

# Indian Health Service

## Division of Environmental Health Services

### Article Submission & Publication Guidance

The Division of Environmental Health Services (DEHS) Program needs to develop communication tools in order to demonstrate to our customers (the communities served, HHS and IHS personnel, and external partners) the breadth of our Program, and the positive impacts made on the health and well-being of Tribal members through our efforts.

One tool that all DEHS staff has at their disposal, to help increase Program visibility and understanding, is individual submissions of environmental health-related articles to local, national, and international publications or websites. Additional benefits derived through article submission and publishing include the following:

- ◆ Create a consistent Program message
- ◆ Increase individual and Program pride
- ◆ Increase individual and Program professionalism
- ◆ Create a distinct identity from other environmental health programs
- ◆ Generate interest in specific environmental health issues
- ◆ Generate ideas for guiding future environmental health research
- ◆ Create advocates for the Program and increase overall contacts
- ◆ Increase funding and staffing
- ◆ Increase the ability of the Program to attract the “best and the brightest”.

The intent of the attached information is to provide guidance on article publication opportunities.

# Division of Environmental Health Services

## Article Submission & Publication Guidance

### **I. What is worthy for consideration for publication?**

Types of articles that can be submitted for publication include the following:

1. Descriptive report: field experience, observation, case report
2. Original research
  - a. Basic, laboratory, or field study
  - b. Clinical trial or record review
  - c. Health services delivery
  - d. Public health/epidemiology
  - e. Knowledge/attitudes/behaviors
3. Meta-analysis
4. Review article
5. Commentary

### **II. Where can I find supporting information for my topic?**

Sources that may provide supporting information for the article include the following:

1. Subject-Specific Books, Journals, Websites
2. Subject-Specific Published Articles
3. Subject Matter Experts (Check references in recent articles)
4. Yearbooks and textbooks
5. Online Federal Archives and Local Libraries

### **III. How do I determine which is the best venue for the article?**

Factors that need to be considered before formulating a submission include the following:

- The objective for publishing the information
- The audience that the information is pertinent to
- Sites/journals that carry this information
- The criteria for authors (Some journals require a PhD as the main author.)
- The "Information for Authors Guidelines"
- References and acknowledgements that must be included
- Information in the article requires IHS and/or Tribal approvals, and steps for approval

#### **IV. How do I start writing the article?**

Article writing is a process, which includes the following:

1. Determine a time-line for beginning and finishing the article
2. Prepare an outline
3. Conduct a literature review
4. Prepare figures, tables, photos
5. Write first draft and create a title
6. Circulate first draft for comments to peers
7. Write revised, final draft
8. Proof-read final draft
9. Write a cover letter
10. Submit the manuscript (final draft of article) for publication to the venue

#### The Outline

Introduction:

1. State the problem
2. Provide historical information on the issue and impacts
3. State your solution
4. State why your approach to the problem is justified
5. State what new knowledge is gained by the reader

Methods:

1. Discuss selection of study population
2. Discuss sampling methods
3. Give baseline data and collection method
4. Discuss intervention options
5. Discuss choice of option and expected impact of intervention
6. Define variables: exposures, outcomes, case definition
7. Provide a statistical analysis of results

Results:

1. Provide tables and figures; including a brief summary of data
2. The summary should:
  - a. Emphasize the key results
  - b. Refer to tables and figures
  - c. Provide comparison to past interventions (when available)

Discussion/Conclusions:

1. Highlight the importance of your findings
2. Draw reasonable conclusions based on your results
3. Interpret your results:

- a. How your results and methods compare with other studies
  - b. What are the strengths of this study
  - c. what new findings came from your results compared to other studies
4. State the limitations of your process
  5. Make recommendations for future studies

Title:

1. Emphasize what is new
2. Catch the reader's interest
3. If you must elaborate for clarification, use a colon

Draft Article:

1. Review similar articles in the same journal for style and format.
2. Have multiple people, within your discipline, proofread the draft and provide comments
3. Edit draft per comments and review for spelling/grammatical mistakes and formatting per "Information for Authors Guidelines"
4. Consider submitting the final draft to a technical editor or consultant for comments

Cover Letter:

1. State the title of the article
2. Provide a summary:
  - a. State who will be interested in the article
  - b. State if the article has ever been published before
  - c. State if the article is being simultaneously submitted

Submit the Article:

If your manuscript is accepted; but revisions are requested, revise and re-submit the manuscript along with a cover letter detailing how each of the requested revisions were addressed. If the manuscript is rejected, consider a different site/journal following the "Information for Authors Guidelines" for that publication.

#### V. Environmental Health Sites/Journals

(Note: This list should be considered as suggested resources, and is not inclusive)

*National Environmental Health Association's Journal*

*American Journal of Pediatrics*

*The Lancet*

*American Journal of Public Health*

*Journal of Water and Health*

*Public Health Reports*

*Journal of Infectious Disease*

*Epidemiology and Infection*  
*American Journal of Epidemiology*  
*Environmental Health Perspectives*  
*IHS Primary Care Provider*  
*American Industrial Hygiene Association*  
*CDC MMWR*  
*Journal of Occupational and Environmental Hygiene*  
*Food Safety*  
*International Journal of Occupational and Environmental Health*  
*Journal of Environmental and Public Health*  
*International Journal of Environmental Research and Public Health*  
*Environmental Health*  
*Environmental Health News*  
*Water Environment Research*  
*American Water Works Association Journal*  
*American Water Works Association*  
*Opflow*  
*On tap*  
*Water Environment Federation Journal*  
*Small Flows Magazine*  
*Municipal Sewer & Water*  
*Housing Education and Research Associations Housing and Society Journal*  
*The Journal, The Magazine for Manufactured and Modular Housing Professionals*  
*National Head Start Associations Dialog*  
*International Journal of Circumpolar Health*  
*Northwest Public Health Journal*  
*The Western Journal of Medicine*  
*State Epi Bulletins*