

**JOURNAL OF INTERVENTIONAL EPIDEMIOLOGY AND
PUBLIC HEALTH (JIEPH)**

INSTRUCTIONS FOR AUTHORS

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1. The JIEPH Editorial Process

Overview

The Journal of Interventional Epidemiology and Public Health (JIEPH) is an online open access peer reviewed scientific public health journal.

JIEPH publishes: research, outbreak investigation reports, short communications, briefs, reviews, letters to the editor, commentaries, editorials, opinions, perspectives, workshop reports, supplements and conference proceedings on interventional epidemiology and public health.

Authors are encouraged to review the article categories section for details.

Manuscripts submitted to JIEPH are initially screened by editors for adherence to the journal's instructions and scientific soundness. At this stage, the corresponding author can be contacted by the editorial office for clarification or the manuscript can be rejected. Once this initial screening is completed, manuscripts are sent to three reviewers. If appropriate, a statistical reviewer is involved. After the review reports are submitted, the JIEPH editorial office assesses the reviewers' comments and makes a decision which is communicated to the corresponding author. If the editorial office chooses to publish the article, the relevant reviewer comments are sent to the corresponding author and a revision, if necessary, is requested. Once the revised version is accepted by the JIEPH editorial office, the manuscript is copyedited and a proof is sent to the corresponding author. Once the corresponding author approves the copyedited proof, the article is formatted for online publication.

Authors should note that the average duration from submission to publication can be gauged by checking the submission and publication dates listed in the published articles on the JIEPH website.

We encourage authors to contact the editorial office at least six weeks after the initial submission.

We discourage requests by authors to speed up the publication process for a particular manuscript.

Authors have a maximum of one month to respond to pre-review editorial comments.

Authors have a maximum of two months to respond to reviewer comments.

If and when the stipulated periods are exceeded, the manuscript will be rejected and the author will have to resubmit

Submission

Any manuscript, or substantial parts of it, submitted to JIEPH must not be under consideration by any other journal. The manuscript should not have already been published in any journal or other citable form, with that exception that the journal is willing to consider peer-reviewing manuscripts that are translations of articles originally published in another language. In this case, the consent of the journal in which the article was originally published must be obtained and the fact that the article has already been published must be made clear on submission and stated in the abstract. Authors who publish in JIEPH retain copyright to their work.

Correspondence concerning articles published in JIEPH is encouraged.

Submission of a manuscript to JIEPH implies that all authors have read and agreed to its content, and that any research that is reported in the manuscript has been performed with the approval of an appropriate ethics committee.

Research carried out on humans must be in compliance with the Helsinki Declaration, and any experimental research on animals must follow internationally recognized guidelines.
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.

Manuscripts may be rejected if the editorial office considers that the research has not been carried out within an ethical framework, e.g. if the severity of the experimental procedure is not justified by the value of the knowledge gained.

Generic drug names should generally be used. When proprietary brands are used in research, include the brand names in parentheses in the Methods section.

Peer Review

JIEPH uses online double blind peer review. Submitted manuscripts will be sent to peer reviewers, unless they are either out of scope, do not meet the stipulated standards for the journal. The JIEPH Peer Review Policy provides more information.

Publication

Each manuscript accepted for publication in JIEPH will be available on the JIEPH website as a browser able (html) and in PDF format.

Authors who are residents of FE(L)TPs and staff of ministries of health will have to submit an endorsed clearance form before their manuscripts can be published

Correction

We work closely with authors to make what we publish error-free.

When an article is published, the corresponding author receives an email and a correction request sheet which can be used to submit corrections to our online proof checking system if necessary. In each case, we make sure that corrections are handled as soon as possible.

All corrections are handled by the editor assigned to the article.

All other changes requested will be reviewed by the editorial team for appropriateness.

Once a manuscript is published, authors can request changes for; grammatical and orthographic errors, errors in the spelling of author names or affiliation, invalid or non-readable characters.

After a manuscript is published, JIEPH editors will not accept requests to change the order of authors, add new authors or remove authors.

Requests to make intensive and extensive changes anywhere in the text will be declined.

