

Information for Authors

1. Scope of Articles

GHM Open (Print ISSN 2436-293X, Online ISSN 2436-2956) is an international, open-access, peer-reviewed journal dedicated to publishing high-quality original research that contributes to advancing global health and medicine, with the goal of creating a global information network for global health, basic science as well as clinical science oriented for clinical application.

We encourage submission of original research findings in the fields of global health, public health, and health care delivery as well as the seminal and latest research on the intersection of biomedical science and clinical practice.

2. Types of Articles

Types of Articles	Words in length (excluding references)	Figures and/or Tables	References
Original Articles	~5,000	~10	~50
Brief Reports	~3,000	~5	~30
Reviews	~8,000	~10	~100
Mini reviews	~4,000	~5	~50
Policy Forum	~3,000	~5	~30
Study Protocols	~5,000	~10	~50
Case Reports	~3,000	~5	~30
Communications	~2,000	~2	~20
Perspectives			
Comments			
Correspondence			
Editorials	~1,000	~1	~10
Letters	~1,000	~1	~10
News	~800	~1	~5

Abstract: ~250 words (Original Articles, Brief Reports, Reviews, Policy Forum, Study Protocols, Case Reports);
~150 words (Communications, Editorials, Letters, and News)

Keywords: 3~6 words

Original Articles should be well-documented, novel, and significant to the field as a whole. They should include an abstract and be structured as follows: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Figures and/or Tables; and Supplementary Data, if appropriate. Original articles should not exceed 5,000 words in length (excluding references) and should be limited to a maximum of 50 references. Articles may contain a maximum of 10 figures and/or tables. Supplementary Data are permitted but should be limited to information that is not essential to the general understanding of the research presented in the main text, such as unaltered blots and source data as well as other file types.

Brief Reports definitively documenting either experimental results or informative clinical observations will be considered for publication in this category. Brief Reports are not intended for publication of incomplete or preliminary findings. Brief Reports should not exceed 3,000 words in length (excluding references) and should be limited to a maximum of 5 figures and/or tables and 30 references. Brief Reports should be structured as follows: Title page, Abstract, Introduction, Materials and Methods, Results and Discussion, Acknowledgments, References, Figures and/or Tables; and Supplementary Data, if appropriate.

Reviews should present a full and up-to-date account of recent developments within an area of research. Normally, reviews should not exceed 8,000 words in length (excluding references) and should be limited to a maximum of 100 references and up to 10 figures and/or tables. Mini reviews are also accepted, which should not exceed 4,000 words in length (excluding references), have no more than 50 references, and have up to 5 figures and/or tables.

Policy Forum articles discuss research and policy issues in areas related to global health and medicine, such as public health, medical care, and social science that may address governmental issues at district, national, and international levels of discourse. Policy Forum articles should not exceed 3,000 words in length (excluding references), have no more than 30 references, and have up

to 5 figures and/or tables.

Study Protocols should be the manuscripts report proposed or ongoing prospective research. Preference will be given to submissions describing long-term studies and those likely to generate a considerable amount of outcome data. Trial registration details should be stated in the manuscript, if appropriate. Study Protocols should not exceed 5,000 words in length (excluding references) and should be limited to a maximum of 10 figures and/or tables and 50 references.

Case Reports should be detailed reports of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient. Case reports may contain a demographic profile of the patient but usually describe an unusual or novel occurrence. Unreported or unusual side effects or adverse interactions involving medications will also be considered. Case Reports should not exceed 3,000 words in length (excluding references) and should be limited to a maximum of 5 figures and/or tables and 30 references.

Communications are short, timely pieces that spotlight new research findings or policy issues of interest to the field of global health and medical practice that are of immediate importance. Depending on their content, Communications will be published as “Perspectives”, “Comments”, or “Correspondence”. Communications should not exceed 2,000 words in length (excluding references), have no more than 20 references, and have up to 2 figures and/or tables.

Editorials are short, invited opinion pieces that discuss an issue of immediate importance to the fields of global health, medical practice, and basic science oriented for clinical application. Editorials should not exceed 1,000 words in length (excluding references), have no more than 10 references, and have one figure or table.

Letters are articles that provide readers with an opportunity to respond to an article published in *GHM Open* within the previous two months or to raise issues of general interest to our readers. Letters should provide new information or insights. If appropriate, letters are sent to the authors of the article in question for a response. Letters should not exceed 1,000 words in length (excluding references), have no more than 10 references, and have one figure or table.

News articles should report the latest events in health sciences and medical research from around the world. News should not exceed 800 words in length (excluding references), have no more than 5 references, and have one figure or table.

