

# Public Health Reviews (PHR)

## Instructions for Authors

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## 1 GENERAL INFORMATION

Public Health Reviews (PHR) is an independent society journal of the non-profit Swiss School of Public Health (SSPH+), Zurich, Switzerland and is published by Frontiers, Lausanne, Switzerland. It publishes Open Access with Frontiers as of January 2021. American English is the official language of PHR, and submissions must be made in English.

### 1.1 Contacts

For inquiries related to the submission platform and process, and calls for papers, please contact the PHR Development Office: <mailto:phr.publishers.office@ssph-journal.org>

For inquiries related to the progress of peer review, please contact the PHR Operations Office: [phr@ssph-journal.org](mailto:phr@ssph-journal.org).

For inquiries related to accepted and published papers, please contact the PHR Production Office: [production@ssph-journal.org](mailto:production@ssph-journal.org).

For all other queries, and if you would like to feature your accepted article in the IJPH blog or social media channels, please contact the PHR Editorial Office: [phr@swisstph.ch](mailto:phr@swisstph.ch).

Due to the amount of interest, the PHR editors cannot advise interested authors on the suitability of a manuscript before submission. In section 4 you can find helpful information.

### 1.2 Article Processing Charges (APC)

PHR publishes all accepted contents Open Access. This incurs an Article Processing Charge (APC). APC comprises the production costs of the publisher and the editorial costs of the owner, the Swiss School of Public Health (SSPH+). SSPH+ discounts the editorial costs for first authors from low- and middle- income countries according to the [research4life](#) country classification (group A and B countries).

APC support requests must be submitted directly after manuscript submission.

APCs may be subject to periodic revision. The invoiced APC is the one valid at the time of manuscript submission. Please find the APC and all discount options on the [journal website](#).

### 1.3 Licensing

All articles are published under a [CC-BY 4.0 license](#). Authors hold the copyright of the article published. Authors who are not allowed to hold the copyright (for example, authors affiliated with the US government or Commonwealth governments, or WHO), should contact the PHR Publisher Office ([phr@ssph-journal.org](mailto:phr@ssph-journal.org)) for amendments to copyright during or immediately after submission of the article. No changes to the copyright are possible after the publication of an article. Authors should check that their employers have the legal right to grant the CC-BY license.

### 1.4 Open Data Policy

PHR encourages authors to make their datasets on which the conclusions of the paper rely available to readers as Supplementary Material or in publicly available repositories. The publisher, Frontiers, provides general information, please see the links below:

- [List of Repositories](#)
- [Research Data Policy](#)

## 2 ARTICLE TYPES

Manuscripts should be written with a view to submit as a specific article type. All PHR format requirements detailed in this section and in sections 3 and 4 should be fully adopted. We encourage authors to refer to the reporting guidelines for health research hosted by the EQUATOR network when preparing their manuscript. Checklists are available for a number of study designs here: <http://www.equator-network.org/>.

### 2.1 Peer Reviewed

#### Policy Brief

Policy Briefs are short reports to support decision-makers in understanding and addressing a relevant public

health issue. Policy Briefs begin with an outline of the specific issue and should highlight the importance of policy action (Background). They further provide an examination and summary of the available (local and global) evidence related to the issue, and current policy approaches (Analysis). The central section of a Policy Brief is a critical assessment of potential policy options to address the issue, their likely impacts, potential barriers, and facilitators to their implementation (Policy Options). Finally, Policy Briefs end by summarizing primary insights and presented options (Conclusion).

Policy Briefs have the following format:

- Title: Short and concise.
- Abstract: 180 words max, structured: Background, Analysis, Policy Options, Conclusion
- Article Structure: Background: Introduction to the public health issue and the importance for policy action.
- Analysis: Examination and summary of evidence, and current policy approaches. Policy Options: Critical assessment of potential policy options, expected outcomes, and factors influencing their implementation. Conclusion: Summary of primary insights and policy options.
- Main text: 2'500 words max (abstract, reference list excluded).
- References: up to 30 references.
- Figures and Tables: A maximum of 4 figures and tables are allowed. The captions of figures and tables should contain the source and date of the presented data. Figures and tables and their captions should be fully self-explanatory.

