

NMSR Publication Information for Contributors

NMSR publishes articles that report on the health of US Naval forces. The Report seeks to advance our understanding of the various health issues of our forces by providing a forum for the exchange of information and ideas that are relevant to promoting health and preventing disease among our communities. Articles are invited in the following categories:

- (1) Disease Medical Surveillance
- (2) Naval Disease Reporting System/Disease Non-Battle Injury (NDRS/DNBI)
- (3) Disease Outbreaks
- (4) Infectious and Chronic Diseases
- (5) Injury and Health Promotion
- (6) Global Emerging Infections Surveillance

The Report, at the discretion of the editors, will also publish:

- (1) editorials,
- (2) commentaries,
- (3) articles concerning emerging technology,
- (4) information (news) and events.

Hard Copy Submission

Send the original manuscript, including illustrations and/or figures to the editor, NMSR Navy Environmental Health Center, Preventive Medicine Directorate, 2510 Walmer Avenue, Norfolk, VA 23513 USA. Deadline date of submission is the 15th of the mid month of the quarter.

Electronic Submission

Submit electronically prepared manuscripts on 3.5-inch diskettes as either a Microsoft Word or WordPerfect document to <mailto:washburnb@nehc.med.navy.mil>. Submit tables, graphs and figures as separate files. Include mailing address, telephone and fax numbers of corresponding author. Indicate the software used. Deadline date of submission is the 15th of the mid month of the quarter.

Format for Manuscripts

Prepare articles in accordance with the American Medical Association Manual of Style or the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (1&2).

- Use only standard 10 or 12-point font size, double-spaced throughout
- Articles should be graphically oriented, with text limited to 600 words and must not exceed 3 pages, including references, tables, and figures.
- Do not include a running header or footer, and put the authors' names only on the title page.
- Be concise and avoid medical jargon.
- Do not use acronyms or abbreviations in the title or abstract. Keep abbreviations and acronyms within the text to a minimum and spelled out, in parentheses, when first used.

Title page

Should contain the following information:

- (1) title of article;
- (2) full name(s) of author(s);
- (3) military rank or highest academic degree(s);
- (4) locations(s) by city, state, country;
- (5) name and address to which correspondence and reprint requests should be sent;
- (6) the date on which the manuscript was submitted;
- (7) a word count for the text, exclusive of the title, abstract, references, tables, figures and illustrations

Abstract

Abstracts (when applicable) should not exceed 200 words and should not include abbreviations, footnotes, trade names, or references. For research

manuscripts and case reports use the format:

- (1) Background and Objectives,
- (2) Methods,
- (3) Results, and
- (4) Conclusions [or Discussion].

For review articles use the format:

- (1) Background,
- (2) Data Base, and
- (3) Conclusions [or Discussion].

Text

For research articles, follow this format:

- (1) Introduction,
- (2) Materials and Methods,
- (3) Results,
- (4) Discussion, and
- (5) Conclusions.

Acknowledgements

Acknowledge only those who made significant contribution to the work.

References

Authors are responsible for bibliographic accuracy. References must be verified by the author against the original resources. Number the references in the order they are first mentioned. Use no more than 5 references. Review articles may use up to 10 references. Double-space the references and use the format recommended in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals."

Examples of Reference Style:

Journal Reference

1. Berg C, Atrash H, Koonin L, et al. Pregnancy-related mortality in the United States, 1987-1990. *Obstetrics and Gynecology* 1996; 161-7.

Book Reference

2. Zinsser W. *On Writing Well*. 4th ed. New York, NY: Harper Collins; 1990.

List all journal authors when 6 or fewer. For journal references with 7 or more authors, list the first 3 and add "et al." Manuscripts submitted, but not yet accepted for publication, can be noted as "unpublished data" in the text. However, do not include in the references any manuscripts that are in preparation, manuscripts submitted for publication but not yet accepted, or unpublished papers or observations. For articles in press, give the journal name and, if possible, the volume number and year followed by "in press." For books in press, give the publishing company and, if possible, the year of publication.

Tables

Tables should be concise and sufficiently self-explanatory so that readers can understand them without reference to the text. They should not duplicate material presented in the text. Tables should be titled, cited in the text, and numbered consecutively with Arabic numerals, in order of appearance.

Figures and Illustrations

Submit an original and 3 sets of each figure or illustration (e.g. photographs, charts, graphs). Number them according to their order in the text.

Legends

Legends of no more than 15 words each should be typed, double-spaced, on separate pages and identified by sequential number which illustration of figure they are meant for.

Cover Letter

The author responsible for correspondence must include a cover letter that certifies that:

(1) the manuscript submitted has been seen and approved by all authors,
(2) Chain of command authorization has been obtained, when appropriate.

Author(s) Information

A separate page must be submitted containing the names, addresses, telephone numbers, fax numbers and e-mail addresses for all authors for the manuscript. Clearly indicate who is the corresponding author.

Letters to the Editor

The editor invites brief letters that comment on articles published in the report. The letters should not exceed 300 words in length, and contain no figures or tables. Up to three references may be listed. The letter must identify the article by naming the authors and title of the article in the text of the letter. No letter will be published more than 6 months after the publication of the article to which it refers.

Submission Checklist:

- Cover letter
- 3.5-inch diskette containing the prepared manuscript saved as a Microsoft WordPerfect document.
- Authors' Information.
- Original and 3 copies of double spaced manuscript, including: tables, figures, and illustrations.

Elements of the manuscript include:

- (1) title page
- (2) abstract
- (3) text
- (4) acknowledgments
- (5) statement of disclosure
- (6) references

Editorial Process and Policy

The selection of submitted articles for publication is made by the editors. All materials accepted for publication are copy-edited and those with significant recommended editorial changes are returned to the author for approval. The editors reserve the right to make minor changes for clarity and accuracy without seeking author approval

REFERENCES

1. Iverson CL, Flanagan A, Fontanarosa PB, et al. American Medical Association Manual of Style: A Guide for Authors and Editors 9th ed. Baltimore, MD: Williams & Wilkins; 1998.
2. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals. JAMA. 1997 277:927-934