

## Recommendations to authors 2023

### How to submit

- Authors are invited to send their manuscripts in paginated Word format, with minimal formatting (no style sheet), by e-mail to [redaction@santepubliquefrance.fr](mailto:redaction@santepubliquefrance.fr)
- The corresponding author must have made sure that all signatories agree both on the submitted version and on the final version accepted for publication: he/she guarantees this to the *BEH* editorial team.
- The authors guarantee that the data presented have been collected and processed in accordance with the applicable regulatory provisions in force when the survey or study was conducted (Ethics Committees, CNIL data protection declaration, etc.). If necessary, the *BEH* editorial team may ask authors to provide proof of compliance with the regulatory provisions.
- Funding: if the investigation has received private funding, this must be stated.
- Conflicts of interest: the authors must mention any potential conflict of interest. In particular, sources of private/public funding for the study discussed in the article must be declared. In the absence of a conflict of interest, the statement "*The authors declare that they do not have any conflicts of interest with regard to the content of the article*" must be included.
- The authors guarantee that any institution or natural or legal person that may be criticised in the article has been informed of its submission to *BEH*. This person or institution would have the right to reply.
- The *BEH* editorial team acknowledges receipt of the article to the corresponding author and keeps him/her informed at the subsequent stages.
- During the revision phases of their articles after proofreading, the authors undertake to provide corrected versions with "tracked changes" and to accompany them with a file of individualised point-by-point responses to the requests of the two reviewers.

**NB:** With reference to international rules in force in the field of life sciences and health, an individual must meet the following 3 conditions to be an author:

- 1) They must have played a substantial role in the design of the project and the experimental protocol, the acquisition of the results, or the analysis and interpretation of the results;
- 2) They must have written the first version of the article or participated in the critical revision of its content;
- 3) They must have approved the final published version and take responsibility for the content. The signatories of an article are the only authors, defined according to the meaning above. Based on these three criteria it is possible to determine when someone is not an author, but must be cited as a contributor of one kind or another (acknowledgements, working group, etc.).

### Summary of items to send

- Title of the article in French AND English
- Corresponding author: full name and surname, e-mail address, detailed professional affiliation
- List of all authors and their respective affiliations
- Abstract in French AND English / Keywords in French AND English
- Indication of the number of words (excluding tables, figures, legends and bibliographic references)
- Indication of the number of tables and figures
- Indication of the number of bibliographic references
- File format: the article and tables must be submitted in Word, figures in Excel or Power Point and maps in .JPEG, .AI or .EPS.

### Article format

Manuscripts are to be written in French, in clear and precise scientific language. Acronyms and abbreviations must be explained in the text when used for the first time.

### Length

The average article consists of:

- 1,900 to 2,500 words, including title, authors, affiliations; not including abstracts, keywords, tables, figures, legends, references and acknowledgements;
- 3 or 4 figures and/or tables (a table with more than 15 rows counts as two);
- 6 to 20 references, referred to consecutively in the text.

If the subject requires an extended format (for example, cumulative results over a long period of time), a format of 2,500 to 3,000 words can be accepted, with 8-25 references and 5 or 6 tables and figures.

The number of words, tables and figures and the number of references must be indicated at the top of the submitted article, above the title.

### Special cases

Focus: 1,500-2,000 words

Article in the COVID-19 series: 2,500-3,000 words and a maximum of 4 medium-sized tables or figures in total (or two more complex tables). The publication process is shortened to under one month, involving a single reviewer and one member of the editorial board.

### General structure

The presentation must follow a traditional structure (introduction, materials and methods, results, discussion, conclusion), except when this is not at all suitable for the content of the article (description of a surveillance system, for example). Short subheadings can be introduced within each of these major sections.

The methodology can be described relatively quickly, in order to focus on the presentation of results and discussion. Reference to a previous publication in which the methodology was described in greater depth is then possible.

**The authors must strive, at least in the introduction and conclusion, to situate the problem in a public health context.**

### **Title (in French AND English)**

Article titles are as short and informative as possible. They should make it clear when and where the study took place. The authors must provide an English translation of the title.

### **Authors**

The authors are listed by their first name in full followed by their surname and affiliation (institution, city, country if foreign). If more than one institution is mentioned, each institution is identified by a number used to identify author affiliation.

For example:

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1/ Santé publique France, Saint-Maurice

2/ University Hospital, Tours

Authors must be restricted to those who contributed substantially to writing the article (see "How to submit"). Any partners in the work and other contributors must be mentioned under "Acknowledgements", working groups, etc.

### **Abstracts and keywords (in French AND English)**

Two abstracts must be provided, one in French and its translation into English, each approximately 250 words long. They follow the same structure as the article (usually introduction, materials and methods, results, discussion, conclusion).

A few keywords (maximum 5) describing the main content of the article are indicated, in French and English, separated by a slash (e.g.: HIV/AIDS/Surveillance).

### **Tables, graphs, images (maps, diagrams, etc.)**

These are placed at the end of the text **AND** provided in separate files in their original formats; the desired location of the tables and figures can be indicated in the text.

Each table or figure is numbered and its title (in French only), captions and miscellaneous notes clearly indicated. Tables and figures must be called in consecutive order in the text.

Titles of tables and figures should be as short and informative as possible; they should clearly state the time and place where the study took place.

The tables must be provided in Word (.doc) or Excel (.xls) format (and not imported as a picture in the text).