### Systematic Review

Systematic Reviews present a synthesis of previous research on a given topic that uses systematic and clearly defined methods to identify, categorize, analyze and report aggregated evidence on a specific topic. Included in this article type are meta-synthesis, meta-analysis, systematic review, and systematic review with a meta-analysis. Systematic reviews should clearly define the research question in terms of population, interventions, comparators, outcomes and study designs (PICOS). They should state which reporting guidelines were used in the study for design and reporting (e.g., PRISMA, Cochrane, Campbell), include the PRISMA flow diagram (<http://prisma-statement.org/prismastatement/flowdiagram.aspx>), include funding information (if no specific funding to carry out the research, please state so). Systematic Reviews have the following format:

Systematic Reviews have the following format:

- The title should include the words systematic review/meta-synthesis/meta-analysis, as appropriate. No abbreviations
- Abstract: 180 words max. Structure: Objectives, Methods, Results, Conclusions
- Main text: 4'500 words max (abstract, reference list, figure and table captions excluded)
- Structure: Introduction, Methods (including systematic review protocol; search strategy; data sources; studies sections and data extraction; analysis), Results (including a flow diagram of the studies retrieved for the review; study selection and characteristics; synthesized findings; assessment of risk of bias), Discussion (including summary of main findings, limitations, conclusions)
- Figures and tables: up to 6 (total)

### Review (all formats except for Systematic Review and Mini-Review)

Research Reviews should concentrate on the most recent developments in the field. Authors should confirm during submission in the "Contribution to the Field" section (appearing during online submission process) that the topic was not covered in a recently published review in PHR or other journals. Literature searches for all Reviews should follow a defined systematic protocol and should be comprehensive.

Review articles have the following format:

- Abstract: 180 words max. Structure: Objectives, Methods, Results, Conclusions
- Main text: 4'500 words max (abstract, reference list, figure and table captions excluded)
- Structure: Introduction, Methods, Results and Discussion (including limitations and conclusions). Reviews should reference all included studies
- Figures and tables: up to 6 (total)

### Narrative Review

PHR considers well-constructed Narrative Reviews that provide an up-to date overview and interpretation of a specific topic or field. Narrative reviews do not necessarily include a methods section but should

identify the theoretical framework or model used as starting point. Additionally, the authors must clearly describe why they chose a narrative review approach over a reproducible review type. The title of the manuscript should contain the term “Narrative Review” (or the specific type of Narrative Review used). The authors should confirm during submission in the “Contribution to the Field” section (appearing during the online submission process) that the topic was not covered in a recently published review in PHR or other journals.

Narrative Review articles should adopt the following format:

- Abstract: usually unstructured; 180 words max.
- Text body: 4'500 words max (abstract, reference list, figure and table captions excluded); Structure: Introduction; Main Text Body (broken into subsections with short descriptive headings); Discussion (including Conclusions).
- All included studies should be referenced.
- Figures and tables: up to 6 (total).

### Mini Review

Mini Review articles cover focused aspects of a current area of investigation and its recent developments. They offer a succinct and clear summary of the topic, allowing readers to get up-to-date on new developments and/or emerging concepts, as well as discuss the following: 1) Differences between studies (e.g. in methods), schools of thought or controversies, 2) Current research gaps, 3) Potential future developments in the field. Mini Review articles must not include unpublished material (unpublished/original data, submitted manuscripts, or personal communications) and may be rejected or reclassified, at a significant delay, if found to include such content.

Mini Reviews have the following format:

- Abstract: 120 words max
- Main text: 2'500 words max (abstract, reference list and captions excluded)
- Structure: Introduction, Methods, Results, Conclusions
- Figures and tables: up to 2 (total)

### Guidance

This new article type provides guidance to public-health scientists and practitioners on best practices, techniques, and methodologies that enhance the quality of synthesis research as reported in systematic reviews, scoping reviews, meta-analyses and policy briefs. Topics can encompass (but are not limited to) outlining and critically discussing the following:

- Systematic Reviews: Steps and practices for conducting comprehensive and unbiased reviews.
- Scoping Reviews: Methods to map out existing literature or evidence in a specific field.
- Meta-Analysis: Statistical techniques and best practices for contrasting and combining results from different studies.
- Policy Briefs: Methods or guidelines on distilling research findings for concise summaries to inform or validate policy decisions and policy recommendations.

