

Guidelines for Contributors

1 SCOPE AND EDITORIAL POLICY

1.1 Content. The NCD Malaysia's mission is "to publish and disseminate scientifically rigorous public health information of local and international significance that enables policy-makers, researchers and practitioners to be more effective; it aims to improve health of the populations". Accepted papers are subject to peer-reviewed and editorial revision, including shortening of the text and omission of tables and figures if appropriate. The principal sections are as follows.

Editorials. Authoritative reviews, analyses, or views of an important topic, related to the month's theme or a topical subject; 850B 1000 words, maximum 12 references.

Special Report and Research. Methodologically sound primary research of relevance to local and international public health. Formal scientific presentations of 3000 words, with a structured abstract (250 words: Objective, Methods, Findings, Conclusion, see 2.8 Abstracts) and not more than 50 references; peer reviewed.

Policy and Practice. Reviews, debates, or hypothesis-generating articles; 3000 words with a non-structured abstract (250 words, see 2.8 Abstracts) and not more than 50 references; peer reviewed.

Reviews of Articles, Books and Electronic Media. Reviews of an article, a book, web site, film, play, CD-ROM, etc., of public health interest; 400-800 words, no references.

Letters. Useful contributions referring to something already published in the NCD Malaysia; 400-850 words, maximum 6 references. Letters are also edited and may be shortened.

1.2 Ethical issues. The NCD Malaysia publishes the results of research involving human subjects only if such research has been conducted in full accordance with ethical principles, including the provisions of the World Medical Association Declaration of Helsinki (as amended by the 52nd General Assembly, Edinburgh, Scotland, October 2000) and the additional requirements, if any, of the country in which the research was carried out. Any manuscript describing the results of such research that is submitted for publication must contain a clear statement to this effect, specifying that the free and informed consent of the subjects or their legal guardians was obtained. The World Medical Association Declaration of Helsinki is available on the Internet (http://www.wma.net/e/policy/17-c_e.html). The anonymity of authors, reviewers and third parties will be preserved. For further details see web site <http://www.publicationethics.org.uk/>

1.3 Conflicts of interest. A conflict of interest arises when a professional judgement concerning a primary interest (such as a patient's welfare or the validity of the research) tends to be unduly influenced by financial gain or other self-interested motive which may be at odds with professional obligations (see New England Journal of Medicine 1993;329(8): Editorial and related articles at: [http://content.nejm.org/content/vol329/issue8/index.](http://content.nejm.org/content/vol329/issue8/index.shtml)

[shtml](http://content.nejm.org/content/vol329/issue8/index.shtml)). Authors should disclose at the time of submission information on financial conflicts of interest that may influence the manuscript. They may also choose to declare other interests that could influence the results of the study or the conclusions of the manuscript (e.g. employment, family relationships, academic links, political or social interest group membership, deep personal conviction).

1.4 Funding. Authors should declare sources of funding for the work undertaken.

1.5 Reprints. Reprints of contributions are not produced; a print copy of the issue will be sent to the corresponding author of each contribution, and a pdf file can be supplied on request or may be downloaded from the NCD Malaysia web site (<http://dph.gov.my>).

2 PREPARATION OF MANUSCRIPTS

2.1 Correspondence. Manuscripts may be submitted to NCD Malaysia, NCD Section, Disease Control Division, Ministry of Health, Malaysia or, by email (mailto:ncdmalaysia@dph.gov.my), or through our website (<http://ncd.dph.gov.my/journal.htm>). Manuscripts submitted electronically should not be confirmed by hard copy. Email submissions should contain the corresponding author's full postal address, as this will be used to notify our decision.

2.2 Uniform requirements. Papers should be prepared in accordance with the fifth edition of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals established by the Vancouver Group (International Committee of Medical Journal Editors, ICMJE), originally published in New England Journal of Medicine 1997;336:309-15. The complete document, updated October 2001, appears at <http://www.icmje.org/index.html>

2.3 Languages. Papers may be submitted in English or Bahasa Malaysia. The NCD Malaysia is published in English and Bahasa Malaysia.

2.4 Authorship. Authors should give their full names, the name and address of their institutions, and an exact description of their posts. In accordance with "Uniform requirements" of the Vancouver Group (see 2.2 above), each author should have participated sufficiently in the work being reported to take public responsibility for the content; each author should provide a description of his or her contribution to the work being reported. For the contacting author, the full postal address should be accompanied by an email address (which will be published unless otherwise requested) and telephone and fax numbers.

2.5 Copyright. Papers should be accompanied by a statement that they have not already been published and are not being considered for publication elsewhere and that, if accepted for publication in the NCD Malaysia; they will not be submitted for publication elsewhere without the agreement of the NCD Malaysia. Authors are responsible for obtaining permission to reproduce in their articles any material enjoying copyright protection. The letter granting such permission should be attached to the manuscript.

2.6 Presentation of manuscripts (see also 2.1 Correspondence). Papers should preferably be submitted by email as MSWord attachments. Texts should be in double spacing with wide margins. Paper copies should be accompanied by a PC-compatible diskette, preferably in MSWord, stating clearly which version of the software has been used. Footnotes are not encouraged in the text. Tables and figures should be presented separately (see 2.7 below).

2.7 Tables and figures. The tables and figures should be essential to an understanding of the text; the same data should not be presented in both tables and graphs. References in the text to tables and figures should always be by number (e.g. Table 1, Fig. 3). Tables and figures should be numbered consecutively and presented on separate pages with clear, concise titles. They should be grouped in sequence at the end of the text, not incorporated into the text, and contained in separate electronic documents. Abbreviations should be avoided or explained. Tables should not contain vertical rules. Graphs or figures should be clearly drawn and all the data identified. Photographs should be on glossy paper, preferably in black and white.

2.8 Abstracts. Abstracts should be provided for Leading articles, Special Report, Research papers and Policy and Practice articles. The abstract, which should not exceed 250 words, is printed at the top of the paper in English. For Research papers the abstract should be structured: Objective, Methods, Findings, Conclusion.

2.9 Keywords. The abstract should be followed by a maximum of ten keywords or short phrases to assist indexers in cross-referencing the article. Terms from the medical subject headings (MeSH) list of Index Medicus (US National Library of Medicine, NLM) can be consulted at <http://www.nlm.nih.gov/mesh/meshhome.html>.

2.10 Bibliographic references. Authors are responsible for the accuracy of all references: these are not checked by the editor. References should be numbered consecutively as they occur in the text (in italic type in roman parentheses, preferably at the end of a sentence) and listed in numerical order at the end of the text. From 2002 the Bulletin adheres closely to the Vancouver style of reference lists (see Uniform Requirements for Manuscripts of the International Committee of Medical Journal Editors, Annals of Internal Medicine 1997; 126:36-47; <http://www.icmje.org/index.html> updated October 2001). The first six authors of a work should be named, followed by "et al." if there are more than six. Adoptions of the Vancouver recommendations to the NCD Malaysia house style are as follows:

- titles of books are italicized; the first word of the title has an initial capital letter;
- titles of journals are spelled out in full and italicized; all main words have an initial capital letter;
- titles of articles not in English are followed by a translation in square brackets;
- the URL for electronic references is followed by "accessed on [date]".