

INSTRUCTIONS FOR AUTHORS

A. Preparing a manuscript

Papers submitted for publication to the *Public Health Panorama*, Journal of the WHO Regional Office for Europe must not have been published, accepted for publication or currently be under consideration for publication elsewhere. However, the Journal may consider original articles previously published in Russian language; decisions are taken on case by case basis. Manuscripts submitted to Public Health Panorama should conform with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work of the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org>) and the Responsible research publication: international standards for authors (<http://publicationethics.org/resources/international-standards>).

Ethical considerations: Where applicable, a statement must be included indicating approval for the study was granted by the ethics committee/institutional review board of the relevant institution. Authors should verify where appropriate that all persons on whom research has been carried out have given their voluntary, informed, written consent, and where participants (living or dead) were unable to give such consent, that surrogate consent was obtained. Authors may be asked to supply such consent forms. In cases where participants cannot read and write, oral consent is acceptable. The World Medical Association Declaration of Helsinki should be used as a general guide. Non-discriminatory language is mandatory for all submissions.

Reporting guidelines: Public Health Panorama encourages and recommends authors to adhere to the best research protocols available and follow established reporting guidelines. Reporting guidelines are available at the **EQUATOR** Network (<http://www.equator-network.org/>). The key guidelines for research in the field of public health are: **CONSORT** (guidelines for reporting randomized trials); **STROBE** (guidelines for reporting observational studies); **PRISMA** (Preferred Reporting Items for Systematic Reviews and Meta-Analyses); **STARD** (Standards for Reporting of Diagnostic Accuracy); **COREQ** (Consolidated criteria for reporting qualitative research); **CARE** (guideline for clinical case report as well as the **COCHRANE** handbook (for systematic reviews of interventions).

Clinical trials: Following WHO and ICMJE recommendations, Public Health Panorama requires registration of clinical trials in a public trials registry as a condition of consideration for publication. Authors are recommended to register in one of the clinical trials registries certified by WHO and ICMJE which are available at the International Clinical Trials Registry Platform (<http://www.who.int/ictrp/en/>).

Topics: The subject of the materials submitted for publication in Public Health Panorama should pertain to public health, primary health care, epidemiology, health administration, health systems, health economics, health promotion, public health nutrition, communicable and non-communicable diseases, maternal and child health, occupational and environmental health, social and preventive medicine which have potential to promote evidence-informed public health actions in the 53 Member States of the Region.

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Language: Public Health Panorama accepts manuscripts written in English and Russian; manuscripts accepted for publication will be translated into the second language of the journal. To ensure the correct spelling of authors' names, authors should provide their full names and affiliations in both, Russian and English.

Manuscripts: Manuscripts should be prepared in word processed format (preferably Microsoft Word) double-spaced, single column, preferably using Times New Roman script, font size 12. The title of the manuscript should be as concise as possible, preferably not more than 15 words. All authors (maximum 8 names) should have made material contribution to the design, analysis or writing of the study (see section **Submitting a manuscript**).

Keywords: The manuscript text should be accompanied by three five keywords representing the main content of the text.

Funding: Authors should identify the sources that funded the work undertaken, affirm not having entered into an agreement with the funder that may have limited their ability to complete the research as planned, and indicate that they have had full control of all primary data.

References: In-text citations of published works should be limited to essential up-to-date references. These should be numbered separately as they occur in the text with sequential Arabic numerals in parentheses, e.g. (1,5–8). These references should appear in a numbered list *on a separate page* after the Discussion. They should contain the following elements as appropriate: name(s) and initial(s) of author(s); title of paper or book in its original language plus translation; for research articles, abbreviated name of journal plus volume number and page range; for books and other texts, place of publication (city and country) and name of publisher (commercial or institutional); and date of publication; for texts published exclusively on the Internet, exact URL of the page cited and date when last accessed.

For texts with up to 6 authors, all authors must be named. For texts with more than 6 authors, the first 6 authors should be named followed by “et al”.

The following are examples of the Journal's preferred style:

Book:

Blas E, Sommerfeld J, Sivasankara Kurup A, editors. Social determinants approaches to public health: from concept to practice. Geneva: World Health Organization; 2011 (http://whqlibdoc.who.int/publications/2011/9789241564137_eng.pdf, accessed 4 October 2012).

Journal article:

Garrett L, Chowdhury AMR, Pablos-Méndez A. All for universal health coverage. *Lancet* 2009;374:1294–9. doi:10.1016/S0140-6736(09)61503-8.

Document:

The world health report. Health systems financing: the path to universal coverage. Geneva: World Health Organization; 2010 (http://www.who.int/entity/whr/2010/whr10_en.pdf, accessed 19 April 2013).

Thesis

Smith S. Use of healthcare services by the elderly with the introduction of technical innovations. London: Drake University; 2013.

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Web text:

Maher D, Ford N. Action on noncommunicable diseases: balancing priorities for prevention and care. *Bull World Health Organ.* 2011;89:547A
(<http://www.who.int/entity/bulletin/volumes/89/8/11-091967.pdf>, accessed 3 August 2011).

