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## SUBMISSIONS TO THE JOURNAL

The *Canadian Journal of Public Health* (CJPH) publishes peer-reviewed original articles, reviews and correspondence on all aspects of public health and preventive medicine. CJPH is a recognized vehicle for timely, high-quality, relevant research and commentary for the community of researchers, policy-makers, and practitioners to support knowledge transfer, contribute to understanding of complex public health problems, and inform decisions to promote the public's health.

Submissions from authors outside of Canada are encouraged and will be considered for peer review; these submissions should have relevance to public health research and practice in Canada.

All original contributions are reviewed by the Editor-in-Chief and Senior Editors and sent to two or more external reviewers as part of a double-blind peer review process (authors and reviewers are anonymous; except for the Innovations in Policy and Practice section, which is non-blinded). The editor reserves the right to make editorial changes in all matter published in the Journal and cannot enter into correspondence about papers not accepted for publication.

## SECTIONS OF THE JOURNAL

### Original Research

#### Quantitative Research

The systematic empirical investigation of observable phenomena via statistical, mathematical or other computational techniques. Quantitative data are any data that are in numerical form, such as statistics, percentages, etc. The researcher is hoping the numbers will yield an unbiased result that can be generalized to some larger population. Structured with objectives, methods, results, discussion, and conclusion sections.

- Maximum word length: 3500 words, not including abstract, tables/figures, references
- Structured abstract: 250 words, with the following headings: Objectives, Methods, Results, Conclusion
- [Contributions to knowledge section](#)
- Maximum number of references: 30

#### Qualitative Research

Qualitative research is an umbrella phrase that describes many research methodologies (e.g., ethnography, grounded theory, phenomenology) which draw primarily on language-based and visual data generated from various techniques such as interviews, focus groups, observations and the analysis of in-situ texts and visual representations. Qualitative researchers ask broad questions and are expected to engage with social theory in the analysis and presentation of findings. Structured with objectives, methods, results, discussion, and conclusion sections.

- CJPH publishes high-quality, theoretically-informed, methodologically-rigorous qualitative research about public health issues.
- CJPH emphasizes qualitative research that is engaged with contemporary developments in social theory and qualitative research methodology and that contributes to critical, informed public health knowledge, thinking and practice.
- Purely descriptive research and reports of meeting proceedings are discouraged.



- Maximum word length: 5000 words, not including abstract, tables/figures, references
- Structured abstract: 250 words, with the following headings: Objectives, Methods, Results, Conclusion
- [Contributions to knowledge section](#)
- Maximum number of references: 30

### **Mixed Methods Research**

The term “mixed methods research” refers to a methodology of research that systematically integrates, or “mixes,” quantitative (closed-ended) and qualitative (open-ended) data within a single investigation or sustained program of inquiry. The premise of this approach is that such integration permits a complete and synergistic utilization of data rather than conducting separate quantitative and qualitative analyses. Structured with objectives, methods, results, discussion, and conclusion sections.

- Maximum word length: 5000 words, not including abstract, tables/figures, references
- Structured abstract: 250 words, with the following headings: Objectives, Methods, Results, Conclusion
- [Contributions to knowledge section](#)
- Maximum number of references: 30

### **Essays**

The essays section focuses on analytical, reflective, or interpretive contributions that explore historical or critical perspectives on public health issues. Submissions may investigate historical developments, contextualize current public health challenges, critique policies or practices, or provide theoretical insights. The format encourages the exploration of ideas with rigorous scholarship, drawing connections between past and present to inform future public health research, practice or policy.

- Maximum word length: 4000 words, not including abstract, tables/figures, references
- Unstructured abstract: maximum 250 words
- Maximum number of references: 40

### **Population Health Intervention Research**

Empirical study that uses quantitative, qualitative or mixed research methods to investigate a research question about an intervention aimed at changing the distribution of determinants of health in a population. Interventions can be planned and implemented outside or within the health and public health sector (see Hawe P, Potvin L. [What is population health intervention research?](#) (PDF) *Can J Public Health* 2009;100:i8-14). Research objectives can relate to the planning, implementation, efficacy, effectiveness, sustainability or scaling up of a population health intervention.

- Maximum word length: 4500 words, not including abstract, tables/figures, references
- Structured abstract: 250 words with the following headings: Intervention, Research Question, Methods, Results, Conclusion
- [Contributions to knowledge section](#)
- Maximum number of references: 30

### **Innovations in Policy and Practice**

With this section, we wish to provide practitioners with a means to explore promising ideas at the implementation phase. In order to do so, we have a different submission system from the other article types. The IPP process consists of two steps: 1) submission of a fully-identified structured abstract for



consideration; 2) if invited by the editors, submission within the same Editorial Manager record of a full (and fully-identified) manuscript for non-blinded peer review (meaning that authors and reviewers are transparent to each other).

