



National Environmental Health Association

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Journal of Environmental Health Building Capacity Column Guidelines for Guest Authors

Purpose and Editorial Review

- The purpose of the column is to share success stories, resources, and lessons learned regarding capacity building that are relevant to the environmental health profession.
- Columns will be evaluated for publication according to their relevance to the readership; support of the *Journal's* overall mission to provide scientifically sound, beneficial, and nonbiased information; and presentation of a well-written column.
- The *Journal* reserves the right to
 - reject submissions that are not relevant to the readership or are inappropriate in any way and
 - edit for clarity, organization, style, and space.
- Please note that product promotion is not permitted. Evidence of product promotion will lead to rejection of the submission.

Format Requirements

- Column text should be submitted in Word.
- Preferred length: 800–1,200 words.
- Single-spaced type with 1-in. margins. Font: 12-point Times New Roman. Please use this font for all material in the column, including titles and subheadings.

References

- If references are used within the text, they need to adhere to *Journal* style guidelines. These guidelines can be found on pages 3–5 of the [Instructions for Authors](#) document.
- References should be listed at the end of the column's text and should be cited appropriately within the text.

Tables

- Each table must be saved as an individual document in Word or Excel (not as a picture or embedded object within the text).
- Each table must be constructed in the simplest format possible, with 12-point Times New Roman font and clear divisions between each cell. The tables will be reformatted by the *Journal's* staff.

- Tables should be numbered in order of mention and cited within the text when it is first referred to and any other time information in that table is directly mentioned. For example: The findings indicated that 50% of the surveyed participants disagreed with the question (Table 1).

Figures

- Each figure must be saved as an individual document (not as an embedded object within the text).
- Each figure must be digitally created in black and white, grayscale, or color with 9-point Ariel font wherever possible. Color is preferred.
- Acceptable formats:
 - XLS (if the original document for the figure was created in Excel)
 - PDF (**created from the original software and saved at press quality with all fonts embedded**)
- Unacceptable image formats: BMP (bitmap), GIF, PowerPoint files, and Word.
- Figure titles and footnotes should not be included in the image. Please submit these in a separate Word document.
- Figures should be numbered in order of mention and cited within the text when it is first referred to and any other time information in that figure is directly mentioned.

Please limit the total number of figures and tables to three or less.

Photographs

- A headshot photo of each column author should be submitted.
- Photographs should be submitted as high-resolution JPEG files in color (300 ppi and at least 5 in. wide).

Author Information

- Please limit the number of authors to three or less.
- The following is needed for the column's corresponding author:
 - Name and credentials, if any (Please note that the *Journal* does not list degrees below the master's level.)
 - Name of company/organization
 - Job title
 - Mailing address
 - Email
- For all other authors, just their name, credentials, and company/organization are needed.
- A one or two sentence biography about each author should be submitted, which should mention where the person works, what they do and their job title, and a brief explanation of their area(s) of expertise.

Questions and submissions should be submitted to Kristen Ruby-Cisneros at kruby@neha.org.