Guidance has the following format:

- Abstract: 180 words max
- Main text: 4'500 words max (abstract, reference list, and figure & table captions excluded).
- Structure: Background, Discussion, Conclusions
- Figures and tables: up to 5 combined figures and tables in total. The captions of figures and tables should contain the source and date of the presented data.

## 2.2 Not Peer Reviewed

### Editorial

Editorials express the author's viewpoint, or they explain journal policies. Editorials are usually invited by the editors. These should have:

- 800 words max (reference list excluded), up to 10 references
- A short and attractive title

### Commentary

Commentary articles are invited and are more in-depth opinion pieces that should not contain unpublished or original data. These should be:

- 1'200 words max (reference list excluded), up to 10 references

### Letter to the Editor

Letters are reactions relating to recently published articles in PHR. Letters should be submitted no later than 3 months after publication of the article. Usually, the authors of the published article are invited to respond to the Letter.

### Society Statement

Society Statements are produced or commissioned by Presidents and Executive Boards of Schools of Public Health or Public Health Associations. The submitting author ensures that the main manuscript file presents the following line after the author affiliations: "Statement of the <FULL NAME OF SOCIETY (abbreviation of the society name-if any)>". These should be:

- 1'200 words max (reference list excluded), up to 10 references

## 2.3 Correction of errors in published articles

### Corrigendum

Should authors notice errors that affect the scholarly record or the integrity of the paper, they should submit the correction online. The correction must detail the reason(s) for the error(s) and include only the elements (e.g. sections, sentence, figure) of the manuscript being revised or corrected. All authors of the original paper need to agree to the request for changes. The contribution to the field statement should be used to clearly state the reason for the correction. Depending on the extent of the correction required, corrections may require peer review. Authors are informed that requests for changes beyond that described here may not be accepted for publication. The title of the submitted correction should read: "Corrigendum: Title of original publication".

### Erratum

Should authors notice differences between their approved galley proofs and the final published article, thus leading to errors that affect the scholarly record or the integrity of the paper, they should contact the Production Office ([production@ssph-journal.org](mailto:production@ssph-journal.org)), clearly specifying the error and the correct information. They should submit the correction online and the title should read: "Erratum: Title of original publication".

## 3. SUBMISSION – GENERAL INFORMATION

When considering submitting your work to PHR, please first make sure your article fits the scope of the journal. You may also look up the PHR archive for related articles and find out more about the suitability of your article for PHR.

When preparing the manuscript for submission, please exactly follow the structure, length and format rules for the article type. All rules are detailed in this document in the sections Article Types and Manuscript Formatting Guidelines, and on the [PHR website](#) (for Authors /**Article** types).

**ATTENTION:** If the **main text** and **abstract** of the manuscript deviate from the requested structure and length, the publisher office will send back the article and request to correct format/length and resubmit before sending it to the Editors-in-Chief for the prescreen. This will delay the processing of your manuscript.

### 3.1 Types of papers

**Public Health Reviews** publishes Reviews (all formats), Policy Briefs and editorial material. Please see the section Article types I this document and on the PHR website. PHR does not publish original research or opinion articles. Editorials and Commentaries are invited.

The link for submission and a submission checklist are provided on the PHR website.

## 4. MANUSCRIPT FORMATTING GUIDELINES

### 4.1 Article Type

PHR requires authors to carefully select the appropriate article type for their manuscript and to comply with the article type descriptions given here and in the “Article Types” page of the journal website.

We encourage authors to refer to the minimum reporting guidelines for health research hosted by the [EQUATOR network](#) when preparing their manuscript. Checklists are available for Systematic Reviews and other review formats.