#### *Step One – Structured Abstract*

- See [published article](#) by Dr. Trevor Hancock, former Senior Editor, et al., describing this type of CJPH submission.
- Note that we require that authors (or at least lead authors and/or the majority of authors) are practitioners. Academics may take the lead in writing the article, if so requested by the practitioners, but the practitioners still have to be the main contributors to the article. In the Abstract, please include the names of all authors as well as their positions/roles in their organizations.
- Please note that we are interested in innovations that have been implemented, not innovative ideas or proposals for innovations; the latter might be appropriate for submission to the CJPH as a commentary.
- Submit a 250-word structured abstract as a new submission on the Journal website for initial evaluation and feedback. Use the following headings: Setting, Intervention, Outcomes, Implications

NOTE: You will need to follow the normal submission process, creating a [Title Page](#) (see page 7 of these Instructions for Authors regarding what is included on the Title Page) as well as an Abstract through the forms provided; however, rather than uploading a blinded manuscript for peer review, you will instead upload (as the "Blinded Manuscript" file) the Abstract once again, this time with all authors and their affiliations included within the document (since the Editorial Manager system does not provide reviewers with the submitted Title Page file during review).

#### *Step Two – Submission of manuscript to the same Editorial Manager submission record [once approval of the Abstract is received from Senior Editor]*

- NOTE: Peer review of IPP submissions is non-blinded. Therefore, please upload a NON-blinded manuscript (i.e., with full author identification included) where “Blinded manuscript” appears. This file will be sent to the first round of peer review.
- Maximum word length: 3000 words, not including abstract, tables/figures, references
- The manuscript must contain the structured abstract (as described in Step One)
- [Implications for policy and practice section](#)
- Maximum number of references: 30

#### **Reviews**

The “Reviews” section includes comprehensive and methodologically rigorous reviews of public health evidence. Submissions may include systematic\* reviews, scoping\*,† reviews, realist reviews, or other well-defined review methodologies and must clearly state the methodology used and follow established guidelines and best practices for these methodologies. This section aims to synthesize existing research, identify gaps, and provide insights to inform public health policy, practice, and future research.

- Maximum word length: 4500 words, not including abstract, tables/figures, references

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\* Methodology has to be followed

† Methods papers particularly



- Structured abstract: 250 words with the following headings: Objectives, Methods, Synthesis, Conclusion
- Maximum number of references: 50, with links if required to lists of retrieved and excluded articles
- Detailed search strategy (including key words) should be included in a supplementary file.
- The appropriate reporting guideline (e.g., PRISMA) should be followed.

### Commentary

Commentaries take a “position” and then bring forth arguments or evidence to support that position. Structured with content-appropriate headings and a conclusion section. The text summary (abstract) gives the reader an idea what the commentary is about.

- Maximum word length: 1500 words, not including abstract, tables/figures, references
- Text abstract: 200 words
- Maximum number of references: 15
- CJPH commentaries have a reduced number of tables and figures (up to a total combined of 3).

### Letter to the Editor

A Letter to the Editor is a letter sent to the journal about issues of concern from its readers. Letters are often, but not necessarily, reviews of a published CJPH paper, complimentary or critical of some aspect of the original paper. The authors of the original paper are invited to respond to the letter and both items get published together in the next available issue. Letters and responses are short.

- Maximum word length: 500 words
- No abstract
- Maximum number of references: 10

## REPORTING GUIDELINES

CJPH requires the use of reporting guidelines alongside all quantitative and qualitative research submissions. Reporting guidelines promote clear reporting of methods and results to allow our reviewers to adequately assess the quality of the manuscript. Please submit as supplemental material the appropriate reporting guideline checklist indicating on which page or section of the manuscript each checklist item appears. We encourage you to select the appropriate checklist for the study design used in your submission. A complete list of reporting guidelines can be found on the [Equator Network](#). Below is the list of frequently used checklists according to study type; however, authors may choose an extension or another checklist not listed below. Please list and justify the reporting guideline accompanying your submission in your cover letter.

- Qualitative studies: [Consolidated criteria for reporting qualitative research](#) (COREQ)
- Observational studies (including cohort, case control, cross-sectional studies and combined studies): [Strengthening the reporting of observational studies in epidemiology](#) (STROBE)
- Descriptive epidemiology studies: [Framework for Descriptive Epidemiology](#) (Lesko et al.)
- Studies using routinely collected health administrative data: [The Reporting of studies Conducted using Observational Routinely-collected health Data](#) (RECORD)
- Systematic reviews or meta-analysis: [Preferred Reporting Items for Systematic reviews and Meta-Analyses](#) (PRISMA) checklist and flowchart
- Scoping reviews: [PRISMA Extension for Scoping Reviews](#) (PRISMA-ScR) checklist and flowchart.