Figures such as histograms, curve graphs etc. must be provided in Excel (.xls); others (flow charts, etc.) in PowerPoint.

For images (maps, etc.), whenever possible the native files must be provided: .eps, .ai, .png or .jpeg, with a maximum format of 21x29.7 and in high definition (minimum 300 DPI).

### **Footnotes**

Use of footnotes is prohibited because they are incompatible with the spirit and constraints of web pages. In exceptional cases when the use of footnotes is unavoidable, they must be as short as possible (around twenty words).

## **Acknowledgements**

Acknowledgements appear at the end of the article, just before the references. They must not exceed 50 to 100 words in length.

## **References**

The use of reference management software such as EndNote or Zotero is strongly recommended. *BEH* uses Vancouver style to format the bibliography; the style sheet can be obtained from the *BEH* editorial team upon request.

The references are called in consecutive order in the text using a superscript number and appear at the end of the article under the heading "References", numbered and in square brackets [ ]. They should not take the form of footnotes.

*The template for writing the references follows Vancouver style; see the full document dedicated to bibliographic references.*

## **French typography rules**

For the French body text, authors must comply with the typography rules used by *BEH* from the first version of the article, if possible, and they should be implemented at the latest in the amended version after proofreading.

- The text, names of the authors, headings, subheadings, titles and legends for tables and figures, as well as the references and acknowledgements are written in lower case letters to allow the editor to correctly identify where capitals and accents are needed.

- Each **abbreviation or acronym** must be explained when it first appears in the text of the article. This explanation must be repeated at every first mention in the abstract, the table and figure captions, boxed text, etc.

Abbreviations or acronyms are written in lower case letters with an initial capital letter when they can be pronounced as a word: Drees, CClin, Inserm, Inra, etc.; They are written in capital letters when they cannot be pronounced as a word or are composed of fewer than 4 letters: DGS, CNR, HCSP, etc. An exception: "DROM" remains in capital letters.

When an abbreviation is written in full, the first word has a capital letter but the subsequent words do not: *Centre national de référence, Santé publique France, Direction générale de la santé, Agence régionale de santé*, etc.

When the abbreviation does not refer to a legal entity, no word has an initial capital: ND = notifiable diseases; HIV = human immunodeficiency virus, etc.

Acronyms that have become common nouns in French are written in lower case without an initial capital: sida [AIDS], pacs [civil partnership], etc.

- When **institutions, organisations, groups**, etc. (with a name that does not form an acronym) are identified, the first word has an initial capital letter, but not subsequent ones: *Service des maladies infectieuses, Département des affaires internationales, Centre hospitalier universitaire Saint-Etienne*. The exception is national institutions such as *le ministère chargé de la Santé, la présidence de la République*, etc.: in this case, the initial capital applies to the noun that defines them (but not any adjectives of this noun).

- **Punctuation symbols (does not apply to the references section):**

- There is a space after a full stop and comma, but not before;
- There is a space before and after a semicolon, exclamation mark, question mark and colon (the word after a colon only has an initial capital if it is a citation).

- **Writing numbers:**

- Numbers in the body of the article that convey scientific information are written in figures, even when they are below 10;
- Numbers in the body of the article that do not convey scientific information are written following the typography guide, i.e., written as words up to nine and in figures from 10 onwards.
- A number should never begin a sentence (the sentence can be inverted, punctuation signs such as colons or commas can be used); e.g. *The number of cases detected during the five months of the study was 24; of these, 3 resulted in death and 9 in a hospital admission exceeding three days.*
- Numbers with decimals are written with a comma and not a decimal point (if tables published in English are being reprinted, remember to correct them);
- Each three-digit unit is separated by a non-breaking space (1 843 752,2);
- When results are presented as a power of 10, such as  $10^3$ ,  $10^5$  and so on, this should be written as 1 000, 100 000, etc.;
- Ages are always written in figures.

PRE-SUBMISSION CHECK-LIST

Before submitting your article to *BEH* ([redaction@santepubliquefrance.fr](mailto:redaction@santepubliquefrance.fr)), please use the [Recommendations to authors](#) to check that you have complied with each of the points below.

Each co-author approved the final version of the article before submission. <input type="checkbox"/>
The first names of the authors are given in full. <input type="checkbox"/>
Title, abstract and keywords in French AND English. <input type="checkbox"/>
The article complies with the maximum size: text, number of tables and figures, number of references. <input type="checkbox"/>
The e-mail address of the corresponding author is indicated under the list of authors. <input type="checkbox"/>
The affiliation of each author (first name, surname) is present. <input type="checkbox"/>
The article text is in Word format (.docx). <input type="checkbox"/>
Each illustration (tables and figures) is mentioned in the text. <input type="checkbox"/>
Each figure or table has a title. <input type="checkbox"/>
A data file (Excel) is provided for illustrations that will be regenerated (figures, graphs) and an image file for simple maps (.JPEG). <input type="checkbox"/>
The format of the bibliography follows <i>BEH</i> style, superscript numbers in order of citation, and with numbers between square brackets in the list of references. <input type="checkbox"/>
Each reference is mentioned in the text, using superscript. <input type="checkbox"/>
The people named in the acknowledgements have agreed to be cited and approved the acknowledgements text. <input type="checkbox"/>
A statement of interest is provided. <input type="checkbox"/>