### 4.2 Manuscript Length

Authors should follow the article word count lengths given in the “Article Types” section above or on the website. The manuscript length includes only the main body of the text and all citations within it, and excludes the abstract, figure and table captions, funding statement, acknowledgments, and references in the reference list. The Abstract length refers only to the Abstract, manuscript title and keywords excluded.

**Please indicate the number of words and the number of figures and tables included in your manuscript on the first page.**

### 4.3 Language Style

The default language style at PHR is American English. For any questions regarding style, PHR recommends authors to consult the [Chicago Manual of Style](#).

### 4.4 Search Engine Optimization (SEO)

There are a few simple ways to maximize your article’s discoverability. Follow the steps below to improve search results of your article:

- Include a few of your article's keywords in the title of the article
- Do not use long article titles
- Pick 5 to 8 keywords using a mix of generic and more specific terms on the article subject(s)
- Use the maximum amount of keywords in the first 2 sentences of the abstract
- Use some of the keywords in level 1 headings

### 4.5 CrossMark Policy

[CrossMark](#) is a multi-publisher initiative to provide a standard way for readers to locate the current version of a piece of content. By applying the CrossMark logo PHR is committed to maintaining the content it publishes and to alerting readers to changes if and when they occur. Clicking on the CrossMark logo will tell you the current status of a document and may also give you additional publication record information about the document.

### 4.6 Title

The title should be concise, avoid repetitive words abbreviations and terms that are implicit. The title should (where possible) be a statement of the main result or conclusion presented in the manuscript. The title should not contain any abbreviations. The study name and the acronym of the study should not be part of the title but should be presented as keywords. Consider if a title meant to be thought-provoking might be misinterpreted as offensive or alarming. Authors should try to avoid, if possible:

- Titles that are a mere question without giving the answer;
- Unambitious titles, for example starting with "Towards," "A description of," "A characterization of," "Preliminary study on;"
- Vague titles, for example starting with "Role of...," "Link between...," "Effect of..." that do not specify the role, link, or effect.

For corrections of published articles, the title of the submitted correction should have the following format:



"Corrigendum: Title of Original Article".  
The running title should be a maximum of 5 words in length.

#### 4.7 Authors and Affiliations

**Author information should not be included in any submitted files due to the PHR double anonymized peer review. Author information should be provided only as online data during the submission process:**

- Corresponding author name, affiliation and email address
- Co-authors (if any - names and affiliation)
- Order of authors

#### 4.8 Author list

Authorship should be clarified thoroughly before submission. Please follow the authorship guidelines of the International Committee of Medical Journal Editors (<http://www.icmje.org/>). The authors, co-authors and the order of authors should not be altered once the manuscript was submitted. Please follow the guidelines of the International Committee of Medical Journal Editors (<http://www.icmje.org/>) and include all authors qualifying for authorship, and acknowledge other contributors provided they have agreed.

Provide exact and correct author names separated by commas, as these will be indexed in official archives. Affiliations should be keyed to the author's name with superscript numbers and be listed as follows: Laboratory, Institute, Department, Organization, City, State abbreviation (only for United States, Canada, and Australia), and Country (without detailed address information such as city zip codes or street names).

**Example:**

Maxine Meyer<sup>1</sup>

- 1 Department of Excellence, International University of Science, New York, NY, United States.

##### 4.8.1 Correspondence

The Corresponding Author(s) should be marked with an asterisk in the author list. Provide the exact contact email address of the corresponding author(s) in a separate section.

Example: Max Maximus  
maximus@iuscience.edu

If any authors wish to include a change of address, list the present address(es) below the correspondence details using a unique superscript symbol keyed to the author(s) in the author list.

##### 4.8.2 Equal contributions

The authors who have contributed equally should be marked with a symbol (†) in the author list of the doc/latex and pdf files of the manuscript uploaded at submission.