- Economic evaluation studies: [Consolidated Health Economic Evaluation Reporting Standards \(CHEERS\)](#)
- Prediction model studies: [TRIPOD](#) or [TRIPOD-AI](#)
- Randomized trials: [Guidelines for reporting results from randomized trials](#) (CONSORT)

## CONSIDERATION OF SEX AND GENDER IN RESEARCH

While the concepts of both “sex” and “gender” are widely recognized as important considerations in health research, the presence of these and other key determinants of health in research findings remains quite variable in the published literature. In an effort to close this knowledge gap in relation to the implications of both sex and gender in the public health research evidence base, the CJPB requires all authors to answer the following questions as part of the manuscript submission process:

1. Are sex (biological) considerations taken into account in this manuscript? Yes/No
2. Are gender (socio-cultural) considerations taken into account in this manuscript? Yes/No
3. If YES, please describe how sex and/or gender considerations are considered in your manuscript (2000 character limit).
4. If NO, please explain why sex and/or gender considerations are not applicable in your manuscript.

## REQUIREMENT FOR MEANINGFUL ENGAGEMENT OF FIRST NATIONS, INUIT, MÉTIS, AND INDIGENOUS PEOPLES IN PUBLICATIONS ABOUT THEM

In its December 2020 issue (Volume 111, Number 6), CJPB proudly launched its policy with regard to publication of health research on Indigenous Peoples ([Smylie et al., 2020](#); see also two accompanying editorials: [Potvin 2020](#); [Marsden et al. 2020](#)). The policy explicitly requires that articles submitted to CJPB reporting on a study about First Nations, Inuit, Métis and Indigenous Peoples from Canada and other countries explain how the researchers engaged with concerned communities and how the interpretation and contextualization of the results take into account the experiential knowledge of those whom the research is about. This policy applies to all research, regardless of whether it is using primary or secondary data.

CJPB requires that all authors answer the following questions as part of the manuscript submission process:

1. Are First Nations, Inuit, Métis, and/or Indigenous Peoples or populations a focus of this submission? Yes/No
2. If yes, were the relevant Indigenous Peoples or populations engaged in the study and/or preparation of this submission? Yes/No
3. If yes, please summarize how the relevant Indigenous Peoples or populations have been engaged as individuals and collectively in the study and/or preparation of this submission (2000 character limit).

## EDITORIAL PROCEDURE

### Double-blind Peer Review

This journal follows a double-blind reviewing procedure (except for IPP submissions, which are non-blinded: see process outlined above in [“Innovations in Policy and Practice”](#) under Sections of the Journal).



Self-identifying (i.e., articles published by the authors) citations and references in the article text should be blinded. The in-text citation would be “Blinded for review”, followed by year. Example: “Blinded for review, 2024”. The corresponding reference in the list at the end of the paper would be “Blinded for review. (2024)”.

## TITLE PAGE

The Title Page should include:

- A concise and informative title. Ensure the title accurately reflects the content and main findings of the article, and that the portion ahead of a colon gives the reader enough information to know what the article is about. For original papers, include a subtitle specifying the study design, such as “prospective cohort study”. Please do not include acronyms in the title.
- The full name(s) of the author(s). Please do not include academic degrees as these are not published. IMPORTANT: See footnote for further information about the Authors section.<sup>‡</sup>
- The affiliation(s) of the author(s), including city, province or state, country. For those authors who do not have an affiliation, please provide city, province or state, country as the affiliation. *Note: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current institution may additionally be stated. Affiliations will not be updated or changed after publication of the article.*
- The e-mail address and telephone number of the corresponding author only.
- If available, the 16-digit ORCID of the author(s).
- A full [Declarations section](#), including a conflict of interest statement. Please consult the [Disclosure of Potential Conflicts of Interest](#) section.
- An Acknowledgements section (as appropriate)  
*NOTE that in the case where there has been a related publication such as a masters or PhD thesis, this needs to be stated in the Acknowledgements section, as well as in the Cover letter of the submission. See the [Acknowledgement of Material from Published Report](#) section.*
- The word counts for the abstract and for the body of the text (i.e., not including tables/figures/references/supplementary material).

