Instructions for Authors

The following guidelines are provided to assist authors in preparing and submitting manuscripts to the **Journal of Medicine and Public Health, Health Region 12 (JMPH-HR 12).** They cover key aspects of manuscript preparation, including formatting and style, tables and figures, author declarations, reference style, and citation of statistical software. Authors are kindly requested to carefully review the complete Instructions for Authors before preparing and submitting their manuscripts.

Manuscript Preparation and Submission

JMPH-HR 12 accepts manuscripts in either Thai or English across several article categories, including Original Articles, Review Articles, Case Reports, and Letters to the Editor. Manuscripts should be prepared in Microsoft Word on A4-size paper, with left and right margins of 2.5 cm. The text should be single-spaced and formatted using Thai SarabunPSK, 16-point font. The specific requirements for each article type are described in the "Formatting and Styles" section. Additional requirements regarding tables, figures, author declarations, references, and other journal formatting conventions are provided below.

Remark for Editor:

The committee suggests considering the use of TH Sarabun New, 16-point font, in place of Thai SarabunPSK to reflect current document preparation practices and improve consistency across manuscript submissions.

For publication in JMPH-HR 12, the article title, authors' names, institutional affiliations, abstract, and keywords should be provided in both Thai and English, where applicable. Authors are responsible for ensuring that the information presented in both languages is accurate and consistent.

Once the manuscript is ready, authors should prepare the required submission materials, including a submission checklist and a cover letter. Manuscripts should be submitted according to the journal's submission process. Submitted manuscripts will undergo initial editorial

screening for suitability, completeness, and compliance with the journal's requirements before proceeding to peer review.

For Case Reports, authors must also provide written informed consent for publication from the patient or the patient's legally authorized representative, particularly when potentially identifiable clinical information or images are included.

In the cover letter, authors may suggest potential reviewers with relevant expertise who have no conflicts of interest with the authors or the submitted work. Authors may also identify individuals whom they prefer not to be considered as reviewers because of potential conflicts of interest or concerns regarding impartiality. The final selection of reviewers remains at the discretion of the editor.

Remark for Editor:

The committee suggests considering the use of an online submission system and clearly specifying the peer-review model adopted by the journal. The journal may also consider adopting a double-blind peer-review process involving at least two independent reviewers with relevant expertise to enhance the transparency and consistency of the review process. If adopted, these requirements should be incorporated into the journal's formal submission and peer-review policies.

Files Required for Submission

Authors should prepare the following submission files, as applicable:

1. Main Manuscript:

The main manuscript should include the abstract, keywords, main text, author declarations, and references, as applicable.

If the journal adopts a double-blind peer-review process, authors' names, affiliations, contact details, or other information that may reveal the authors' identities should not appear in this file. Identifying information in sections such as acknowledgments, ethics approval, funding, or other institutional details should be anonymized during the initial submission, where necessary, and restored after the peer-review process when instructed by the editorial office.

2. Title Page:

The title page should be submitted as a separate file and should include the article title, full names and institutional affiliations of all authors, and corresponding author information. For manuscripts submitted in English, authors are encouraged to provide their ORCID iDs, where available.

3. Figures:

Figures, including study flow diagrams, graphs, photographs, and illustrations, should be submitted as separate high-quality files and numbered consecutively in the order in which they are cited in the manuscript. Figure legends should be provided in the main manuscript.

4. Tables:

Tables should be submitted as separate editable files and numbered consecutively in the order in which they are cited in the manuscript. Each table should include a concise title and appropriate footnotes, including definitions of abbreviations and relevant statistical information, where applicable.

5. Ethics Approval Document:

For studies requiring ethical approval, authors should submit a copy of the approval letter or certificate issued by the relevant ethics committee or institutional review board. The ethics approval document must have been issued within two years prior to the date of manuscript submission. This document will be used for editorial verification.

6. Cover Letter:

A cover letter should accompany each submission and include relevant information for the editor. Authors may suggest potential reviewers with appropriate expertise and may identify individuals whom they prefer not to be considered as reviewers because of potential conflicts of interest or concerns regarding impartiality.

Remark for Editor:

If the journal formally adopts double-blind peer review, the “Files Required for Submission” section should state that the Main Manuscript must be anonymized and that the Title Page

must be uploaded separately. The ethics approval document should be used only for editorial verification and should not be included in the blinded manuscript sent to reviewers.

Originality and Prior Publication

Manuscripts submitted to JMPH-HR 12 must represent original work that has not been previously published and is not under consideration for publication elsewhere. Authors should disclose any closely related manuscripts, previous dissemination, or other circumstances that may constitute duplicate or redundant publication. All authors must approve the final version of the manuscript and agree to its submission to the journal.