Standard statements to include in the author list:

Equal contribution	These authors have contributed equally to this work
First authorship	These authors share first authorship
Senior authorship	These authors share senior authorship
Last authorship	These authors share last authorship
Equal contribution & First authorship	These authors have contributed equally to this work and share first authorship
Equal contribution & Senior authorship	These authors have contributed equally to this work and share senior authorship
Equal contribution & Last authorship	These authors have contributed equally to this work and share last authorship

##### 4.8.3 Consortium/Group and Collaborative Authors

Consortium/group authorship should be listed in the manuscript with the other author(s).

In cases where authorship is retained by the consortium/group, the consortium/group should be listed as an author separated by “,” or “and,”. The consortium/group name will appear in the author list, in the citation, and in the copyright. If provided, the consortium/group members will be listed in a separate section at the end of the article.

For the collaborators of the consortium/group to be indexed in PubMed, they do not have to be inserted in the



submission system individually. However, in the manuscript itself, provide a section with the name of the consortium/group as the heading followed by the list of collaborators, so they can be tagged accordingly and indexed properly.

**Example:** John Smith, Barbara Smith and The Collaborative Working Group.

In cases where work is presented by the author(s) on behalf of a consortium/group, it should be included in the author list separated with the wording “for” or “on behalf of.” The consortium/group will not retain authorship and will only appear in the author list.

**Example:** John Smith and Barbara Smith on behalf of The Collaborative Working Group.

## 4.9 Abstract

As a primary goal, the abstract should render the general significance and conceptual advance of the work clearly accessible to a broad readership. In the abstract, do not use unexplained abbreviations and do not cite references, figures or tables. Please find the detailed information on word count and structure in the section above about Article Types.

## 4.10 Keywords

All article types require a minimum of 5 and a maximum of 8 keywords.

## 4.11 Text

The entire document should be single-spaced and must contain page and line numbers in order to facilitate the review process. The manuscript should be written using either Word or LaTeX. **All files must be anonymized. An anonymized manuscript should be free from any information that allows the reviewers to identify the authors.**

## 4.12 Nomenclature

- The use of abbreviations should be kept to a minimum. Non-standard abbreviations should be avoided unless they appear at least four times and defined upon first use in the main text. Consider also giving a list of non-standard abbreviations at the end, immediately before the Acknowledgments.
- Equations should be inserted in editable format from the equation editor
- We encourage the use of Standard International Units
- Chemical compounds and biomolecules should be referred to using systematic nomenclature, preferably using the recommendations by IUPAC

## 4.13 Sections

The manuscript is organized by headings and subheadings. The section headings are pre-determined for each article type, please see the journal website for the correct headings (under For Authors/Article types).

## 4.14 Acknowledgments

This is a short text to acknowledge the contributions of specific funds, colleagues, institutions, or agencies that aided the efforts of the authors. Please omit author names and affiliations from the Acknowledgements. The names of the funding organizations should be written in full (not abbreviated).

## 4.15 Contribution to the Field Statement

When you submit your manuscript, you will be required to briefly summarize in 200 words your manuscript's contribution to, and position in, the existing literature in your field. This should be written avoiding any technical language or non-standard acronyms. The aim should be to convey the meaning and importance of this research to a non-expert.

Your statement should frame the question(s) you have addressed in your work in the context of the current body of knowledge, providing evidence that the findings - whether positive or negative - contribute to progress in your research discipline. This will assist the Editors-in-Chief to determine whether your manuscript fits within the scope

of a specialty as defined in its mission statement; a detailed statement will also facilitate the identification of the editors and reviewers most appropriate to evaluate your work, ultimately expediting your manuscript's initial consideration.

#### 4.16 CC-BY License

All figures, tables, and images will be published under a [Creative Commons CC-BY license](#), and permission must be obtained for use of copyrighted material from other sources (including re-published/adapted/modified/partial figures and images from the internet). It is the responsibility of the authors to acquire the licenses, follow any citation instructions requested by third-party rights holders, and cover any supplementary charges.