## Declarations Section

**All manuscripts must contain the following sections on the Title Page under the heading 'Declarations'.**

If any of the sections are not relevant to your manuscript, please include the heading and write 'Not applicable' for that section. NOTE that the text in parentheses should not appear on your Title Page – it is just included here as further information for you the author.

- **Funding** (information that explains whether and by whom the research was supported)
- **Conflict of interest** (include appropriate disclosures)
- **Ethics approval** (include appropriate approvals or waivers)
- **Consent to participate** (include appropriate consent statements)
- **Consent for publication** (consent statement regarding publishing an individual’s data or image)
- **Availability of data and material** (data transparency)
- **Code availability** (software application or custom code)

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<sup>‡</sup> IMPORTANT: CJPH prefers a maximum of 20 authors and will only list 20 on the Title Page. For submissions with more than 20 authors, the authors will appear in a group authorship list on the last page of the article.



- [Author contributions](#)

### Disclosure of Potential Conflicts of Interest

Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Although an author may not feel there is any conflict, disclosure of relationships and interests provides a more complete and transparent process, leading to an accurate and objective assessment of the work. Awareness of a real or perceived conflict of interest is a perspective to which the readers are entitled. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate. Examples of potential conflicts of interest that are directly or indirectly related to the research may include but are not limited to the following:

- Research grants from funding agencies (please give the research funder and the grant number)
- Honoraria for speaking at symposia
- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g., patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (non-financial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

More details can be found [here](#). See below examples of disclosures:

- **Funding:** This study was funded by X (grant number X).
- **Conflict of interest:** [Surname] has received research grants from Company A. [Surname] has received a speaker honorarium from Company X and owns stock in Company Y. [Surname] is a member of committee Z.
- If no conflict exists, the authors should state:
  - **Conflict of interest:** None to declare.

### Acknowledgements

Acknowledgements of people, grants, funds, etc. should be placed in a separate section on the Title Page. The names of funding organizations should be written in full.

Brief positionality statements for authors can be included in the Acknowledgements section (see Author Positionality Statement section).

### Acknowledgement of Material from Published Report

Submissions that include material from a published report (i.e., a thesis or dissertation; a published report from government or any other source) must acknowledge the source in two places: the covering letter of the submission, and the Acknowledgements section.



For a thesis or dissertation: include an acknowledgement as well as a full citation in the paper.

For government or other source report: include an acknowledgement that the material was taken from the report, and that permission has been obtained to reprint it. For reports with multiple authors, authorization from all authors should be obtained; example statement: "All major contributors of this work were contacted and agree to this publication."

For a preprint: Authors should disclose details of preprint posting, including DOI and licensing terms, upon submission of the manuscript or at any other point during consideration. Please include mention in the cover letter and in the Acknowledgements section on the Title Page. For full details visit this link: [Springer policy](#).

### Author Contributions

The Publisher recommends authors include contribution statements in the work that specifies the contribution of every author in order to promote transparency.

Examples of such statement(s) are shown below:

Free text:

"All authors contributed to the study conception and design. Material preparation, data collection and analysis were performed by [surname], [surname], and [surname]. The first draft of the manuscript was written by [surname] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript."

For review articles where discrete statements are less applicable, a statement should be included as to who had the idea for the article, who performed the literature search and data analysis, and who drafted and/or critically revised the work.

For articles that are based primarily on the student's dissertation or thesis, it is recommended that the student is usually listed as principal author<sup>§</sup>.

*Please make sure that the names of all authors are present and correctly spelled, and that affiliations are current.*

Adding and/or deleting authors at revision stage is generally not permitted, but in some cases it may be warranted. Reasons for these changes in authorship should be explained. Approval of the change during revision is at the discretion of the Editor-in-Chief. Please note that journals may have individual policies on adding and/or deleting authors during revision stage.

### Author Positionality Statement

For those who wish to do so, a brief author positionality statement can be included in the [Acknowledgements section](#) on the Title Page.

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<sup>§</sup> Based on: A Graduate Student's Guide to Determining Authorship Credit and Authorship Order, APA Science Student Council 2006, <https://www.apa.org/science/leadership/students/authorship-paper.pdf>



## TEXT

### Text Formatting

Manuscripts should be submitted in Word. We do not accept pdf files. Please include the article title in your Blinded Manuscript file.

- Use a normal, plain font (e.g., 12-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in .docx format (Word 2007 or higher) or .doc format (older Word versions).

### Abstract

Please consult the [Sections of the Journal](#) information and structure your abstract accordingly.

### Keywords

Please provide 4 to 6 (MeSH) keywords which can be used for indexing purposes. These should be placed directly after the Abstract in the Blinded Manuscript file.

