

## AUTHOR GUIDELINES 2017

### ***Population Health Matters*** **A Newsletter of the Jefferson College of Population Health (JCPH)** (Formerly *Health Policy Newsletter*)

*Population Health Matters* is a quarterly newsletter designed to further the mission of the Jefferson College of Population Health (JCPH) by highlighting initiatives that have population health and policy implications at the local, regional, or national levels. *Population Health Matters* is governed by an editorial board composed of Thomas Jefferson University faculty and expert stakeholders.

The mission of the Jefferson School of Population Health is to prepare leaders with global vision to develop, implement, and evaluate health policies and systems that improve the health of populations and thereby enhance the quality of life.

#### **Readership**

*Population Health Matters* is a well-established, peer-reviewed digital publication that is emailed to a subscriber list of 3000, representing professionals of diverse backgrounds, with an interest in health care, population health, and health policy, at the local, regional, and national levels.

#### **Relevant Topics**

Articles for the newsletter often highlight initiatives within the Jefferson Health System and/or Thomas Jefferson University, but may also include innovative projects that are representative of multi-institution collaborations and unique grant-funded projects. For example, topic areas could include:

- Health services research
- Population Health
- Outcomes research
- Evidence-based medicine
- Quality management and performance improvement
- Patient safety
- Trends in medical education
- Health care delivery systems
- Health care governance
- Chronic care management
- Public Health Initiatives
- Health Information Technology

Please note that biomedical or technological advances are not appropriate topics for *Population Health Matters*.

#### **Content and Structure**

Articles should be organized with the following points in mind:

- The issue and/or objective of the article; and why it is important (Introduction)
- The “current state” of the field or practice (Background)
- The intervention or source of information (Methods)
- Observations of what worked and what did not (Results)
- Discussion of the results
- Conclusion(s) and/or recommendations
- Impact on the future – policy implications and/or further study

Headings and subheadings are not necessary. Abstracts, press releases, and previously published journal articles are *not* suitable for publication and will not be accepted. The length of draft articles should be approximately **350-800 words**—two to three typed double-spaced pages. ***Please number every page of your article.***

## References

***Articles must be submitted with relevant and current references, preferably ones that can be accessed online with complete and current URLs.*** Please include references in the AMA style. For excerpts from the most recent edition of the *AMA Manual of Style* you may refer to <http://www.amamanualofstyle.com/>.

Correct referencing, numbering, formatting and complete citations are the responsibility of the author. The managing editor will request that authors revise references that are incorrect or improperly formatted. Typical newsletter articles include between one and six references; authors will be asked to revise articles containing more than eight references.

***Please do not use the automated reference feature in Word as it impedes manuscript editing and complicates the production process.***

## Process for Article Submission and Review

### I Article submission and deadline

Authors email articles to the managing editor at [JCPHNewsletter@Jefferson.edu](mailto:JCPHNewsletter@Jefferson.edu). Authors should be sure to include complete contact information: name, credentials, title, affiliated institution, phone, and email. Articles with multiple authors should designate a corresponding author.

When authors commit to submitting an article, a deadline will have been agreed upon by the authors and the managing editor. Typically, the first draft is due approximately 3 weeks before the next editorial board meeting.

### II Next Steps

- a) The managing editor reviews the initial submission. If the article needs immediate attention or revisions (i.e., references), you will be contacted.
  
- b) Articles are reviewed by the editorial board at quarterly meetings. Board members will offer individual critiques and suggested edits. The suggested edits are combined and summarized and the author is contacted by the managing editor with the board's comments.
  - If the recommended changes are minor, adjustments will be made by the managing editor.
  - If the recommended changes are relatively substantial, the managing editor will request that you make revisions to the article. You will resubmit the article by a specified deadline.

Please note: The editorial board reserves the right to reject articles deemed as not meeting *Population Health Matters* Newsletter standards. Additionally, an article accepted by the editorial board is *not* guaranteed for publication in a specific issue, whether due to space limitations or the need to publish and showcase a particularly timely topic. Articles accepted and ready for

publication could take 3-6 months to appear in the *Population Health Matters* Newsletter, depending on the production cycle. All accepted articles are kept on file and considered for future issues.

### **Where To Find *Population Health Matters***

Current and past issues of the newsletter can be accessed in a number of ways:

**1) JCPH website:** <http://www.jefferson.edu/university/population-health/research.html>  
<http://www.jefferson.edu/university/population-health/research/newsletters.html>

**2) Jefferson Digital Commons (JDC):** <http://jdc.jefferson.edu/hpn/>

*Population Health Matters* Newsletter articles are considered to be peer-reviewed. All Newsletter articles will be posted on *Jefferson Digital Commons*. JDC is a Thomas Jefferson University repository designed to showcase faculty and student work. Articles posted on JDC can easily be located through a Google™ search.

**3) A small number of print versions are available upon request.**