Authorship

Authorship should be limited to individuals who have made substantial contributions to the work and who accept responsibility for the accuracy and integrity of the manuscript. All listed authors should approve the final version submitted for publication. Individuals who contributed to the work but do not meet the criteria for authorship should be acknowledged with their permission. Author contributions should be reported using the Contributor Roles Taxonomy (CRediT), where applicable.

Publication Ethics

JMPH-HR 12 is committed to maintaining appropriate standards of publication ethics and research integrity. Authors are expected to ensure the originality and accuracy of their work, appropriately acknowledge and cite the work of others, disclose conflicts of interest and sources of funding, and comply with applicable ethical requirements for research involving humans or animals. Fabrication, falsification, plagiarism, inappropriate authorship, duplicate or redundant publication, and other forms of research or publication misconduct are not acceptable. Ethical concerns identified before or after publication will be handled in accordance with the journal's publication ethics policies.

Remark for Editor:

For TCI readiness, the journal should consider preparing a separate Publication Ethics page that clearly describes the responsibilities of authors, reviewers, editors, and the journal in relation to

research integrity, confidentiality, conflicts of interest, human and animal research ethics, plagiarism, duplicate publication, corrections, and retractions.

Formatting and Styles

1. Original Article

Manuscript Length: Original Articles should be approximately 10 A4 pages in length and should not exceed 12 pages.

Title Page

The title page should include the following information:

- **Title:** Provide a concise and informative title that clearly reflects the main focus of the study. The title should not exceed 12 words, should avoid abbreviations, and should not include the study location.
- **Authors:** Provide the full names of all authors.
- **Affiliations:** Provide the institutional affiliation(s) of all authors.
- **ORCID iDs:** For manuscripts submitted in English, authors are encouraged to provide their ORCID iDs, where available.
- **Corresponding Author:** Provide the full name, institutional affiliation, postal address, email address, and telephone number of the corresponding author.

Remark for Editor:

The committee suggests considering the following wording for the Title Page instructions to improve clarity and align the presentation more closely with international journal practices. The committee also suggests allowing the study location to be included in the title when it is essential to the context or interpretation of the study:

"The title page should include a concise and informative title that accurately reflects the content of the study. The title should not exceed 12 words, should avoid abbreviations, and should generally not include the study location unless the location is essential to the context or interpretation of the study. The full names and institutional affiliations of all authors should be provided. For manuscripts submitted in English, authors are encouraged to provide

their ORCID iDs, where available. The corresponding author should be clearly identified, with the full name, institutional affiliation, postal address, email address, and telephone number provided."

Abstract

Original Articles should include a structured abstract in both Thai and English. **Each abstract should be approximately 250–300 words** and should not contain references. The abstract should provide a concise and accurate summary of the study and be organized under the following headings:

Background

Objectives

Methodology

Results

Conclusions

Remark for Editor:

The committee suggests considering the use of "Methods" in place of "Methodology" as the abstract heading to align with commonly used terminology in international medical journals.

Keywords

Provide **3–5 keywords** in both Thai and English that accurately represent the main content of the article and facilitate indexing and retrieval. For manuscripts submitted in English, authors are encouraged to select appropriate English keywords based on **the Medical Subject Headings (MeSH)** terminology, where applicable.

Remark for Editor:

The original journal guideline specifies no more than five keywords. The committee suggests specifying 3–5 keywords to align with common journal practice while remaining consistent with the original limit.

Manuscript Structure

Original Articles should generally follow the Introduction, Methods, Results, and Discussion (IMRAD) structure. Authors should follow an appropriate reporting guideline according to the study design, where applicable, such as CONSORT for randomized controlled trials, STROBE for observational studies, PRISMA for systematic reviews and meta-analyses, STARD for diagnostic accuracy studies, CARE for case reports, COREQ for qualitative studies, SQUIRE for quality improvement studies, and ARRIVE for animal research. Relevant checklists and flow diagrams should be submitted where required.

Introduction: Provide a concise background and rationale for the study, identify the research problem or relevant knowledge gap, and clearly state the study objective(s) or hypothesis.

Methods: Describe the study design, setting, participants, eligibility criteria, sample size determination, interventions or exposures, outcome measures, data collection procedures, and statistical analyses in sufficient detail. The method used to determine the sample size, including the assumptions and parameters used for the calculation, should be reported where applicable. If a formal sample size calculation was not performed, authors should explain how the study size was determined.

For studies involving human participants, state the name of the approving ethics committee or institutional review board, the approval number, and the informed consent procedures, where applicable. For studies involving animals, authors should provide information regarding approval by the appropriate animal ethics committee and compliance with relevant animal welfare requirements. For clinical trials, provide the name of the trial registry and registration number.

The statistical methods should be described in sufficient detail to allow appropriate interpretation of the results. The statistical software used for the analyses, including the software name and version, should be specified.