Retraction

Retractions are considered by the JIEPH editorial office after assessing evidence of unreliable data or findings, plagiarism, duplicate publication, and unethical research practices.

The JIEPH editorial office may consider an expression of concern notice if an article is under investigation.

When a retraction notice is published in JIEPH, the retracted article and the PDF are watermarked with “retracted article” before the notice is submitted for indexation on PubMed and other article databases where JIEPH content is deposited

Depending on the nature of the retraction, authors may also be banned from publishing in JIEPH for up to five (5) years.

JIEPH follows the Committee on Publication Ethics (COPE) International standards for editors and authors (1) and COPE guidelines on investigating scientific misconduct. JIEPH also follows the ICMJE recommendations

Kleinert S & Wager E (2011) Responsible research publication: international standards for editors. A position statement developed at the 2nd World Conference on Research Integrity, Singapore, July 22-24, 2010. Chapter 51 in: Mayer T & Steneck N (eds) Promoting Research Integrity in a Global Environment. Imperial College Press / World Scientific Publishing, Singapore (pp 317-28). (ISBN 978-981-4340-97-7)

Appeals and Complaints

All appeals and complaints should be addressed to the Managing Editor and Editor-in-Chief.

2. General Guidelines

Cover page

The following items should appear on the cover page:

1. The title of the manuscript
2. Author names (without abbreviations) in the format First Name, Middle Name, Last Name
3. Author affiliations in the format: Department, Institution, City, Country
4. The corresponding author's name and contact information
5. The email address of each author
6. Keywords
7. Two word counts: one for the abstract and another for the entire manuscript

Style and Format

File format

Submit the manuscript file in DOC or DOCX format. Your file should not be locked or protected.

Length

We encourage you to present and discuss your findings concisely.

Font

Use Calisto MT. Font size: 10.

Headings

General: The first letter of the first word in a heading should be capitalized.

Section Headings: Article sections like Abstract, Introduction and Methods, should be in bold, underlined and left aligned as in the example below

Introduction

Sub-sections should be in bold and left aligned as in the example below

Statistical analysis

Headings under sub-sections should be in bold, italicized and left aligned as in the example below

Population Characteristics

Limit manuscript sections and sub-sections to the aforementioned three heading levels.

Make sure heading levels are clearly indicated in the manuscript text by inserting one tab space before and after a heading

Layout and spacing

Manuscript text should be double-spaced.

Do not format text in multiple columns.

Page and line numbers

Include page numbers and line numbers in the manuscript file. Use continuous line numbers (do not restart the numbering on each page).

Footnotes

Footnotes are not permitted. If your manuscript contains footnotes, move the information into the main text or the reference list, depending on the content.

Language

Manuscripts can be submitted in English (We are building the necessary capacity to publish in French and will make an announcement once we are ready to receive submissions in French). We are currently developing the technical capacity to review and publish articles in French. We will communicate when articles can be published in French.

Abbreviations

Define abbreviations upon first appearance in the text.

Do not use non-standard abbreviations unless they appear at least three times in the text. List all non-standard abbreviations (with definitions) in alphabetical order in a separate section at the beginning of the manuscript.

Keep abbreviations to a minimum.

Reference style

JIEPH uses the National Library of Medicine (brackets, no "et al") citation style with Digital Object Identifiers (DOIs) appended to the end of the reference where available.

In-text citations: Mark in-text citations with brackets as in the example: [1], [2-4], [5-7,9]

Equations

We recommend using MathType for display and inline equations, as it will provide the most reliable outcome. Equation Editor or Microsoft's Insert→Equation function are acceptable. Please do not embed equations as images.

Avoid using MathType, Equation Editor, or the Insert→Equation function to insert single variables (e.g., " $a^2 + b^2 = c^2$ "), Greek or other symbols (e.g., β , Δ , or ' [prime]), or mathematical operators (e.g., x , \geq , or \pm) in running text. Wherever possible, insert single symbols as normal text with the correct Unicode (hex) values.