3. Formatting Guidelines

Manuscripts should be written in clear, grammatically correct English and submitted as a Microsoft Word file in a single-column format. Manuscripts must be paginated and typed in 12-point Times New Roman font with 24-point line spacing. Please do not embed figures in the text. Technical terms should be defined. Abbreviations should be used as little as possible and should be explained at first mention unless the term is a well-known abbreviation (*e.g.* DNA). Single words should not be abbreviated. Please include page numbers in your submitted file. We also encourage use of line numbers.

The submission to *GHM Open* should include:

1. Cover Letter
2. Submission Checklist
3. Main Manuscript (including Tables)
4. Figures
5. Supplementary Data (*e.g.* Supplementary Tables/Figures), if appropriate

The main manuscripts should be assembled in the following order:

1. Title page
2. Abstract
3. Main Text
4. Acknowledgments
5. References
6. Tables
7. Figure Legend
8. List of Supplementary Data, if appropriate

For manuscript samples, please visit <https://www.ghmopen.com/site/download.html> (Download Center).

Please provide all figures as separate files in an acceptable format (TIFF or JPEG). Supplementary Data should also be submitted as a single separate file in Microsoft Word format.

An abstract is necessary for all types of articles. An Original Article should be structured as follows: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Figures and/or Tables; and Supplementary Data, if appropriate. A Brief Report contains the same sections as an Original Article, but the Results and Discussion sections should be combined. For manuscripts that are Reviews, Policy Forum, Study Protocols, Case Reports, Communication, Editorials, Letters, or News, subheadings should be used for increased clarity.

4. Manuscript Preparation

Title page: The title page must include 1) the title of the paper (Please note the title should be short, informative, and contain the major key words); 2) full name(s) and affiliation(s) of the author(s), 3) abbreviated names of the author(s), 4) full name, mailing address, telephone/fax numbers, and e-mail address of the corresponding author.

Abstract: The abstract should briefly state the purpose of the study, methods, main findings, and conclusions. For articles that are Original Articles, Brief Reports, Reviews, Policy Forum, Study Protocols, or Case Reports, a one-paragraph abstract consisting of no more than 250 words must be included in the manuscript. For Communications, Editorials, Letters, and News, a one-paragraph brief summary of the main content in 150 words or less should be included in the manuscript. Abbreviations must be kept to a minimum and non-standard abbreviations should be explained in brackets at first mention. References should be avoided in the abstract. Three to six key words or phrases that do not occur in the title should be included on the Abstract page.

Introduction: The introduction should provide sufficient background information to make the article intelligible to readers in other disciplines and sufficient context clarifying the significance of the experimental findings.

Materials and Methods: The description should be brief but with sufficient detail to enable others to reproduce the experiments. Procedures that have been published previously should not be described in detail but appropriate references should simply be cited. Only new and significant modifications of previously published procedures require complete description. Names of products and manufacturers with their locations (city and state/country) should be given and sources of animals and cell lines should always be indicated. All clinical investigations must have been conducted in accordance with Declaration of Helsinki principles. All human and animal studies must have been approved by the appropriate institutional review board(s) and a specific declaration of approval must be made within this section.

Results: The description of the experimental results should be succinct but in sufficient detail to allow the experiments to be analyzed and interpreted by an independent reader. If necessary, subheadings may be used for an orderly presentation. Two levels of subheadings may be used if warranted, please distinguish them clearly. All Figures and Tables should be cited in order, including those in the Supplementary Data.

Discussion: The data should be interpreted concisely without repeating material already presented in the Results section. Speculation is permissible, but it must be well-founded, and discussion of the wider implications of the findings is encouraged. Conclusions derived from the study should be included in this section.

Acknowledgments: People who contributed to the work but do not meet the criteria for authors should be listed along with their contributions in the Acknowledgments section.

Funding: All funding sources should be credited in the Funding section. If no funding sources need be credited, please state "None".

Conflict of Interest: If you have an actual or potential conflict of interest to disclose, it must be listed; if no conflict of interest exists for each author, please state "The authors have no conflicts of interest to disclose".

References: References should be numbered in the order in which they appear in the text. Two references are cited separated by a comma, with no space, for example (1,2). Three or more consecutive references are given as a range with an en rule, for example (1-3). Citing of unpublished results, personal communications, conference abstracts, and theses in the reference list is not

recommended but these sources may be mentioned in the text. In the reference list, cite the names of all authors when there are fifteen or fewer authors; if there are sixteen or more authors, list the first three followed by *et al.* Names of journals should be abbreviated in the style used in PubMed. Authors are responsible for the accuracy of the references.

Examples are given below:

Example 1 (Sample journal reference):

Mitsuya H, Kokudo N. Focusing on global health and medicine. *Glob Health Med.* 2019; 1:1-2.

