

SJOG Manuscript Formatting

Manuscripts are reviewed with the understanding that they:

- are original
- are not under consideration by any other publisher
- have not been previously published in whole or in part
- have not been previously accepted for publication
- will not be submitted elsewhere until a decision is reached regarding their publication

General instructions

The authors are encouraged to consult previous relevant publications in the journal to assist them in the preparation of the manuscript, especially the references and tables.

Text Formatting

All manuscripts should be submitted in a Word format, they should be single column and 1.5 spaced. Margins should be one inch (2.5 cm) at the top, bottom and sides of the page. Font size should be 11-pt or 12-pt, standard font in 'Arial' or 'Times New Roman' typeface. Manuscripts should be formatted in full justified paragraphs and headings should be left-aligned. Maths should be editable text.

Title Page

The Title page should list the title of the article and suggestions for a short running title of no more than 60 characters (including spaces). Also include the authors names, affiliations and contact details including email address for the corresponding author. Affiliations should contain each author's department, institution (institute, university), city, country.

The Title of the article should be clear, concise and highlighting the research topic. It should not include rhetorical questions, literary language, quotations and special symbols.

Authors cannot change the title of their article once it is accepted for publication, apart from very minor corrections.

Abstract

Authors are asked to supply a structured abstract of 250 words. For research articles, systematic reviews and brief reports, the abstract is limited to 250 words and should be structured as follows: Introduction, Methods, Results, and Conclusions. Abstracts for narrative reviews, study protocols and methodology papers are unstructured. Letters do not have an abstract.

Keywords

Include up to six keywords that describe your paper for indexing and for web searches of your manuscript.

Main Text

Research Papers, Systematic Review Papers and Short Reports sections are: Introduction, Methods, Results, Discussion, and Conclusions. Narrative Review Papers are not necessarily structured. It is suggested though to include the sections Introduction, Developments and Conclusion. Study Protocols consist of Introduction, Methods, Discussion, and Conclusions. Methodology Papers should consist of Introduction, Methodological approach, Case studies or practical examples, Discussion, Conclusions.

Use the guidelines below to structure these sections:

1. A short introduction which should end with the study's aims. The introduction should state clearly the objective of the paper as well as the context of the research or analysis.
2. A methods section which should describe the study design, setting, participants, measures, variables and statistical analysis performed. This section should also include information on the study's ethics procedures.
3. A results section, which should describe the study's main findings and important aspects

within the tables.

4. A discussion section, which should include a discussion of the study's main findings, comparisons with other studies, potential policy implications, the study's strengths and limitations.

5. A conclusions section, which should be short, concise and based on the results of the current study. General conclusions that do not stem from the manuscript's results should be avoided.

Declaration of Interests

Declare any competing interests for each author. The Population Medicine adheres to the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals. The author names on the ICMJE forms should be identical to the names in the manuscript. The ICMJE Conflict of Interest form is used by all E.U. European Publishing journals.

Funding

All sources of funding for the research reported should be declared. The role of the funding body in the design of the study and collection, analysis, and interpretation of data and in writing the manuscript should be declared.

The sentence should begin: "This work was supported by". Proposal numbers should be complete and accurate and provided in parentheses as follows: "(proposal number xxxx)"

Acknowledgements

This section is for acknowledging individuals and institutions whose support the authors wish to mention (it is not compulsory). Please acknowledge anyone who contributed towards the article who does not meet the criteria for authorship including anyone who provided professional writing services or materials.

Authors' contributions

The individual contributions of authors to the manuscript should be specified in this section. Guidance and criteria for authorship can be found in our editorial policies. The authors have the option to give a brief outline of their contribution. Please use initials to refer to each author's contribution in this section.

Group authorship (for manuscripts involving a collaboration group): If you would like the names of the individual members of a collaboration Group to be searchable through their individual PubMed records, please ensure that the title of the collaboration Group is included on the title page and in the submission system and also include collaborating author names as the last paragraph of the "Acknowledgements" section. Please add authors in the format First Name, Middle initial(s) (optional), Last Name. You can add institution or country information for each author if you wish, but this should be consistent across all authors.

Tables, Figures and Supplementary material

Tables and Figures should be placed at the end of the manuscript and be numbered sequentially in order of appearance in the text. However authors should ensure that every table or figure is referred to in the body of the text. Each table or figure should be accompanied by a short, descriptive title and in the footnote should define any acronyms, abbreviations or symbols used, statistical methods applied and any other information needed so that the table or figure may stand alone. Superscripts used to refer to table footnotes should be lowercase alphabetical symbols. Captions should be given separately above the tables or figures. Numbers in the table should not contain commas, and numbers less than unity should have a zero in front of the decimal point. Decimal numbers should be represented with the use of a full stop.