Do not use MathType, Equation Editor, or the Insert→Equation function for only a portion of an equation. Rather, ensure that the entire equation is included. Equations should not contain a mix of different equation tools. Avoid “hybrid” inline or display equations, in which part is text and part is MathType, or part is MathType and part is Equation Editor.

Nomenclature

Use correct and established nomenclature wherever possible.

Units of measurement: Use SI units. If you do not use these exclusively, provide the SI value in parentheses after each value. Read more about SI units.

Drugs: Provide the Recommended International Non-Proprietary Name (rINN).

Species names: Write in italics (e.g., *Homo sapiens*). Write out in full the genus and species, both in the title of the manuscript and at the first mention of an organism in a paper. After first mention, the first letter of the genus name followed by the full species name may be used (e.g., *H. sapiens*).

Genes, mutations, genotypes, and alleles: Write in italics. Use the recommended name by consulting the appropriate genetic nomenclature database (e.g., HUGO for human genes). It is sometimes advisable to indicate the synonyms for the gene the first time it appears in the text. Gene prefixes such as those used for oncogenes or cellular localization should be shown in roman typeface (e.g., v-fes, c-MYC).

Allergens: The systematic allergen nomenclature of the World Health Organization/International Union of Immunological Societies (WHO/IUIS) Allergen Nomenclature Sub-committee should be used for manuscripts that include the description or use of allergenic proteins. For manuscripts describing new allergens, the systematic name of the allergen should be approved by the WHO/IUIS Allergen Nomenclature Sub-committee prior to manuscript publication. Examples of the systematic allergen nomenclature can be found at the WHO/IUIS Allergen Nomenclature site.

Conflicts of interest

JIEPH requires authors to declare all competing interests in relation to their work. All submitted manuscripts must include a ‘competing interests’ section listing all competing interests (financial and non-financial). Where authors have no competing interests, the statement should read “The author(s) declare(s) that they have no competing interests”. The Editor may ask for further information relating to competing interests.

At the time of submission, authors must list all competing interests relevant to the submitted research.

Examples may include but are not limited to:

- Names of all funding sources
- Description of funder's role in the study design; collection, analysis, and interpretation of data; writing of the paper; and/or decision to submit for publication
- Whether they have served or currently serve on the editorial board of the journal to which they are submitting
- Whether they have acted as an expert witness in relevant legal proceedings
- Whether they have sat or currently sit on a committee for an organization that may benefit from publication of the paper

We ask authors of JIEPH papers to complete a declaration of competing interests, which should be provided as a separate section of the manuscript, to follow the Acknowledgements. Where an author gives no competing interests, the listing will read 'The author(s) declare that they have no competing interests'.

To learn more about competing interests the following articles provide some background:

1. Morin K, Rakatansky H, Riddick Jr FA, Morse LJ, O'Bannon 3rd JM, Goldrich MS, Ray P, Weiss M, Sade RM, Spillman MA. Managing conflicts of interest in the conduct of clinical trials. JAMA. 2002 Jan 2;287(1):78-84.
2. DeAngelis CD, Fontanarosa PB, Flanagin A. Reporting financial conflicts of interest and relationships between investigators and research sponsors. JAMA. 2001 Jul 4;286(1):89-91.
3. Smith R. Beyond conflicts of interest. BMJ. 1998; 317 :291. [<http://www.bmj.com/content/317/7154/291>]
4. Smith R. Making progress with competing interests. BMJ. 2002; 325 :1375. [<http://www.bmj.com/content/325/7377/1375>]

Copyright

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(<https://creativecommons.org/licenses/by/4.0/>), which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited.

The author(s) keep(s) the copyright to his/their article if and when the article is accepted for publication. The copyright covers the exclusive and unlimited rights to reproduce and distribute the article in any form of reproduction (printing, electronic media or any other form); it also covers translation rights for all languages and countries.

Permissions

Verbatim material or illustrations taken from other published sources must be accompanied by a written statement from the author, and from the publisher if holding the copyright, giving permission to JIEPH for reproduction.

