

# INSTRUCTION TO AUTHORS OF THE CENTRAL EUROPEAN JOURNAL OF PUBLIC HEALTH

## Subject specialisation

The Journal publishes original articles on disease prevention and health protection, environmental impacts on health, the role of nutrition in health promotion, results of population health studies and critiques of specific health issues including intervention measures such as vaccination and its effectiveness. The review articles are targeted at providing up-to-date information in the sphere of public health. The Journal is geographically targeted at the European region but will accept specialised articles from foreign sources that contribute to public health issues also applicable to the European cultural milieu.

## General information

Manuscripts thematically relevant to the journal's subject specialisation are to be submitted in both paper and digital form. Authors are requested to declare that their results have not been published previously, are not under submission elsewhere and that co-authors are cognizant of the submitted text and agree to its publication in CEJPH. By submitting a manuscript the author agrees to the above and the following instructions

**Manuscripts should be addressed to the Editor-in-Chief's office:**

**National Institute of Public Health  
Central European Journal of Public Health  
Šrobárova 48  
100 42 Praha 10, Czech Republic  
Phone +420 267 082 378, 567  
Fax +420 267 082 114  
cejph@szu.cz**

Following receipt of a manuscript and decision by the editorial board the first author will be contacted regarding submission of the contribution into review proceedings or its rejection. All contributions are subjected to review proceedings under conditions of mutual anonymity. Each manuscript is reviewed by two independent reviewers. The author will be notified of the results of the review proceedings and requested to submit the final version of the manuscript in both paper and digital format.

The author is required to either accept reviewer comments or to substantiate refusal of the same, to make any proposed language changes in the text returned to the editorial board, unless successfully refuted, and to highlight any change made to the text.

## Form of manuscript

Manuscripts are to be written in concise, carefully edited and linguistically adequate English. It must be typed with double-line spacing on one side of the paper only (1800 characters per page). Placement of figures, graphs and tables should only be indicated in the text, do not include in the text as such.

Send contributions in two forms: a paper version of the manuscript in two copies including all graphic documentation and declaration by the first author, and on CD or by email, also including first author declaration and all figures, graphs and tables in original format separately attached to the main body of the text. Files are to be in Rich Text Format (.rtf) or MS Word (.doc). Do not format the text or use ENTER to end a line. Numbered tables and graphs (with legends) as well as figures in graphic formats (.tif or .jpg, for instance) in printable size are to be submitted in separate files. Manuscripts are to be forwarded by email or CD. Diskettes are not accepted.

## The manuscript should include:

The title (first page) should carry the title of the paper, full names of authors in their native languages together with their respective institutional affiliation and the name, address and email address of the author responsible for correspondence about the manuscript. All other pages should be numbered as follows: summary complemented with 5-6 key words, Introduction, Material and methods, Results, Discussion, Acknowledgment, Statement on conflict of interests, sponsorship and adherence to ethical recommendations, List of previous grant projects, References, Tables, Figures and Graphs, and Legends to figures. Summary, references in consecutive order according to their appearance in the text, and legends to figures and graphs are to be written each on separate pages and added to both copies of the manuscript.

## Tables

Each table should be printed out with double spacing on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text with Arabic numerals and supply a brief title for each. Place explanatory matter in footnotes and explain all nonstandard abbreviations that are used in each table.

## Illustration (Figures)

Prepare your figures in a size suitable for reproduction. Titles and a detailed explanation should be indicated in the applicable legend. Every figure and graph should be numbered and labeled with an abbreviation of the title of

the article and the name of the author. Apart from a high-quality printed version also submit figures and graphs in digital format separately from the body of the text. Source data for graphs must be attached in MS Excel or statistical software form. Decimal places in descriptions of axes or graph values must be presented as decimal points in accordance to European standards. Acceptable graph background colours are shades of grey or flat black tone. Placement of full-colour figures or graphs is arranged by special request only. Figures and graphs with resolution under 300 DPI, or without graph source data, cannot be accepted.

## Abbreviations

The first time an uncommon abbreviation appears it should be explained in parenthesis.

## References

References should be typed double-spaced in the order of their occurrence in the manuscript. Each reference must begin on a new line. All references cited should be quoted in the text with corresponding numbers in parenthesis. The Vancouver style of referencing is used in line with the recommendations of the International Committee of Medical Journal Editors: Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References, 2009): [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html). References in a language other than English should be translated into English and followed by the original language in brackets, for example (In Czech.). Examples of different styles to be used for the list of references are given below.

### Standard journal article:

Madar RL, Maslenova DM, Ranostajova K, Straka S, Baska T. Analysis of unusual accumulation of Creutzfeldt-Jakob disease cases. *Cent Eur J Public Health*. 2003;11(1):19-22.

### Books and Monographs:

Dobson A. An introduction to generalized linear models. London (UK): Chapman and Hall; 1990.

### Chapter in a book:

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. New York: Raven Press; 1995. p. 465-78.

Manuscripts that do not comply with these requirements cannot be published. The Editorial board reserves the right to return the manuscript to the authors for redrafting according to comments made by reviewers

## Legal and ethical aspects of publication

All submissions must comply with basic ethical recommendations including data protection. Articles (text, tables and figures) must not compromise patient privacy. Do not present initials of patients, hospital or protocol numbers etc.

The author is responsible for respecting the intellectual property rights of authors of data taken from other publications or sources.

The Conclusion of a manuscript must carry a statement pertaining to support by any firm or sponsorship organization, names and numbers of grant projects and any conflict of interest where the author has direct or indirect interest in the results of manufacture or sale.

In the case of clinical studies the contribution should contain an affirmation of approval by a local ethics committee. If animal experiments are involved a declaration of adherence to constitutional or national guidelines and regulations for use of experimental animals is to be included.

## Information on publication in biomedical journals

Uniform Requirements for Manuscripts Submitted to Biomedical Journals are available on the International Committee of Medical Journal Editors (ICMJE) website.

## Editing and proofs

One set of page proofs in PDF format will be sent by e-mail to the corresponding author. The proofs are done by the author, but no essential changes are permitted. The authors are requested to return by email the corrected proofs within 7 days after their delivery. Corrections of proofs will not be taken into consideration if they are not received on time. By confirmation of proofs the author agrees that the submitted work will be published and made accessible on the Journal website.

The first authors of papers will receive an issue of the journal without special order free of charge.