

Guidelines for Authors: Editorial Policy and Manuscript Preparation

Journal of Global Health (JGH) is an international peer-reviewed journal open to researchers from all fields of global health and related research. We welcome all contribution that enhance the understanding of global health and provide practice guidelines to address the health issues in the developed and developing world. The contributions may include original research, systematic reviews, viewpoints and other opinion pieces.

EDITORIAL POLICY

Editorial procedure

The Editors-in-Chief read each manuscript assigns it a general priority level: (a) manuscripts sent to reviewers immediately; (b) manuscripts returned to authors with suggestions for the improvement of data presentation; and (c) manuscripts not suitable for publication in the JGH. The peer-review process includes at least two external experts, as well as a statistical editor if the manuscript contains statistical analysis of data. The Editors make the decision based on the reviews received as well as the priority of the topic for the JGH. We recommend the authors to make a presubmission enquiry to the editors about their manuscript. In this way, the editors will quickly provide a judgment whether the submission is likely to be suitable for JGH.

Authorship criteria

The JGH subscribes to the authorship criteria developed by the International Committee of Medical Journal Editors (ICMJE), available at http://www.icmje.org/ethical_1author.html: "An 'author' is generally considered to be someone who has made substantive intellectual contributions to a published study, and biomedical authorship continues to have important academic, social, and financial implications. An author must take responsibility for at least one component of the work, should be able to identify who is responsible for each other component, and should ideally be confident in their co-authors' ability and integrity." However, we are aware of the limitations of the ICMJE definition and its practical applications, and ask our authors to write in their own words why they think they deserve the authorship of the submitted manuscript. Authors' declared contributions to the research submitted to the JGH are published at the end of the article.

Conflict of interest

The JGH also subscribes to the ICMJE uniform disclosure form for reporting all financial and personal relationships that might bias their work. We ask authors to fill out the form available at the ICMJE site (available at http://www.icmje.org/coi_disclosure.pdf) and send it with their submission. We also advise the authors to look up the glossary of terms related to the conflict of interest, available in several languages at http://www.icmje.org/coi_glossary.html. The JGH also asks its reviewers to declare possible conflicts of interest related to the manuscripts under review.

Research integrity

The Editorial Board of the JGH is devoted to the promotion of scientific integrity as a vital component of the research process. The Journal follows the ethics flowcharts developed by the COPE for dealing with cases of possible misconduct. The COPE flowcharts are available at: <http://publicationethics.org/flowcharts>.

Policy for submissions by members of the editorial team

As all editors and Editorial Board members at the Journal are active professionals and researchers, it may happen that they would want to submit their articles to the JGH. This represents a potential conflict of interest, especially in cases of submissions from decision-making editors. In reviewing submissions from its editors and Editorial Board members, the JGH follows the guidelines for good editorial practice set by international editorial organizations, such as World Association of Medical Editors (WAME; <http://www.wame.org/resources/publication-ethics-policies-for-medical-journals#conflicts>) and the Committee on Publication Ethics (COPE). The review of such manuscripts will not be handled by the submitting editor(s); the review process will be supervised and the decisions made by a senior editor who will act independently of other editors. In some cases, the review process will be handled by an outside independent expert to minimize possible bias in reviewing submissions from editors.

Editorial research

We are keen to better understand and improve editorial conduct, decision making, issues related to peer review and communication of science in general. Therefore, we occasionally take part in or conduct editorial research and your submitted manuscript might be used in such research. If you do not want your manuscript entered into such a study please let us know in your submission letter. Your decision to take part or not will have no effect on the editorial decision on your manuscript.

MANUSCRIPT PREPARATION AND SUBMISSION

Manuscripts should meet the general requirements agreed upon by the ICMJE, described in detail at http://www.icmje.org/manuscript_1prepare.html. We specifically emphasize the requirement for ethical conduct of research and protection of privacy of patients and study subjects, as defined in the latest issue of the Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects, developed by the World Medical Association (available at <http://www.wma.net/en/30publications/10policies/b3/>).

For citing references, we advise author to consult NLM's Citing Medicine for information on its recommended formats for a variety of reference types. The book is available at <http://www.nlm.nih.gov/citingmedicine/>.

Some types of research reports require specific organization of the manuscript and presentation of data. We ask authors to follow available recommendations for different study designs. The examples include PRISMA for meta-analyses of randomized controlled trials, MOOSE for meta-analyses of epidemiological studies, STARD for studies of diagnostic accuracy, STROBE for reporting observational studies in epidemiology, ARRIVE for research using laboratory animals, CONSORT for randomized controlled trials, SQUIRE for quality improvement studies in health care, and COREQ for reporting qualitative research. The latest updates of reporting guidelines are available from the EQUATOR Network – an international initiative that seeks to enhance reliability and value of medical research literature by promoting transparent and accurate reporting of research studies (<http://www.equator-network.org/resource-centre/library-of-health-research-reporting/>). We expect authors to submit relevant checklist and flow diagrams with their manuscript.

All manuscripts should be submitted via the JGH on-line submission portal. Submissions in a paper form will not be accepted. To submit the paper or make a presubmission inquiry, follow the instructions and procedure at <http://www.jogh.org/contributors.htm>.