Patient Consent

For all articles that include information or clinical photographs relating to individual patients, written and signed consent from each patient to publish must also be e-mailed to the editorial staff. The manuscript should also include a statement to this effect in the Acknowledgements section, as follows: "Written consent for publication was obtained from the patient or their relative."

Organization of a full-length research paper

Maximum length: 3500 words in main text (i.e., excluding abstract, references, legends, tables and figures), 4 tables/figures maximum, and a structured abstract of 250 words plus up to 50 references.

Title page: This page should have: a) The title of the paper (include the study design if appropriate; for example: A versus B in the treatment of C: a randomized controlled trial; X is a risk factor for Y: a case control study), b) Authors names (full name – no qualification. Strictly follow this order: First Name, Middle name (if ever), Last Name. E.g.: Paul Kevin Akuna), c) Author affiliations in the format: Department, Institution(s) of origin, City, Country, d) the email address of each author e) The name of the corresponding author plus his/her address, telephone and fax number, e-mail address, f) Key words (Up to ten) and g) Word count (for both abstract and the main text)

Abstract: The abstract of the manuscript should not exceed 250 words and must be structured into separate sections: **Background:** the context and purpose of the study; **Methods:** how the study was performed and statistical tests used; **Results:** the main findings; **Conclusion:** brief summary and potential implications. Please minimize the use of abbreviations and do not cite references in the abstract.

Keywords: Up to ten keywords (suitable for Index Medicus listing) should be provided at the end of the Abstract.

Background: The background section should be written from the standpoint of researchers without specialist knowledge in that area and must clearly state - and, if helpful, illustrate - the background to the research and its aims. Reports of clinical research should, where appropriate, include a summary of a search of the literature to indicate why this study was necessary and what it aimed to contribute to the field. The section should end with a very brief statement of what is being reported in the article.

Methods: Sufficient information should be given to permit repetition of the experimental work. This should include the design of the study, the setting, the type of participants or materials involved, a clear description of all interventions and comparisons, and the type of analysis used, including a power calculation if appropriate.

Results: The Results should be stated concisely without discussion and should not normally contain any references. The same data should not be presented in figures and tables. Do not repeat all the data that is set out in the tables or figures in the text; emphasize or summarize only important observations.

Discussion: The Discussion should deal with the interpretation of the results and not recapitulate them. We encourage authors to write their Discussion in a structured way, as follows: a) statement of principal findings; b) strengths and weaknesses of the study; c) strengths and weaknesses in relation to other studies; d) discussion of important differences in results; e) meaning of the study; f) unanswered questions and future research.

Conclusion: The conclusion should provide a brief summarize of the key findings, potential implications and the way forward.

Acknowledgements: Please acknowledge anyone who contributed towards the study by making substantial contributions to conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically for important intellectual content, but who does not meet the criteria for authorship. Please also include their source(s) of funding. Please also acknowledge anyone who contributed materials essential for the study. The role of a medical writer must be included in the acknowledgements section, including their source(s) of funding. Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgements. Please list the source(s) of funding for the study, for each author, and for the manuscript preparation in the acknowledgements section. Authors must describe the role of the funding body, if any, in study design; in the collection, analysis, and interpretation of data; in the writing of the manuscript; and in the decision to submit the manuscript for publication.

Competing interest: Authors are responsible for recognizing and disclosing conflicts of interest that might bias their work. They should acknowledge in the manuscript all financial support for the work and other personal connections. Authors are required to complete a declaration of competing interests. All competing interests that are declared will be listed at the end of published articles. Where an author gives no competing interests, the listing will read 'The author(s) declare that they have no competing interests'. When completing your declaration, please consider the following questions:

Financial competing interests: In the past five years have you received reimbursements, fees, funding, or salary from an organization that may in any way gain or lose financially from the publication of this manuscript, either now or in the future? Is such an organization financing this manuscript (including the article-processing charge)? If so, please specify.

Do you hold any stocks or shares in an organization that may in any way gain or lose financially from the publication of this manuscript, either now or in the future? If so, please specify

Do you hold or are you currently applying for any patents relating to the content of the manuscript?

Have you received reimbursements, fees, funding, or salary from an organization that holds or has applied for patents relating to the content of the manuscript? If so, please specify.