Figures and tables with appropriate captions should each be on a separate page and numbered sequentially with Arabic numerals. Each figure and table must be referred to in the text. Where appropriate, sources should be given. If any figures, tables or other materials have been copied from other sources, authors have the sole responsibility for securing the necessary permission. In order to avoid layout problems in final production, tables and figures should be limited as far as possible. Figures must be supplied in a format which can be edited, preferably *Microsoft Excel* format, and figures derived from data must be accompanied by those data, e.g. *Excel* data sheet, to enable redrawing if necessary. Photographs and illustrations should also be sent as separate files. The preferred format is JPG or TIFF; resolution should be minimum 300 dpi. Figures and tables should be in black, white, grey shading only.

Maps. Papers should contain no maps unless an important finding cannot be conveyed without them or unless they are needed to make an essential point. Maps that show international borders, partially or in full, must be created from one of the following sources, approved by the United Nations: <http://www.un.org/Depts/Cartographic/english/htmain.htm>, <http://www.unsalb.org> or <http://apps.who.int/tools/geoserver> and the vectorial EPS (Encapsulated PostScript) file must be submitted. Maps should be in black, white, grey shading only.

Types of manuscripts:

Research articles. Papers reporting original research findings should follow the IMRAD format: Introduction; Methods; Results; Analysis; and Discussion. The text of research articles should not exceed 3500 words (excluding the accompanying abstract, references, tables and figures). An abstract of not more than 200 words should be supplied, clearly and briefly stating the context, objectives, methodology, results and conclusions. The maximum number of references permitted is 30. The number of tables and figures should not exceed 5.

Review articles, i.e. critical assessments of research on topics of relevance to public health in the Region. These should contain sections dealing with objectives, sources, methods of selection, compilation and interpretation of data and conclusions. The text should not exceed 3500 words (excluding the accompanying abstract, references, tables and figures), and should be accompanied by an abstract of not more than 200 words. The number of tables and figures should not exceed 5.

Reports, i.e. papers reporting on projects of public health relevance to the European Region. Maximum 2500 words, other specifications (references, tables/figures) are the same as a research article.

Policy and practise: Synthesis of best-available global and locally-produced evidence for future policy priorities in a given country/area or of recent developments. Unstructured abstract, 3000 words, maximum 20 references.

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Case Studies and lessons from the field: Focused, in-depth narratives on the planning and implementation of specific public health programmes and implications for future planning and priorities. Structured abstract, 3000 words, maximum 20 references.

Short communications. Articles which do not constitute a complete research study but are of particular relevance or importance to public health issues in the Region may be considered for publication. The text should not exceed 1500 words (excluding the accompanying abstract, references, tables and figures), and should be accompanied by an abstract of not more than 150 words. The number of tables and figures should not exceed 3.

Editorials. Opinion pieces, open format, as deemed appropriate by the editor.

Letters to the Editor. Letters commenting on published articles are welcome. Letters will be sent to the authors of the original article for their comments, and these will be published along with the letter. The text of letters should be kept as short as possible.

B. Submitting a manuscript

Cover letter. Together with a manuscript submitted to the journal, authors are requested to provide a **Cover letter** that explicitly describes the following:

Authorship: All authors (maximum 8 names) should have made material contribution to the work (according to the ICMJE authorship criteria) and are considered accountable for the manuscript submitted. Authors should provide their full names and the name, city and country of their institutions; for authors with multiple academic affiliations, only the most important one should be provided. No change in authorship will be permitted after the paper has been accepted for publication and any change before this must be agreed by all authors listed. Authors may be asked to verify their contribution. Other contributors may be included in the acknowledgements.

Originality: Manuscripts submitted for publication to Public Health Panorama must be original, fully referenced and not have been published, accepted for publication or currently be under consideration for publication elsewhere.

Conflict of interests: Authors should identify the sources that funded the work undertaken. Any conflict of interest, including any financial, personal, commercial, political, academic or other relationships with other people or organizations that could inappropriately influence, or be perceived to influence, the work, should be openly disclosed upon initial submission of the manuscript.

Corresponding author: Authors should unanimously select a corresponding author who will be responsible for any communication related to a manuscript, from submission phase to post-publication liaison with readers. Hence, the person selected as the corresponding author must be able to communicate on any matters related to a manuscript in a professional and

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timely manner. The corresponding author must provide the most updated contact details; posting address together with the e-mail will be indicated on the manuscript unless otherwise requested.

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Resources used as reference:

Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals. The International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org/recommendations/>, accessed 26 November 2014);

Responsible research publication: international standards for authors (http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf, accessed 28 November 2014);

Guidelines for contributors. Bulletin of the World Health Organization (<http://www.who.int/bulletin/volumes/92/1/14-990114.pdf>, accessed 28 November 2014);

Instructions for authors. Eurosurveillance (<http://www.eurosurveillance.org/Public/ForAuthors/ForAuthors.aspx>, accessed 28 November 2014);

Resources for authors. The BMJ (<http://www.bmj.com/about-bmj/resources-authors>, accessed 01 December 2014);

Creative Commons (<https://creativecommons.org/>, accessed 01 December 2014).