#### 4.17 Figure Requirements and Style Guidelines

- PHR requires figures to be submitted individually (anonymized), in the same order as they are referred to in the manuscript; the figures will then be automatically embedded at the end of the submitted manuscript. Kindly ensure that each figure is mentioned in the text and in numerical order
- For figures with more than one panel, panels should be clearly indicated using labels (A), (B), (C), (D), etc. However, do not embed the part labels over any part of the image, these labels will be replaced during typesetting according to the journal style. For graphs, there must be a self-explanatory label (including units) along each axis
- For LaTeX files, figures should be included in the provided PDF. In case of acceptance, our Production Office might require high-resolution files of the figures included in the manuscript in EPS, JPEG or TIF/TIFF format
- In order to be able to upload more than one figure at a time, save the figures (labeled in order of appearance in the manuscript) in a zip file and upload them as 'Supplementary Material Presentation'

Please note that figures not in accordance with the guidelines will cause substantial delay during the production process.

##### 4.17.1 Captions

Captions should be preceded by the appropriate label, for example "Figure 1." Figure captions should be placed at the end of the manuscript. Figure panels are referred to by bold capital letters in brackets: (A), (B), (C), (D), etc. Captions should be free from abbreviations. At the end of each caption should appear the study type, countries or region and the years of the study. Example: Risk of bias graph Community-based interventions for cardiovascular disease prevention in low- and middle-income countries (systematic review, low- and middle-income countries, 2000–2019).

##### 4.17.2 Image Size and Resolution Requirements

Figures should be prepared with the PDF layout in mind. Individual figures should not be longer than one page and with a width that corresponds to 1 column (85 mm) or 2 columns (180 mm).

All images must have a resolution of 300 dpi at final size. Check the resolution of your figure by enlarging it to 150%. If the image appears blurry, jagged or has a stair-stepped effect, the resolution is too low.

- The text should be legible and of high quality. The smallest visible text should be no less than 8 points in height when viewed at actual size
- Solid lines should not be broken up. Any lines in the graphic should be no smaller than 2 points wide

Please note that saving a figure directly as an image file (JPEG, TIF) can greatly affect the resolution of your image. To avoid this, one option is to export the file as PDF, then convert into TIFF or EPS using a graphics software.

##### 4.17.3 Format and Color Image Mode

- The following formats are accepted: TIF/TIFF (.tif/.tiff), JPEG (.jpg), and EPS (.eps) (upon acceptance)
- Images must be submitted in the color mode RGB.

## 4.18 Chemical Structures

Chemical structures should be prepared using ChemDraw or a similar program. If working with another program, please follow the guidelines given below:

- Drawing settings: chain angle, 120° bond spacing, 18% width; fixed length, 14.4 pt; bold width, 2.0 pt; line width, 0.6 pt; margin width, 1.6 pt; hash spacing, 2.5 pt. Scale 100% Atom Label settings: font, Arial; size, 8 pt
- Assign all chemical compounds a bold, Arabic numeral in the order in which the compounds are presented in the manuscript text

## 4.19 Table Requirements and Style Guidelines

- Tables should be inserted at the end of the manuscript in an editable format. If you use a word processor, build your table in Word. If you use a LaTeX processor, build your table in LaTeX. An empty line should be left before and after the table
- Table captions must be placed immediately before the table. Captions should be preceded by the appropriate label, for example "Table 1." Please use only a single paragraph for the caption
- All captions of tables should be free from abbreviations; at the end of each caption should appear the study type, the countries or region and the years of the study. Example: Cardiovascular outcomes (systematic review, low- and middle-income countries, 2000– 2019)
- Kindly ensure that each table is mentioned in the text and in numerical order
- Please note that large tables covering several pages cannot be included in the final PDF for formatting reasons. These tables will be published as supplementary material (anonymized)

Please note that tables which are not according to the guidelines will cause substantial delay during the production process.

## 4.20 Accessibility

PHR encourages authors to make the figures and visual elements of their articles accessible for the visually impaired. An effective use of color can help people with low visual acuity, or color blindness, understand all the content of an article.

These guidelines are easy to implement and are in accordance with the [W3C Web Content Accessibility Guidelines \(WCAG 2.1\)](#), the standard for web accessibility best practices.

