4] Editorial Review

OUR REVIEW PROCESS

1] The editors of the *Journal of Environmental Health* initially review manuscripts for significance and relevance to the readership. Once judged significant and relevant, the manuscript is submitted for peer review by two *JEH* peer reviewers.

2] Peer reviewers are asked to critique manuscripts on the basis of the following criteria: basic accuracy and validity of facts presented, clarity and manner of presentation, appropriateness of methods and procedures, adequacy of discussion, logic and soundness of conclusion, extent and usefulness of references, and value to environmental health professionals. Both the peer reviewers' and authors' identities are kept confidential. After the peer review critiques are completed, the manuscript is submitted for a final evaluation by one or more technical editors.

3] Once the technical editor(s) has made a decision, authors are informed of pertinent comments and recommendations by the reviewers, and may be asked to revise or rewrite the paper before it is accepted for publication. In order to preserve the integrity of the *JEH* review process, we encourage all reviewers to be extremely candid in making their comments. In the event that an author disagrees with suggestions from the reviewers, we invite the author to respond by explaining his or her reasons, which are respectfully considered.

4] Reviews generally are completed within three to six months, and publication is scheduled for the soonest and most appropriate issue possible. Typeset copy proofs are sent to the corresponding author prior to publication for proof correction and assignment of copyright. The *Journal of Environmental Health* reserves the right to edit for clarity, organization, style, or space.

Have you completed the Authors' Checklist?

If so, submit your manuscript to the *Journal of Environmental Health* at http://jeh.msubmit.net.

Authors' Checklist

☐ **INSTRUCTIONS FOR AUTHORS**
- ⊃ Have you read the *Journal's* Instructions for Authors at www.neha.org/JEH/ and confirmed that the manuscript (including tables, figures, and photographs) meets *Journal* requirements?

☐ **COVER LETTER**
- ⊃ Does your cover letter indicate exclusive submission to the *Journal of Environmental Health*?
- ⊃ Does it include a title for the manuscript?
- ⊃ Does it include the names, affiliation, and academic degrees (beyond bachelor's degrees) and professional diplomas and credentials (e.g., R.E.H.S.) for the corresponding author, as well as all co-authors?
- ⊃ Does it include the corresponding author's contact information, including name, title, affiliation, street address (no P.O. boxes), phone number, fax number, and e-mail address?

☐ **TEXT FORMAT**
- ⊃ Is the manuscript in Microsoft Word with double-spaced type, 1-inch margins, and 12-point Times New Roman font?
- ⊃ Is the manuscript neatly prepared with the main sections clearly outlined (e.g., Abstract, Introduction, Methods, Discussion, Conclusion, Acknowledgments [optional], and References)?
- ⊃ Are the titles and subtitles short and succinct?
- ⊃ Are the pages numbered consecutively beginning with the title page?
- ⊃ Are footnotes and field coding removed?

☐ **REFERENCES**
- ⊃ Are all references (including electronic references) formatted according to the citation style described in the *Publication Manual of the American Psychological Association* (APA style)?
- ⊃ Are all references current and readily available to readers?
- ⊃ In the list of references at the end of the manuscript, do all entries provide last names and initials for all authors, even if a source has more than six authors?
- ⊃ Is each entry in the references list cited in the text?

☐ **TABLES AND FIGURES**
- ⊃ Are all tables and figures submitted each as separate documents and in the acceptable format (see Instructions for Authors for details)?
- ⊃ Are all tables and figures numbered consecutively in the order of their initial citation in the text?
- ⊃ Are all tables and figures referenced within the text?

☐ **PHOTOGRAPHS**
- ⊃ Are the photographs included as high-resolution JPEGs (300 ppi at 5 inches wide) in black and white or color, with captions?
- ⊃ Are they referenced within the text?