

## *Contributor Guidelines*

Materials are accepted anytime through HPHR's e-mail address: [submissions@harvardpublichealthreview.org](mailto:submissions@harvardpublichealthreview.org).

The next edition of *HPHR* will be published in **Spring 2017**.

Themes will be announced approximately 2 to 4 times throughout the school year, while special calls-for-contributions will be released in response to pressing public health issues.

In general, submissions will be reviewed within 8-12 weeks of submission.

Materials submitted in response to special calls-for-contributions will be reviewed in 1-4 weeks.

The *HPHR* editorial team may contact accepted contributors to provide a personal photograph and brief biography. Authors retain rights to their work.

Contributors who have questions about the submission process should contact the *HPHR* editorial team at [submissions@harvardpublichealthreview.org](mailto:submissions@harvardpublichealthreview.org).

## General Submission Tracks and Guidelines

Potential contributors are invited to submit a range of materials, described below. Please note, that all authors are required to adhere to following guidelines:

**Language:** *HPHR* requires nondiscriminatory language to be used at all times. Sexist, heterosexist, and racist terms, as well as defamatory language directed toward persons and/or institutions, are not permitted.

**Figures (including tables, illustrations, drawings, and infographics):** All figures should be numbered consecutively; given a descriptive title; and credited appropriately. Authors are responsible for securing reproduction rights of previously published figures, as necessary.

Note: Authors of Articles, Research Letters, Issues-at-a-Glance, and Personal Expression pieces selected for publication will be required to submit figures as JPEG, PNG, EPS, or PDF files of 300 DPI or higher.

**Photographs:** *HPHR* cannot reproduce photographs of people without written permission or a signed waiver form, except in the case of crowd scenes or when persons are not identifiable. If selected for publication, *HPHR* will require copies of all permissions paperwork; photographs must be submitted as JPEG, PNG, EPS, or PDF files of 300 DPI or higher.

**Style:** Authors are expected to conform to American Psychological Association (APA) style guidelines, which are available at <http://www.apa.org>. While citations are not needed for Commentaries/Op-Eds, Point-Counterpoint Features, Photo Essays, Infographics, Videos, and Podcasts, referenced sources should be readily identifiable and located by readers.

Disclosures: By submitting to *HPHR*, the authors declare that:

All named authors have contributed to the creation of the submission, and grant *HPHR* permission to review and (if selected) publish their work.

The authors do not have any personal, commercial, academic, or financial interests that influence the research and opinions represented in the work submitted to *HPHR*.

The submission is *NOT* currently under consideration by another publication and/or has not previously been published elsewhere.

## *HPHR* Platforms and Submissions

Submissions will be published in one or both of its two online platforms:

- *HPHR journal*: This venue, available at <http://harvardpublichealthreview.org>, encompasses all research-oriented materials.
- *HPHR blog*: Evidenced-based editorials and reflections will be slated to appear on *HPHR*'s instance on Medium, available at <https://medium.com/@HarvardPHR>.

# HPHR Journal

Authors are encouraged to submit the following to HPHR journal.

*Articles* Submissions will be published in one or both of its two online platforms:

*Length* Submissions should be no more than 3000 words (citations and images excluded); longer submissions will be considered on a case-by-case basis.

*Organization* Content should be organized under traditional research headings: Introduction, Methods, Results, and Discussion, and include an abstract of no more than 250 words.

*Research Letters* Research Letters are brief articles detailing original research in progress.

*Length* Submissions should not exceed 750 words (citations and figures excluded).

*Organization* While an abstract is not necessary, research letters should include the following sections: Introduction, Methods, Results, and Discussion.

*Figures (tables, illustrations, drawings, and infographics) and Citations* Research letters may have no more than 2 figures and 6 citations.

*Issues-at-a-Glance* HPHR seeks evidenced-based summaries or primers on specific public health topics. These should be easily understood by members of other academic disciplines and the general public. They should detail the state of the research, synthesizing related policies, laws, and media coverage (when appropriate). Authors may include recommendations regarding next steps as long as they are grounded in reliable research.

*Length* Submissions should be no more than 1000 words (citations and images excluded).

*Figures (tables, illustrations, drawings, and infographics) and Citations* Research letters may have no more than 2 figures and 10 citations.

*Posters* Contributors are invited to submit original research posters. Posters should include:

*Length* Authors should include an abstract between 250-300 words that introduces the poster to readers. The total word limit is 1000-1500 words.

*Organization* Each submission should include the following sections: Title; Significance of the Topic; Supporting Data (in the form of charts, graphs, etc.); Author Name(s) and Affiliation(s); and References, as appropriate.

*Poster Design* Contributors must provide a computer generated art file of their poster in JPEG, PNG, EPS, or PDF format, at 600 DPI or higher. Embedded Figures (including tables, illustrations, drawings, and infographics) used in poster designs should be 300 DPI or higher.

## HPHR Blog

Authors iontributing to the HPHR blog are encouraged to consider submitting:

*Commentaries/Op-Eds* HPHR seeks commentaries/op-eds addressing a wide-range of public health issues from evidenced-based perspectives.

*Subject* As a non-partisan entity, HPHR is open to all evidenced-based, points-of-view.

*Length* Submissions should be 500-1000 words.

*Point-Counterpoint Features* HPHR also will be soliciting special editorials on a specific public health issue from opposing vantage points.

*Subject* As a non-partisan entity, HPHR is open to all evidenced-based, points-of-view.

*Length* Submissions should be 800-1000 words.

*Personal Expression* HPHR invites creative writing pieces that address public health. These can be in the form of short stories, poems, personal reflections, artwork, and so on.

*Length* Submissions can be up to 1,000 words.

*Photo Essays* Contributors also may speak to public health topics through pictorials.

*Length* Submissions should include at least two photographs. Photo essay should begin with an overview or introduction of no more than 200 words regarding its public health relevance. Additionally, each image should include a title and individual description of no more than 100 words.

*Infographics* Contributors may submit large-scale infographics, which distill public health issues via a highly visual graphic representation.

*Dimensions* HPHR prefers that infographics be vertical in presentation with dimensions of either 97 x 373 pixels or 2048 x 2048 pixels. Infographics of other dimensions will be considered.

*Length and Style* Submissions should be visually driven, containing less than 100 words.

*Design* Contributors must provide a computer generated art file of their infographic in JPEG, PNG, EPS, or PDF format, at 600 DPI or higher. Infographics can be developed using a variety of free and low-cost online software programs, such as Piktochart

(<http://www.Piktochart.com>, Easel.ly (<http://www.easel.ly/>), and Infogr.am (<http://infogr.am/>)).

*Videos* HPHR will consider videos that address one or more public health issues. These may come in the form of brief documentaries that leverage infographics, figures, photographs, and/or interviews with key informants. While HPHR will consider any format, videos must be clear, cleanly executed, and be grounded in evidence.

*Format* Contributors should submit videos in MP4 or MOV formats. (Other formats will be considered.)

*Length* Videos should be no more than 10 minutes in length.

*Podcasts* HPHR will consider electronic recordings of interviews or editorials on one or more public health issues.

*Format* Contributors should submit podcasts of no more than 10 minutes in length in MP3 or MP4 formats. (Other formats will be considered.)

*Length* Each should include a brief description of no more than 200 words.