Example 2 (Sample journal reference with more than 15 authors):

Hayakawa K, Kutsuna S, Kawamata T, *et al.* SARS-CoV-2 infection among returnees on charter flights to Japan from Hubei, China: a report from National Center for Global Health and Medicine. *Glob Health Med.* 2020; 2:107-111.

Example 3 (Sample book reference):

Shalev AY. Post-traumatic stress disorder: Diagnosis, history and life course. In: Post-traumatic Stress Disorder, Diagnosis, Management and Treatment (Nutt DJ, Davidson JR, Zohar J, eds.). Martin Dunitz, London, UK, 2000; pp. 1-15.

Example 4 (Sample web page reference):

World Health Organization. The World Health Report 2008 – primary health care: Now more than ever. http://www.who.int/whr/2008/whr08_en.pdf (accessed March 20, 2021).

Tables: All tables should be prepared in Microsoft Word and should be arranged at the end of the manuscript after the References section. Please note that tables should not be in image format. All tables should have a concise title and should be numbered consecutively with Arabic numerals. Every vertical column should have a heading, consisting of a title with the unit of measure in parentheses. If necessary, additional information should be given below the table.

Figure Legend: The figure legend should be typed on a separate page of the main manuscript and should include a short title and explanation. The legend should be concise but comprehensive and should be understood without referring to the text. Symbols used in figures must be explained. Any individually labeled figure parts or panels (A, B, *etc.*) should be specifically described by part name within the legend.

Figure Preparation: All figures should be clear and cited in numerical order in the text. Figures must fit in a one- or two-column format on the journal page: 8.3 cm (3.3 in.) wide for a single column, 17.3 cm (6.8 in.) wide for a double column; maximum height: 24.0 cm (9.5 in.). Please make sure that the symbols and numbers appearing in the figures are clear. Please make sure that artwork files are in an acceptable format (TIFF or JPEG) at minimum resolution (600 dpi for illustrations, graphs, and annotated artwork, and 300 dpi for micrographs and photographs). Please provide all figures as separate files. Please note that low-resolution images are one of the leading causes of article resubmission and scheduling delays.

Units and Symbols: Units and symbols conforming to the International System of Units (SI) should be used for physicochemical quantities. Solidus notation (*e.g.* mg/kg, mg/mL, mol/mm²/min) should be used. Please refer to the SI Guide www.bipm.org/en/si/ for standard units.

Supplemental Data: Supplemental data might help to support and enhance your manuscript. *GHM Open* accepts the submission of these materials, which will be only published online alongside the electronic version of your article. Supplemental files (figures, tables, and other text materials) should be prepared according to the above guidelines, numbered in Arabic numerals (*e.g.*, Figure S1, Figure S2, and Table S1, Table S2), and referred to in the text. All figures and tables should have titles and legends. All figure legends, tables and supplemental text materials should be placed at the end of the paper. Please note all of these supplemental data should be provided at the time of initial submission and note that the editors reserve the right to limit the size and length of Supplemental Data.

5. Cover Letter

The manuscript must be accompanied by a cover letter prepared by the corresponding author on behalf of all authors. The letter should indicate the basic findings of the work and their significance. The letter should also include a statement affirming that all authors concur with the submission and that the material submitted for publication has not been published previously or is not under consideration for publication elsewhere. For example of Cover Letter, please visit <https://www.ghmopen.com/site/download.html>

(Download Center).

6. Submission Checklist

The Submission Checklist will be useful during the final checking of a manuscript prior to sending it to *GHM Open* for review. Please visit <https://www.ghmopen.com/site/download.html> (Download Center) and download the Submission Checklist file.

7. Online Submission

Manuscripts should be submitted to *GHM Open* online at <https://www.ghmopen.com/site/login.html>. If for any reason you are unable to submit a file online, please contact the Editorial Office by e-mail at office@ghmopen.com.

8. Editorial Policies

For publishing and ethical standards, *GHM Open* follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (<http://www.icmje.org/recommendations>) issued by the International Committee of Medical Journal Editors (ICMJE), and the Principles of Transparency and Best Practice in Scholarly Publishing (<https://doaj.org/bestpractice>) jointly issued by the Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ), the Open Access Scholarly Publishers Association (OASPA), and the World Association of Medical Editors (WAME).

GHM Open will perform an especially prompt review to encourage innovative work. All original research will be subjected to a rigorous standard of peer review and will be edited by experienced copy editors to the highest standards.

The publishing is supported by the International Research and Cooperation Association for Bio & Socio-Sciences Advancement (IRCA-BSSA) Group Journals. The editorial office comprises a range of experienced individuals, including managing editor, editorial associates, software specialists, and administrative coordinators to provide a smooth service for authors and reviewers.