Do you have any other financial competing interests? If so, please specify.

Non-financial competing interests: Are there any non-financial competing interests (political, personal, religious, ideological, academic, intellectual, commercial or any other) to declare in relation to this manuscript? If so, please specify.

If you are unsure as to whether you, or one your co-authors, has a competing interest please discuss it with the editorial office.

Authors' contributions: In order to give appropriate credit to each author of a paper, the individual contributions of authors to the manuscript should be specified in this section.

What is known about this topic: A maximum of three bullet points on what is already known on the topic.

What does this study add: A maximum of three bullet points on what the study adds

References: References must be numbered consecutively, in brackets (like this [1], or this [2,3] or even this [4-7]), in the order in which they are cited in the text, followed by any in tables or legends. Reference citations should not appear in titles or headings. Each reference must have an individual reference number. Preferably, limit the number of references to 50. If automatic numbering systems are used, the reference numbers must be finalized and the bibliography must be fully formatted before submission. We encourage authors to use a recent version of EndNote (version 5 and above) or Reference Manager when formatting their reference list, as this allows references to be automatically extracted. Please take care to follow the reference style precisely; references not in the correct style will lead the journal to immediately decline the submission.

We recommend the use of Zotero, a free and open source reference management software which is a very good alternative to expensive software like Reference Manager or EndNote.

Examples of references in NLM style

Book references

1. Oshinsky DM. Polio: an American story. Oxford ; New York: Oxford University Press; 2005. 342 p.

2. Quammen D, Quammen D. Ebola: the natural and human history of a deadly virus. New York: W.W. Norton & Company; 2014. 119 p.

Web references

3. World Health Statistics [Internet]. WHO. [cited 2018 Oct 11]. Available from: http://www.who.int/gho/publications/world_health_statistics/en/

4. Crimean-Congo haemorrhagic fever [Internet]. World Health Organization. [cited 2018 Oct 11]. Available from: <http://www.who.int/news-room/fact-sheets/detail/crimean-congo-haemorrhagic-fever>

Journal references

5. Ijarotimi IT, Ilesanmi OS, Aderinwale A, Abiodun-Adewusi O, Okon I-M. Knowledge of Lassa fever and use of infection prevention and control facilities among health care workers during Lassa fever outbreak in Ondo State, Nigeria. Pan Afr Med J. 2018;30:56. <https://doi.org/10.11604/pamj.2018.30.56.13125>

6. Limaïem F, Bouraoui S. Metastasis of renal cell carcinoma to the pancreas 11 years postnephrectomy. Pan Afr Med J. 2018;30:53. <https://doi.org/10.11604/pamj.2018.30.53.15355>

Supplementary material/Appendices (if any) - Submit any supplementary materials along with your manuscript us. Supplementary materials will be peer reviewed. The editorial office can also decide which material will be published as supplemental material.

Authorship

The Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URM) of the International Committee of Medical Journal Editors (ICJME) recommends the following criteria for authorship (Learn more about the URM on Authorship and Contributorship):

Authorship credit should be based on

1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;

2) drafting the article or revising it critically for important intellectual content; and

3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript (3). These individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The NLM indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Tables

General instructions for tables

Append tables at the end of your manuscript, after the reference section

Each manuscript should have a maximum of three tables. If more tables are required, include an explanation in your cover letter.

Each table should fit on one page (portrait or landscape).

Elements inside the table should be contained within cells.

Table 1: an example of a properly formatted table

Column one	Column two	Column three	Column four	Column five
2008/09	84.59	146.91	62.32	74%
2010/11	147.06	277.95	130.89	91%
2012/13	80.70	314.80	234.10	100%
These are the table's footnotes				

Figures

General instructions for figures

Include a legend for your images inside the main text, after the reference section

Each figure should be uploaded as separate files during the manuscript submission. Do not embed images within the main text.

Major image formats are accepted excluding BMP. (JPEG, PNG, TIFF)

Provide high resolution images, not tiny thumbnails. Image of poor quality will be rejected.