Results: Present the findings in a clear and logical sequence, beginning with the main results. Report appropriate statistical estimates and measures of uncertainty, such as confidence

intervals, where applicable. Tables and figures should be used only when they add clarity and should not unnecessarily duplicate information presented in the text.

Discussion: Summarize and interpret the principal findings, compare them with relevant previous studies, and discuss their clinical, scientific, or public health implications. The strengths and limitations of the study should be clearly addressed, together with implications for future research or practice.

Conclusions: Provide a concise conclusion based on the study findings and objectives. Conclusions should be supported by the results and should avoid overstatement or unsupported generalization.

Acknowledgments: Acknowledge individuals or organizations that contributed to the work but do not meet the criteria for authorship, where applicable.

Conflicts of Interest: Authors must disclose any financial or non-financial relationships or activities that could be perceived as influencing the submitted work. If none exist, this should be stated.

Funding: Identify all sources of financial or material support for the study. If the study received no specific funding, this should be stated.

Declaration of Generative AI Use: Authors should disclose any use of generative AI or AI-assisted technologies in the preparation of the manuscript, including the name of the tool and its purpose. Generative AI tools must not be listed as authors. When AI-assisted technologies are used in data collection, analysis, image generation, or other aspects of the research methodology, sufficient details should be provided in the Methods section, where applicable. Authors remain fully responsible for the accuracy, integrity, originality, and appropriate attribution of all submitted content.

Data Availability Statement: Authors should provide a statement describing whether and how the data supporting the findings of the study may be accessed, subject to ethical, legal, and confidentiality requirements.

Author Contributions (CRediT): The contributions of each author should be described using the Contributor Roles Taxonomy (CRediT), where applicable.

References: References should be prepared according to the Vancouver style and numbered consecutively in the order in which they are first cited in the text. In-text citations should be indicated by superscript Arabic numerals without parentheses or brackets. The same reference number should be used each time a source is cited again. When citing multiple references, consecutive reference numbers should be presented as a range using a hyphen, whereas non-consecutive reference numbers should be separated by commas. The reference list should be arranged numerically according to the order of citation in the text. The number of references should generally not exceed 20.

Remark for Editor:

The original journal guideline specifies that references should generally not exceed 20. The committee respectfully suggests considering a limit of no more than 30 references for Original Articles to accommodate current reporting standards, particularly for clinical, observational, and systematic literature-based manuscripts. If approved, the main reference limit should be revised accordingly.

Publication Charges

Authors are required to pay a non-refundable manuscript processing fee of 1,000 THB upon submission. Once the manuscript has been accepted for publication, an additional publication fee of 2,000 THB applies to articles of up to 10 pages. For articles exceeding 10 pages, an additional charge of 400 THB per page will apply from page 11 onward.

Tables and Figures

Tables and figures should be numbered consecutively in the order in which they are first cited in the text. Each table should have a concise, self-explanatory title, and each figure should be accompanied by a descriptive legend. All abbreviations and symbols should be defined in the table footnotes or figure legends, as appropriate. Data presented in tables or figures should not unnecessarily duplicate information provided in the main text.

Tables: Tables should be prepared in an editable format using Microsoft Word and should not be submitted as images. Each table should be cited in the text and should be understandable without reference to the main text. Explanatory notes, definitions of abbreviations, and statistical information should be provided as footnotes where appropriate.

Figures: Figures, including graphs, photographs, illustrations, and study flow diagrams, should be submitted as separate high-quality files. Preferred file formats are TIFF (.tif or .tiff) or JPEG (.jpg or .jpeg), with a minimum resolution of 300 dpi at the intended publication size. Figures should be clearly labeled and numbered according to the order in which they are cited in the text. Figure titles and legends should be provided in the manuscript rather than embedded within the image file.

Authors are responsible for obtaining written permission to reproduce or adapt previously published tables, figures, photographs, or other copyrighted material. The original source should be appropriately acknowledged, and evidence of permission should be provided at the time of submission, where applicable.

The combined number of tables and figures should not exceed six items. The use of color should be avoided where possible.

Remark for Editor:

The committee respectfully suggests considering a recommended manuscript length of approximately 10 A4 pages, excluding tables, figures, and study flow diagrams, to promote a concise and consistent manuscript format.

2. Review Article

3. Case Report

4. Letter to the Editor

Remark for Editor:

Detailed instructions for Review Articles, Case Reports, and Letters to the Editor have not yet been revised in the present draft. The committee recommends that the specific requirements for these article types be reviewed and developed separately in the next stage, with reference to the journal's existing requirements and appropriate reporting standards.

For Review Articles, the journal may consider specifying the manuscript structure and requirements appropriate to the type of review. For Case Reports, the journal should consider defining the manuscript structure, requirements for informed consent for publication, and an appropriate reporting guideline. For Letters to the Editor, the journal may consider establishing specific requirements for manuscript length, number of references, and the editorial review process.