Ethics: *GHM Open* requires that authors of studies involving humans or animals to indicate that those studies were formally approved by a relevant ethics committee or review board. For research involving human experiments, a statement that the participants gave informed consent before taking part (or a statement that it was not required and why) should be indicated. Authors should also state that the study conformed to the provisions of the Declaration of Helsinki (as revised in 2013). When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

Conflict of Interest: All authors are required to disclose any actual or potential conflict of interest, including financial interests or relationships with other people or organizations that might raise questions of bias in the work reported. If no conflict of interest exists for each author, please state "The authors have no conflicts of interest to disclose".

Submission Declaration: When a manuscript is considered for submission to *GHM Open*, the authors should confirm that 1) no part of this manuscript is currently under consideration for publication elsewhere; 2) this manuscript does not contain the same information in whole or in part in manuscripts that have been published, accepted, or are under review elsewhere, except in the form of an abstract, a letter to the editor, or part of a published lecture or academic thesis; 3) authorization for publication has been obtained from the authors' employer or institution; and 4) all contributing authors have agreed to submit this manuscript.

Copyright: Before a manuscript is accepted for publication in *GHM Open*, the transfer of copyright is necessary. A JOURNAL PUBLISHING AGREEMENT (JPA) form will be e-mailed to the authors by the Editorial Office and must be returned by the authors by mail, fax, or as a scan. Only forms with a hand-written signature from the corresponding author are accepted. This copyright will ensure the widest possible dissemination of information. Please note that the manuscript will not proceed to the next step in publication until the JPA Form is received. In addition, if excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

Peer review: *GHM Open* uses single-blind peer review, which means that reviewers know the names of the authors, but the authors do not know who reviewed their manuscript. The external peer review is performed for research articles by at least two reviewers, and sometimes the opinions of more reviewers are sought. Peer reviewers are selected based on their expertise and ability to provide high quality, constructive, and fair reviews. For research manuscripts, the editors may, in addition, seek the opinion of a statistical

reviewer. Consideration for publication is based on the article's originality, novelty, and scientific soundness, and the appropriateness of its analysis.

Suggested Reviewers: A list of up to 3 reviewers who are qualified to assess the scientific merit of the study is welcomed. Reviewer information including names, affiliations, addresses, and e-mail addresses should be provided at the same time the manuscript is submitted online. Please do not suggest reviewers with known conflicts of interest, including participants or anyone with a stake in the proposed research; anyone from the same institution; former students, advisors, or research collaborators (within the last three years); or close personal contacts. Please note that the Editor-in-Chief may accept one or more of the proposed reviewers or request a review by other qualified persons.

Language Editing: Manuscripts prepared by authors whose native language is not English should have their work proofread by a native English speaker before submission. If not, this might delay the publication of your manuscript in *GHM Open*.

The Editorial Office can also provide English proofreading services to authors who want to publish in *GHM Open*. Please contact the Editorial Office by e-mail (office@ghmopen.com) for details such as expenses.

9. Accepted Manuscripts

Proofs: Galley proofs in PDF format will be e-mailed to the corresponding author. Corrections must be returned to the editor (office@ghmopen.com) within 3 working days.

Offprints: Authors will be provided with electronic offprints of their article. Paper offprints can be ordered at prices quoted on the order form that accompanies the proofs.

Article-processing Charges: The open-access policy of *GHM Open* will allow all readers from the medical and scientific community to freely utilize material published in the journal. To achieve open access, article-processing charges (\$150 per page for black & white pages, \$300 per page for color pages) will be levied for manuscripts accepted for publication in *GHM Open*. In exceptional circumstances, the author(s) may apply to the editorial office for a waiver of the publication charges at the time of submission. All invited articles are free of charge.

Article-processing charges pay for: Immediate, worldwide open access to the full article text; Preparation in various formats for print & online publication; Inclusion in global important platforms, enabling electronic citation in other journals that are available electronically.

Misconduct: *GHM Open* takes seriously all allegations of potential misconduct and adheres to the ICMJE Guideline (<http://www.icmje.org/recommendations>) and COPE Guideline (http://publicationethics.org/files/Code_of_conduct_for_journal_editors.pdf). In cases of suspected research or publication misconduct, it may be necessary for the Editor or Publisher to contact and share submission details with third parties including authors' institutions and ethics committees. The corrections, retractions, or editorial expressions of concern will be performed in line with above guidelines.

(As of April 2021)

GHM Open

National Center for Global Health and Medicine,
1-21-1 Toyama Shinjuku-ku, Tokyo 162-8655, Japan
URL: www.ghmopen.com
E-mail: office@ghmopen.com