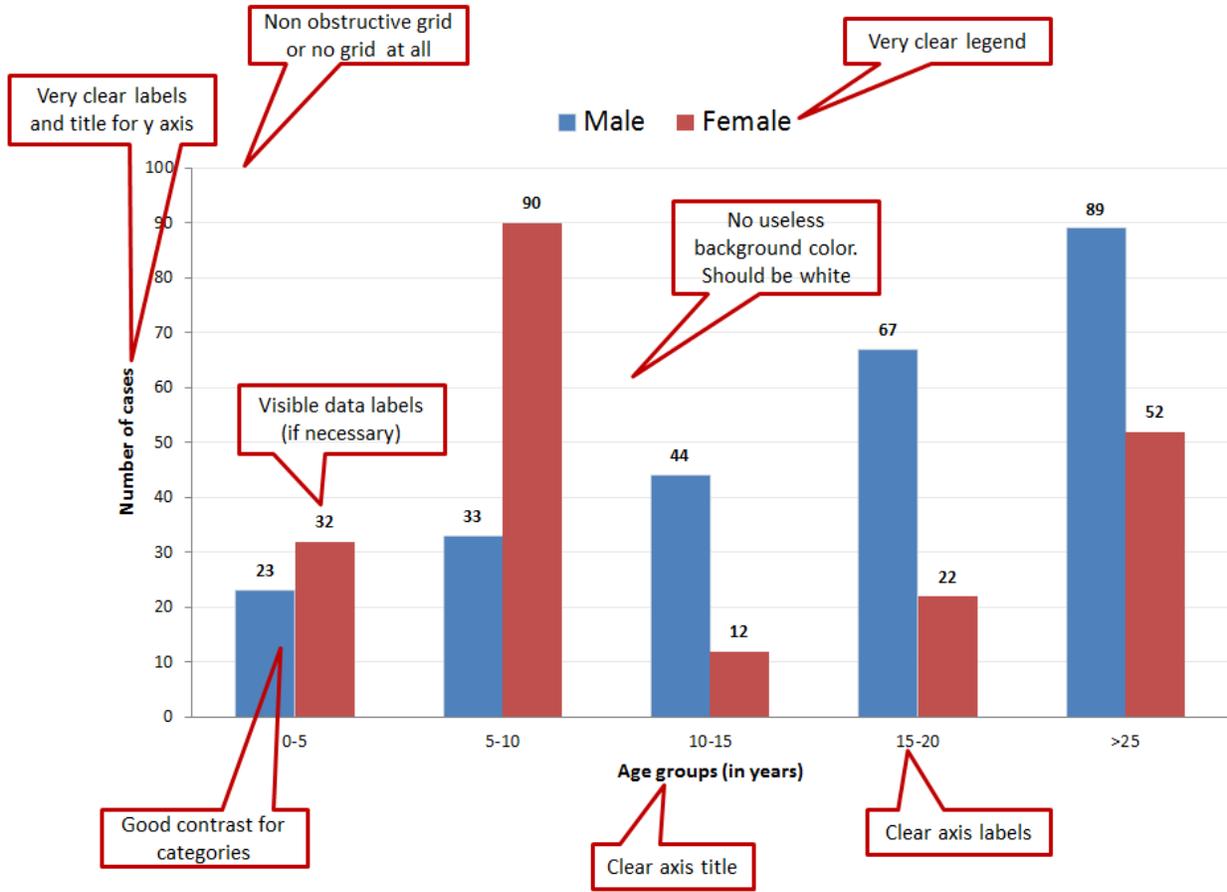
The size of the uploaded image is limited to 4 MB.

