports must include practical experiences and applications for others.

## **6. Letter to Editor**

The Editorial Board has the right to accept or reject any letter. Letters are accepted if they are directly concerned with articles previously published in this Journal. The comments should be objective and constructive. Subtitles should not be used and acknowledgements should be included in the body of the letter.

### ***Limitation***

Length: **500 words** (excluding the title, abstract, references, tables and figures)

Tables and/or figures: **None**

Abstract: **None**

Keywords: **5-8 words** (Choose the keywords carefully as these will be used for subsequent retrieval)

References: **5- 10 items**

Use only standard abbreviations. Ex: WHO, km, etc...