The number of actual tables (no sub-tables) that an article can contain should not exceed five. However, they have to be of value as determined by peer review. Extra tables can be included in the Appendix. The content of the tables should be such that the data are of sufficient resolution for comfortable reading. Tables should be submitted in their original Word format (not via Excel),

and they should be legible. Avoid using vertical rules. Horizontal rules should be used only above and below column headings and at the bottom of the table. Do not create a table using only tabs or spaces to create columns. Tables should not duplicate material contained in the main text.

The number of figures should not exceed four. Extra figures can be included in the Appendix. Figures can be submitted in greyscale, black or white or in color as the journal is published online. The journal prefers that figures be created in Excel. Do not embed a figure file as a picture into Excel or Word, but submit them as individual files. The data of figures should be attached in a Word format. Size the figure to the column or page width of the journal, and set the resolution at 300 dpi or greater. Figures containing a large amount of text, particularly flow diagrams, should be sent in an editable form.

Supplementary material should be submitted as a single file that includes all the supplementary material (figures, tables, questionnaires, etc.). If the authors wish to change the Supplementary file they would need to resend it corrected, as a final version before publication. The authors should be aware that supplementary files are not proofread or corrected by our team.

References

These must be numbered sequentially, as they first appear in the text. They should be within square brackets without spaces before or afterwards. Where more than one reference is cited, these should be separated by a comma, for example, [1, 12, 16], while for a continuous sequence of numbers, give the first and last number of the sequence separated by a hyphen, for example, [4-7]. The Reference list should thus be sequentially numbered using plain text (i.e. without the use of footnote or endnote etc). Please check the reference list and ensure that there is no duplication of references.

Article citations

These follow the AMA format. AMA Style is one of the 2 major variations of the Vancouver system that is used by the Journal of the American Medical Association (JAMA) and other publications by the AMA. AMA is a documentary-note style, which means you put a number in your text to cite sources of information and the reference list is in numerical order. Vancouver is the primary referencing system used in the Biomedical Sciences - the two major versions of Vancouver are AMA and Citing Medicine. There are only minor variations between the two.

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Citation format:

Authors. Title. Journal name. Year;Volume number(issue number):initial-final page.
(Note: Use et al. instead of names after the 6th author)

Example:

Kjellstrom T, Lemke B, Otto M. Climate conditions, workplace heat and occupational health in South-East Asia in the context of climate change. WHO South East Asia J Public Health. 2017;6(2):69-73.

Journal articles Online

All references that are from journal articles must contain a Digital Object Identifier (DOI): A DOI is a unique character string created to identify a digital object, such as a journal article in an online environment. The DOI is a permanent identifier of all versions of an article and the DOI for a document remains fixed over the lifetime of the document. The DOI must be included in the citation.

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Authors. Title. Journal name. Year;Volume number(issue number):initial-final page. Doi.

Example:

Ramón E, García-Lausin L, Salgado-Poveda I, Casañas R, Robleda G, Canet O, Pérez-Botella M et al. Midwives' contribution to normal childbirth care: Cross-sectional study in public health settings, the MidconBirth Study protocol. *Eur J Midwifery*. 2017;1(September):4.
doi:10.18332/ejm/76820

Books

Citation format:

Authors. Title. Volume number (for more than 1 volume). Edition number. Place of publication: Name of publisher; year of publication:page numbers.
(Note: Use et al. instead of names after the 6th author)

Example:

Patterson JT. *The dread disease: cancer and modern American culture*.
Cambridge, MA: Harvard University Press; 1989.

Web links and URLs

All web links and URLs, including links to the authors' own websites, should be given a reference number, and included in the reference list, rather than within the text of the manuscript. They should be provided in full, including both the title of the item, the title of the site and the URL, as well as the date the site was accessed.

Website

Citation format:

Authors. Title. Name of the website. URL. Published date. Updated date. Accessed date.

Example:

Sustainable Development Goals (SDGs). <http://www.who.int/sdg/en/>. Accessed November 2018.

Report Online

Citation format:

Authors or Institution. Title. URL. Published date. Accessed date.

Example:

Sustainable Development Goals (SDGs). *Towards a global action plan for healthy lives and well-being for all: Uniting to accelerate progress towards the health-related SDGs*. http://www.who.int/sdg/global-action-plan/Global_Action_Plan_Phase_I.pdf. Published 2018. Accessed 2018.

Double blind peer-review policy

All papers submitted for publication are assessed with the mutual anonymity rule as to the names of reviewers and authors observed. Authors' names and affiliations should not appear in the attached text/tables/figures.

Proofs

Minor changes to the manuscript will only be accepted. Beyond minor corrections, there will be no author changes accepted that are outside the style of the journal. Rewording, restructuring or changes of style to the manuscript will not be accepted.

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- observational studies ([STROBE](#)),
- meta-analyses of observational studies ([MOOSE](#)) and
- qualitative studies ([RATS](#)).