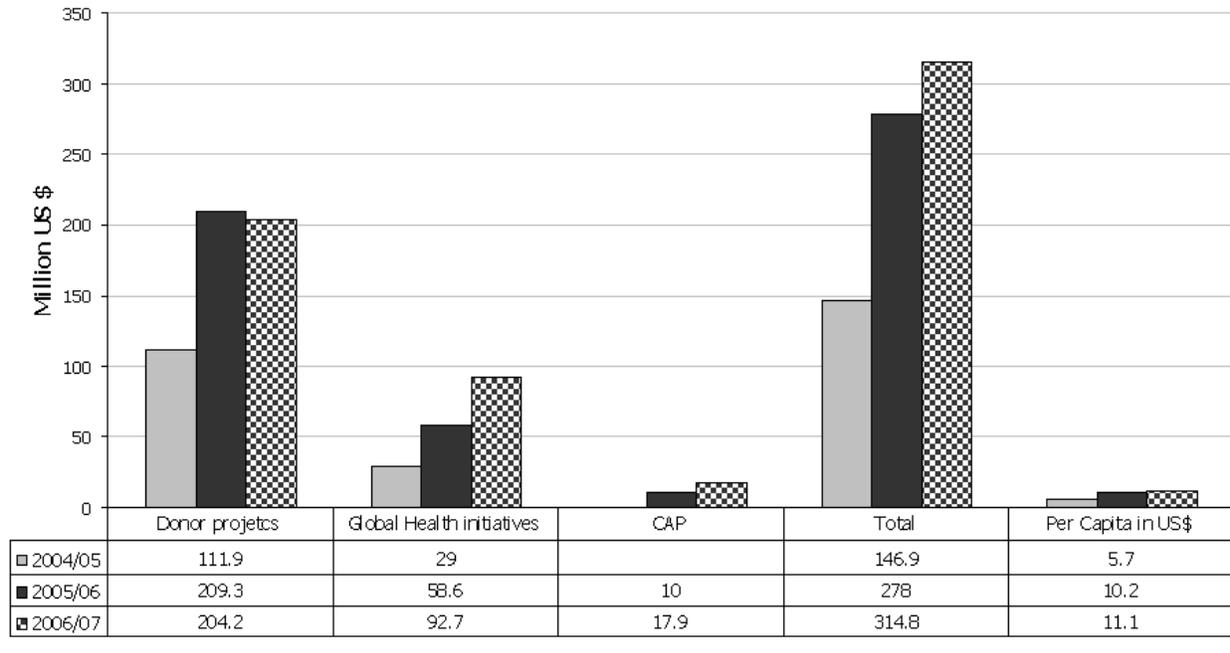
Files must be named with the three letter file extension appropriate to the file type (eg: .jpeg, .png). You will be asked to provide figure labels during the submission process. (The label is the small comment that usually goes with the figure. Example: Figure 1: Prevalence of diabetes in the study population aged 18 years and above. Findings of the TRICARE Diabetes Study, Uganda, 2006.)

If you use excel to generate your graph, avoid 3D, crowded axes, colored background, strong grid etc.. Use Calisto MT font (size 10 maximum) for all items in your graphs (Title, legend, axes etc..).

Expand your Excel graph to obtain a large image, copy and paste it in Paint (Microsoft Paint), crop any white border and save the image as PNG or JPEG. Submit this image for your manuscript (don't forget to include the legends for each figure inside the main manuscript)

Examples of properly formatted Excel graphs.





Additional Sections

The following sections are required for Research, Reviews, Outbreak investigation reports

What is known about this topic: A maximum of three bullet points on what is already known on the topic.

What does this study add: A maximum of three bullet points on what the study adds

3. Article Categories

Research

Maximum length: 3500 words in main text (i.e., excluding abstract, references, legends, tables and figures), 4 tables/figures maximum, and a structured abstract of 250 words plus up to 50 references.

Outbreak Investigation Report

A maximum of 2,000 words in the main text (i.e. excluding abstract, references and legends) plus up to ten references and normally no more than two illustrations (tables or figures or one of each). Otherwise in the same format as full-length original papers (see above).

Reviews

A maximum of 5,000 words in the main text (i.e. excluding abstract, references and legends) plus up to 100 references. Reviews are usually solicited, although unsolicited Reviews may be considered for publication. Prospective writers of Reviews should first consult the Editors

Letters to the Editors

Comment briefly on findings of Journal articles or other noteworthy public health advances (up to 800 words in main text, no abstract, limited to 10 references). Please note that word counts refer exclusively to the main text and do not include abstract, references, or acknowledgments.