### A. Ensure sufficient contrast between text and its background

People who have low visual acuity or color blindness could find it difficult to read text with low contrast background color. Try using colors that provide maximum contrast.

WC3 recommends the following contrast ratio levels:

- Level AA, contrast ratio of at least 4.5:1
- Level AAA, contrast ratio of at least 7:1
- You can verify the contrast ratio of your palette with these online ratio checkers:
  - [WebAIM](#)
  - [Color Safe](#)

### B. Avoid using red or green indicators

More than 99% of color-blind people have a red-green color vision deficiency.

### C. Avoid using only color to communicate information

Elements with complex information like charts and graphs can be hard to read when only color is used to distinguish the data. Try to use other visual aspects to communicate information, such as shape, labels, and size. Incorporating patterns into the shape fills also make differences clearer.

## 4.21 Supplementary Material

Data that are not of primary importance to the text, or which cannot be included in the article because they are too large or the current format does not permit it (such as videos, raw data traces, PowerPoint presentations, etc.), can be uploaded as Supplementary Material during the submission procedure and will be displayed along with the published article. All supplementary files are deposited to Figshare for permanent storage and receive a DOI. **Please ensure all supplementary files are anonymized.**

Supplementary Material is not typeset, so please ensure that all information is clearly presented without tracked changes/highlighted text/line numbers, and the appropriate caption is included in the file. **To avoid discrepancies between the published article and the supplementary material, please do not add the title, author list, affiliations or correspondence in the supplementary files.**

The Supplementary Material can be uploaded as Data Sheet, anonymized (Word, Excel, CSV, CDX, FASTA, PDF or Zip files), Presentation (PowerPoint, PDF or Zip files), Image (CDX, EPS, JPEG, PDF, PNG or TIF/TIFF), Table (Word, Excel, CSV or PDF), Audio (MP3, WAV or WMA) or Video (AVI, DIVX, FLV, MOV, MP4, MPEG, MPG or WMV).

## 4.22 References

All citations in the text, figures or tables must be in the reference list and vice-versa.

- The names of the first six authors followed by et al. and the DOI (when available) should be provided
- The reference list should only include articles that are published or accepted
- Unpublished data, submitted manuscripts or personal communications should be cited within the text only, for the article types that allow such inclusions
- For accepted but unpublished works use "in press" instead of page numbers
- Data sets that have been deposited to an online repository should be included in the reference list. Include the version and unique identifier when available
- Personal communications should be documented by a letter of permission
- Website URLs should be included as footnotes
- Any inclusion of verbatim text must be contained in quotation marks and clearly reference the original source
- Preprints can be cited as long as a DOI or archive URL is available, and the citation clearly mentions that the contribution is a preprint. If a peer-reviewed journal publication for the same preprint exists, the official journal publication is the preferred source

### 4.22.1 In-text Citations

- Please apply the Vancouver system for in-text citations
- In-text citations should be numbered consecutively in order of appearance in the text - identified by Arabic numerals in parenthesis

#### 2 Reference - format example

##### ARTICLE IN A PRINT JOURNAL

Sondheimer N, Lindquist S. Rnq1: an epigenetic modifier of protein function in yeast. *MolCell* (2000) 5:163-72.

##### ARTICLE IN AN ONLINE JOURNAL

Tahimic CGT, Wang Y, Bikle DD. Anabolic effects of IGF-1 signaling on the skeleton. *Front Endocrinol* (2013) 4:6. doi: 10.3389/fendo.2013.00006

##### ARTICLE OR CHAPTER IN A BOOK

Sorenson PW, Caprio JC. "Chemoreception,". In: Evans DH, editor. *The Physiology of Fishes*. Boca Raton, FL: CRC Press (1998). p. 375-405.

##### BOOK

Cowan WM, Jessell TM, Zipursky SL. *Molecular and Cellular Approaches to Neural Development*. New York: Oxford University Press (1997). 345 p.

##### ABSTRACT

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, editor. *Genetic Programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3–5; Kinsdale, Ireland*. Berlin: Springer (2002). p. 182–91.

