

Instructions for Authors

1 Aims and Scope

The Australasian Epidemiologist is a publication of the Australasian Epidemiological Association (AEA) that is distributed to all members of the AEA. Articles are intended to inform members of the most recent epidemiological research being done in Australasia and to stimulate thought, discussion and comment, particularly with respect to the relationship between epidemiology and public health practice and policy. AE is published three times a year in April, September and December. The September issue is devoted to the proceedings of the AEA Annual Scientific Meeting. The journal is split into three sections: a Round Table section (non-peer review), a section for literature reviews (non-peer review) and a Peer Review section.

The **Round Table** section of the AE is a forum for dissemination without peer review of research findings, discussion and debate around current topics. Articles may present original research, opinions and perspectives, personal experiences, new methodologies, a review of the literature or a discussion of policy and its impact on research and public health practice. Contributions in this category must be consistent with the theme of a forthcoming Round Table. The Round Table is an excellent forum for students and new investigators to publish their research and for experienced epidemiologists to provide insight into current hot topics or controversies in epidemiology. A call for papers on coming themes for the Round Table is made through the AEA Email Bulletin and on the AEA website. The Editor/s' decision is final and is determined based on congruence with the Round Table theme, scientific quality, and relevance for readers.

The **Literature Review** section of AE is a forum for dissemination without peer review of high-quality literature reviews that are narrative in nature (i.e. not formal systematic reviews or meta-analyses). Articles in this category do not have to relate to the theme or the deadline for submission of the Round Table, and these submissions are welcome at any time. This section is an excellent opportunity for students to publish literature reviews that may be difficult to publish in peer-review journals. The Chief Scientific Editor, in consultation with the Editor/s, decides on the suitability of submissions. We will publish a maximum of one literature review per non-conference issue.

The **Peer Review** section of AE is for submissions of reports of original research findings including studies of statistical or methodological issues. This section offers an opportunity to publish research

in AE with peer-review. These articles do not have to relate to the theme or the deadline for submission of the Round Table. Submissions for the peer-review section are welcome at any time.

Contributions appearing in the Australasian Epidemiologist do not necessarily reflect the views of the AEA but are intended to inform and stimulate discussion and comment. We will consider written contributions that do not essentially duplicate already published material and are not being simultaneously considered for publication elsewhere.

2 Types of Manuscripts

Round Table (not peer review): Forum for dissemination without peer review of research findings, discussion and debate around current topics. Articles may present original research, ethical issues, opinions and perspectives, personal experiences, new methodologies, a review of the literature or a discussion of policy and its impact on research and public health practice. Contributions in this category must be consistent with the theme of a forthcoming Round Table.

Literature Reviews (not peer review): Forum for dissemination literature reviews that are narrative in nature (i.e. not systematic reviews or meta-analyses). Articles in this category do not have to relate to the theme or the deadline for submission of the Round Table.

Original articles (peer review): Reports of original research findings including studies of statistical or methodological issues. These articles are not required to be congruent with the theme of the Round Table.

Opinions/Perspectives: Expert opinion or perspectives on a particular issue related to practice, research or methodology. Statements of fact should be supported by reference to scientific evidence.

Dialogue: Letters to the Editors in response to previous articles or letters

Obituary: Brief overview of persons who have made substantial contributions to the field of epidemiology.

Teaching epidemiology: Discussion of teaching matters, practice and policy

Book reviews and course reviews: These should not be written by an author or co-author of the book or by anyone involved in the development or delivery of a course.

3 Editorial Review and Acceptance

Articles submitted for the peer-review section will be peer-reviewed by at least two anonymous reviewers and one Scientific Editor. Authors are welcome to provide the names of up to three unbiased and qualified referees from outside their institution; however final assignment of referees will be at the discretion of the Scientific Editors. Final acceptance or rejection of manuscripts rests with the Chief Scientific Editor, who reserves the right to refuse any material for publication.

All manuscripts (those for the Round Table, literature review and peer-review sections) should be written so that they are intelligible to the professional reader who is not a specialist in the particular field and should not duplicate work published or submitted elsewhere. They should be written in a clear, concise and direct style. Where contributions are judged as acceptable for publication on the basis of content, the Editors reserve the right to modify typescripts to eliminate ambiguity and repetition and improve readability. If extensive alterations are required, the manuscript will be returned to the author for revision.

Only high quality manuscripts submitted for the Round Table section will be accepted by the Editor/s. The Editor/s reserve the right to request further information from authors and to reject papers of insufficient quality, papers that are not consistent with the Round Table theme, or where there is insufficient space in the journal. The acceptability of papers submitted to the Literature Review section will be determined by the Chief Scientific Editor.