Commentaries

Up to 2,500 words in main text, 2 tables/figures, and an unstructured abstract of 120 words.

Briefs

Report Preliminary or novel findings may be reported as (up to 800 words in main text, 2 tables/figures, and an abstract of up to 80 words). The following structure applies to a brief: Abstract, Brief, Competing interests, Authors' contributions, Acknowledgments (if any), Tables and figures (if any, maximum 1 table and 1 figure), References (not more than 15 references).

Editorial

An editorial is an article written by or on behalf of the editors that gives an opinion on a topical issue. Editorials are usually solicited. Contact the editorial office if you wish to submit an editorial to the journal.

The structure of an editorial typically includes:

Editorial

Competing interests

References

Opinion

An opinion piece is a short article providing the personal opinion of the author on a subject of interest. Opinion article may be solicited or not. The following structure applies to an opinion piece: Abstract, Opinion, Competing interests, References (not more than 5 references). Contact the editorial office if you wish to submit an opinion piece.

Perspective

A perspective essay is an essay where the author is asked to voice their opinion on a given topic. The topic chosen to provide a personal perspective about should be of clinical or public health interest to JIEPH readership. A perspective should not be based on the opinions of others, but

should explicitly express the author's perspective or views. In the process of writing a perspective, the author should help readers understand how they form their opinion. A perspective is typically a non-technical document, easily understandable to a wide non-technical audience, so avoid using jargon. Use the first person (I, or we if more than one author). Use details and examples to illustrate your point.

The manuscript sections for Perspectives are: Abstract (Unstructured), Perspective, Authors' Contributions, Acknowledgments, References

Lessons from the Field

A maximum of 3000 words in the main text as well as an abstract and references. The main text does not have to follow the Research article format

Short Article

A maximum of 1500 words in the main text (i.e. excluding abstract, references and legends) plus up to ten references and normally no more than two illustrations (tables or figures or one of each). Otherwise in the same format as full-length original papers (see above).

Meeting Reports

Meeting reports submitted to JIEPH should be divided into the following sections (in this order): Abstract (unstructured, 100 words maximum), Keywords, Main text (Not more than 2,000 words), Competing interests, Authors' contributions, Acknowledgements (if any), Tables and figures (if any), References

Abstracts should be unstructured with one or two paragraphs and a maximum of 100 words. The abstract should describe the meeting on which the report is based. If the meeting described was held to discuss a particular subject at a bigger meeting, that should be clearly stated in the abstract. On first mention the meeting should be referred to in the style 'the 10th bi-annual meeting of the African Field Epidemiology Network, Harare, Zimbabwe, July 20-23, 2015'.

The main text should not exceed 2,000 words. It should contain the body of the article, and may be broken into a maximum of four subsections with short, informative headings that should describe the section's contents.

Each speaker mentioned should have their full name, institute/company and country listed at first mention in one of the following ways:

- Mary Nagawa (Makerere University School of Public Health, Uganda) emphasized the importance of...
- As detailed by Jane Nkosi (University of Cape Town, South Africa)...
- is under way at the African Virology Laboratory (poster presented by Adzo Mensah)

On second mention, the speaker becomes just 'Nagawa' (no first name, no affiliation).

Information about the lecture hall, food, weather or other non-scientific matters should not be included in the report.

If 'earlier' work is referred to, whether or not it has been published, it should simply be referred to as 'published work from the lab of Florence Akullo (Infectious Disease Institute)', or 'Nagawa's earlier work', according to whether or not the author of the earlier work has been mentioned already.

If the report author mentions their own talk, or work they were involved in, they should use 'I' or 'we', rather than 'Author X reported'

(Details on abstract and main text adopted from Malaria Journal guidelines to authors. Meeting Report [Internet]. Malaria Journal. BioMed Central; [cited 2022 Jun 13]. Available from: <https://malariajournal.biomedcentral.com/submission-guidelines/preparing-your-manuscript/meeting-report>)

Supplements and workshop reports

We welcome conferences sponsored supplements and proceedings.

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