##### WEBSITE

World Health Organization. *E. coli* (2018). <https://www.who.int/news-room/fact-sheets/detail/e-coli> [Accessed March 15, 2018].

##### PATENT

Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible Endoscopic Grasping and Cutting Device and Positioning Tool Assembly. United States patent US 20020103498(2002).

#### DATA

Perdiguero P, Venturas M, Cervera MT, Gil L, Collada C. Data from: Massive sequencing of Ulms minor's transcriptome provides new molecular tools for a genus under the constant threat of Dutch elm disease. Dryad Digital Repository. (2015) <http://dx.doi.org/10.5061/dryad.ps837>

#### THESES AND DISSERTATIONS

Smith, J. (2008) Post-structuralist discourse relative to phenomenological pursuits in the deconstructivist arena. [dissertation/master's thesis]. [Chicago (IL)]: University of Chicago

#### PREPRINT

Smith, J. Title of the document. Preprint repository name [Preprint] (2008). Available at: <https://persistent-url> (Accessed March 15, 2018).

## 5 ARTIFICIAL INTELLIGENCE

These guidelines cover acceptable uses of generative AI technologies such as Large Language Models (ChatGPT, Jasper) and text-to-image generators (DALL-E 2, Midjourney, Stable Diffusion) in the writing or editing of manuscripts submitted to PHR.

### 5.1 AI use by authors

Authors should not list a generative AI technology as a co-author or author of any submitted manuscript. Generative AI technologies cannot be held accountable for all aspects of a manuscript and consequently do not meet the criteria required for authorship.

If the author of a submitted manuscript has used written or visual content produced by or edited using a generative AI technology, this use must follow all PHR guidelines and policies. Specifically, the author is responsible for checking the factual accuracy of any content created by the generative AI technology. This includes, but is not limited to, any quotes, citations or references. Figures produced by or edited using a generative AI technology must be checked to ensure they accurately reflect the data presented in the manuscript. Authors must also check that any written or visual content produced by or edited using a generative AI technology is free from plagiarism.

If the author of a submitted manuscript has used written or visual content produced by or edited using a generative AI technology, such use must be acknowledged in the acknowledgements section of the manuscript and the methods section if applicable. This explanation must list the name, version, model, and source of the generative AI technology.

We encourage authors to upload all input prompts provided to a generative AI technology and outputs received from a generative AI technology in the supplementary files for the manuscript.

## 6 ETHICAL STANDARDS

To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

During submission, the submitting author will be required to answer questions regarding the manuscript and research, as well as provide information and consent for all authors. Below is a checklist detailing the information that will be required (if applicable to the study):

Conflict of interest (mandatory for all article types)

- Funding (if applicable)
- Ethical approval (including record number) (if applicable)

- Informed consent (if applicable)
- Research involving Human Participants and/or Animals (if applicable)

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication.

The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the above-mentioned guidelines.

## 6.1 Conflict of interest

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

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- 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.

Conflicts of interest should be stated upon submission of an article in the submission system.

The corresponding author will include a summary statement **in the submission system that** discloses any potential conflict of interest.

### 6.1.1 Examples for funding and conflict of interest statements

#### **Funding:**

“This study was funded by X (grant number X)”.

For **commercial funding**, the role of the funder must be declared. We recommend the following statements for any **commercially-funded manuscript**:

“The authors declare that this study received funding from XXXXXXXX. The funder had the following involvement with the study: XXXXXXXX”.

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“Author A has received research grants from Company A. Author B has received a speaker honorarium from



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If no conflict exists, the authors will be able to select the following: *The authors declare that the research was conducted in the absence of any commercial or financial relationships that constitute a (potential) conflict of interest.*

## 6.2 Research involving human participants

### 6.2.1 Statement of human rights

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption and the reasons for the exemption).

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### 6.2.2 Ethical approval of studies using pre-existing data

Data should be anonymized and irreversibly de-identified to protect patient, health care professional and/or hospital privacy. For studies using pre-existing and de-identified data, formal approval from the ethics committee is not required.

## 6.3 Informed consent

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken.

Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) gave written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning. The following statement should be included:

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