4 Contribution length/word count (maximum):

All articles should conform to the following word, table, figure and reference limits, irrespective of which of the three sections of the journal they are being submitted to:

Contribution Type	Requirements
Article (original research or review):	3000 words (plus 5 tables/figures and 50 references)
Opinions/Perspectives:	1500 words (plus 1 table/figure and 25 references)
Dialogue(Letter to the Editor):	1500 words (plus 15 references)
Obituary:	1500 words (plus 10 references)
Teaching epidemiology:	1000 words
Book review:	500 words

Course review:	500 words
<i>Literature Reviews:</i>	3000 words (plus 5 tables/figures and 50 references)

5 Submission of Manuscripts

Manuscripts should be submitted by email to editor@aea.asn.au. Authors must supply an email address as all correspondence will be via email. All articles submitted must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

- The manuscript should be submitted as a Word or rich text format (.rtf) document.
- Submissions should be double-spaced, with margins of at least 25 mm. Line numbering is required and text should be left-justified
- All text (including tables and references) should be in 12 point Times New Roman font.
- All pages should be numbered consecutively in the bottom right-hand corner, beginning with the title page.
- The Journal uses Australian spelling and authors should therefore follow the latest edition of the *Macquarie Dictionary*.
- Measurements must be given in SI or SI-derived units. Please go to the Bureau International des Poids et Mesures (BIPM) website at <http://www.bipm.fr> for more information.
- Abbreviations should be used sparingly - only where they ease the reader's task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only. A full list of abbreviations used in the manuscript should be provided with the submission.

6 Parts of the manuscript

Manuscripts should be presented in the following order: (i) title page, (ii) abstract (iii) text, (iv) acknowledgements, (v) references, (vi) appendices, (vii) figure legends, (viii) tables (each table complete with title and footnotes) and (ix) figures and figure legends.

6.1 Title page

The title page should contain:

- (i) the title of the paper (do not use abbreviations in the title)
- (ii) the full names of the authors (without titles or degrees)

- (iii) the addresses of the institutions at which the work was carried out. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote.
- (iv) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent.
- (v) A short running title (maximum 50 characters including spaces)

6.2 *Abstract*

Original research and systematic review articles (for either the peer-review or Round Table sections) require a structured abstract that states in 250 words or fewer the purpose, basic procedures, main findings and principal conclusions of the study. Divide the abstract with the headings: Aim, Methods, Results, Conclusions. The abstract should not contain abbreviations or references. Other manuscript types do not require an abstract.

6.3 *Text*

Authors should use the following subheadings to divide the sections of their manuscript: Introduction, Methods, Results and Discussion. That ethics approval was granted must be stated in the methods section (for more detail, see *6.10 Ethical Considerations*).

6.4 *Acknowledgements*

The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. Technical assistance and advice may be acknowledged and the contribution of colleagues or institutions should also be acknowledged. Only named individuals should be included in this section. Personal thanks and thanks to anonymous reviewers are not appropriate.

6.5 *References*

References are to follow the Vancouver style, where references are numbered in the order they are first mentioned and identified in the text by superscript numerals (not bracketed) after punctuation and presented in the bibliography as set out below (see *Annals of Medicine* 1988;108:258-265). Authors are responsible for the accuracy of the references. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Jones B, 2001, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list.

- Names of journals should be abbreviated in the style used in Index Medicus.
- In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first three followed by *et al.*
- For journal articles, include volume details only. Do not include issue numbers.

Example of Journal article: You CH, Lee KY, Chey RY, Menguy R. Electro-gastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980;79:311-4.

Example of Book chapter: Weinstein L, Swartz MN. Pathogenic properties of invading micro-organisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic physiology: mechanisms of disease*. Philadelphia: WB Saunders, 1974:457-72.

6.6 Appendices

These should be placed at the end of the paper, numbered in Roman numerals and referred to in the text.

6.7 Tables and statistics

Tables must be included in the text file. Tables should be self-contained and complement but not duplicate information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive - the table, legend and footnotes must be understandable without reference to the text.

- Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes.
- Footnote symbols: †, ‡, §, ¶ should be used (in that order) and *, **, *** should be reserved for *P*-values.
- Statistical measures such as SD or SEM should be identified in the headings.
- Give the actual *P*-value, to two significant digits, whether or not the value is statistically significant. *P*-values less than 0.001 should be reported as $P < 0.001$.
- Abbreviations used in the text must be redefined in tables and figures.