### Translation of Abstract

The CJPH is a bilingual journal and all abstracts and keywords must be published in both official languages of Canada. A translation is required once a paper has been through peer review and has been accepted by the Editor. In your cover letter, please indicate whether—in the case of your paper being accepted after peer review—you will provide a professional-quality translation of both the Abstract and the Keywords of your paper in the following order: Abstract, Résumé, Keywords, Mots-clés, **OR** you will request to be billed for translation by CJPH translation services at a cost of CAD \$0.32/word. In the case of CJPH translation, please include in your cover letter your request as well as your full invoicing information:

Name of invoicee, department name, name of institution, full institutional address, phone number, e-mail address.\*\*

### Headings

Please use no more than three levels of displayed headings. Please do not use numbering of sections.

### Contributions to knowledge / Implications for policy and practice section

All authors of research submissions and Innovations in Policy and Practice (IPP) submissions are required to include a section at the end of the paper (before the References section) which provides bullet answers to two questions with respect to the import of their research. NOTE that this section does not count toward the overall word count of the manuscript.

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\*\* Do not repeat the item names indicated above (i.e., Name of invoicee, department name, etc.); just give your information, separated by commas.



For research papers (quantitative/qualitative/mixed methods/population health intervention), please use the heading “Contributions to knowledge” and use bullets to provide answers to the following two questions (100 words maximum per question). Please include the two questions (without indenting or formatting, i.e., no bold/no italics/no numbering), followed by their respective bullets:

What does this study add to existing knowledge?

What are the key implications for public health interventions, practice, or policy?

For IPP papers, please use the heading “Implications for policy and practice” and use bullets to provide answers to the following two questions (100 words maximum per question). Please include the two questions (without the part in square brackets, which is just extra guidance for the authors, and without indenting or formatting, i.e., no bold/no italics/no numbering), followed by their respective bullets:

What are the innovations in this policy or program?

[Explain why this policy or program is considered an innovation. Example responses: applying/adapting an accepted practice or model to a novel problem; development of a new practice or model with preliminary evidence of success; challenging the prevailing scope and practice of public health with corresponding rationale; etc.]

What are the burning research questions for this innovation?

[In other words, what would be needed to scale up the innovation, and/or do rigorous evaluation research to corroborate preliminary findings.]

### Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter. It is not CJPH style to include a list of abbreviations.

### Footnotes

CJPH preference is that footnotes be avoided if possible and the information included in the text instead; at the least, the number of footnotes should be kept to a minimum.

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

### Use of Canadian Spellings

Please use the “u” in such words as “neighbour(hood)”, “colour”, “favour”, “honour”, etc.

Please use the “e” in such words as “acknowledgement(s)”, “judgement”.



Please use “centre” instead of “center” (except in the proper name “US Centers for Disease Control and Prevention”), “program” instead of “programme”, “-ize” instead of “-ise” (i.e., authorize/authorization, organize/organization, etc.).

## MANUSCRIPT SUBMISSION

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

### Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

### Online Submission

Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

## REFERENCES

### In-text Citations

In-text citations and full references in the list at the end of the paper must be formatted in APA reference style. Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson, 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott, 1991; Barakat et al., 1995; Kelso & Smith, 1998; Medvec et al., 1999).

### References List

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last name of the first author of each work.

#### Journal article

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.

#### Article by DOI

Slifka, M. K., & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, <https://doi.org/10.1007/s001090000086>

#### Book



Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

#### **Book chapter**

O’Neil, J. M., & Egan, J. (1992). Men’s and women’s gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

#### **Online document**

Public Health Agency of Canada. (2020). Social determinants and inequities in health for Black Canadians: A snapshot. <https://www.canada.ca/content/dam/phac-aspc/documents/services/health-promotion/population-health/what-determines-health/social-determinants-inequities-black-canadians-snapshot/health-inequities-black-canadians.pdf>. Accessed 22 Oct 2024.

Journal names and book titles should be italicized.

## **TABLES**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in the text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference in a footnote to the table.
- Please place tables (as well as any appendices/boxes) after the References list in your paper, OR upload tables in a separate Table file.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## **ARTWORK AND ILLUSTRATIONS GUIDELINES**

### **Electronic Figure Submission**

- Upload figures in a “Figure” file rather than within the “Blinded Manuscript” file.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number using Arabic numerals, e.g., Fig1.eps.

### **Line Art**

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.



### Halftone Art

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

### Combination Art

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, colour diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

### Colour Art

- Colour art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colours are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colours are still apparent.
- If the figures will be printed in black and white, do not refer to colour in the captions.
- Colour illustrations should be submitted as RGB (8 bits per channel).

### Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

### Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, “A1, A2, A3, etc.” Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

### Figure Captions

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