6.8 Figures

All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in

consecutive order in the text. Line figures should be sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package. Higher resolution images are preferred (at least 300dpi).

6.9 Figure legends

Type figure legends on a separate page. Legends should be concise but comprehensive - the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

6.10 Ethical Considerations

Authors must state in the methods section of the manuscript that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it was carried out in compliance with the Declaration of Helsinki. A statement to this effect must appear in the Methods section of the manuscript, including the name of the body which gave approval, with a reference number where appropriate. Informed consent must also be documented. Authors will also be asked to sign a declaration stating that ethics approval was granted, the body which ethics approval was obtained, and the date on which ethics approval was granted.

6.11 Reproductions

If material (e.g. figures and/or tables) are taken from other sources, the author must provide written permission for reproduction obtained from the original publisher and author at the time of submission. In addition, the source should be cited at the end of the figure legend.

6.12 Other considerations

For Dialogue, include under the title the full reference of the article that you are responding to. For Course Reviews, include the name of the course, presenter/s and affiliation/s, institution where course was held and dates. For Book Reviews, please include title, authors, publisher and price.

6.13 General style issues

- Percent, per cent or %: The symbol % should be used only with numerals, while 'per cent' can be used with either words or numerals; in documents where numerals are generally being employed for numbers it is preferable also to show percentages in numerals with the symbol.

- Use numerals for numbers over nine in documents where numbers occur frequently, except when the number starts a sentence, when the number is used with a symbol of measurement, in mathematical equations, when shown as decimal fractions, in tables, or in related series of numbers provided for comparison.
- English or American spelling: Use English spelling.
- Numbers and hyphens: A number expressed in numerals may be joined by a hyphen to other hyphenated words, but hyphenated numbers expressed in words should not (e.g. 35-year-old or thirty-five year old NOT thirty-five-year-old).
- Units: No space should be left between a number and its units (e.g. 17.8g not 17.8 g; 40mmol/L not 40 mmol/L).
- Footnotes should not be used.

7 Copyright

Authors publishing in the Journal will be asked to sign an Authorship and Disclosure form. In signing the form it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form. Articles cannot be published until a signed form has been received. Authors can download the form from the AEA website.

8 Proofs

It is essential that corresponding authors supply an email address to which correspondence can be emailed while their article is in production. Prior to publication, proofs will be sent by email to the corresponding author. It is essential that these files are checked carefully. Alterations other than the essential correction of errors are unacceptable at PDF proof stage.

9 Checklist for authors

	Yes	N/A
Manuscript submitted as a Word or rich text format (.rtf) document.	<input type="checkbox"/>	<input type="checkbox"/>
All text is double-spaced and is left-justified.	<input type="checkbox"/>	<input type="checkbox"/>
All pages are numbered and have margins of at least 25 mm.	<input type="checkbox"/>	<input type="checkbox"/>
All text (including tables and references) should be in 12 point Times New Roman font.	<input type="checkbox"/>	<input type="checkbox"/>
Line numbers are included throughout the document.	<input type="checkbox"/>	<input type="checkbox"/>
The title page includes:		
Article Title (with no abbreviations)	<input type="checkbox"/>	<input type="checkbox"/>
Full names of all authors and their affiliations	<input type="checkbox"/>	<input type="checkbox"/>
Corresponding author contact details (postal and email address, facsimile and telephone numbers)	<input type="checkbox"/>	<input type="checkbox"/>
Short running title (maximum 50 characters)	<input type="checkbox"/>	<input type="checkbox"/>
A structured abstract is provided (original research & systematic review articles only; maximum 250 words)	<input type="checkbox"/>	<input type="checkbox"/>
A statement of ethics approval including the name of the ethics committee and reference number is provided.	<input type="checkbox"/>	<input type="checkbox"/>
All figures are sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package.	<input type="checkbox"/>	<input type="checkbox"/>
All figures include a figure legend.	<input type="checkbox"/>	<input type="checkbox"/>
All tables are numbered consecutively in the text in Arabic numerals and include a self-explanatory title.	<input type="checkbox"/>	<input type="checkbox"/>
References follow the Vancouver style with journal names abbreviated according to Index Medicus.	<input type="checkbox"/>	<input type="checkbox"/>
All sources of financial grants and other funding are acknowledged, including a declaration of the authors' industrial links and affiliations.	<input type="checkbox"/>	<input type="checkbox"/>
Permission to reproduce any material (e.g. figures or tables) taken from other sources has been obtained.	<input type="checkbox"/>	<input type="checkbox"/>
A completed and signed Authorship and Disclosure form has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>