

## Author Guidelines

For the preparation of original manuscripts for publication in the **Nursing Journal of the Ministry of Public Health**, the Editorial Board has established guidelines for manuscript preparation to ensure high-quality articles and a consistent writing format. Authors are requested to study and strictly adhere to these instructions to ensure a smooth evaluation process. The key points of the author guidelines are as follows:

**1. The journal has established the following general agreements for original manuscripts to be published in the journal:**

1.1 The manuscript must be an academic or research article written in either Thai or English, within the fields of nursing, public health, or other related disciplines.

1.2 The manuscript must not have been previously published in any books or journals. Additionally, authors must not submit the same academic work, or a work with substantially similar content, for publication in other journals.

1.3 Research-based academic works must receive approval from a Human Research Ethics Committee from a recognized institution. Evidence of this approval must be attached with the original manuscript.

1.4 The journal reserves the right to reject publication if the manuscript is found to involve academic plagiarism or content produced by Artificial Intelligence (AI), such as ChatGPT or similar systems.

1.5 The journal employs a double-blind peer review system, with three experts reviewing each article.

**2. Article quality evaluation process consists of the following steps:**

2.1 Authors submit their articles through the journal's website, which is connected to the ThaiJO system. Once the submission process is complete, an electronic notification will be sent to the Editorial Board.

2.2 The Editorial Board conducts an initial screening to determine if the article's scope, format, and quality meet the journal's standards. The results of this screening are as follows:

2.2.1 Articles that do not meet the journal's quality and format requirements will be declined in the system, accompanied by a letter explaining the reasons.

2.2.2 Articles that meet the scope and quality standards but do not adhere to the specified format will be sent back for revision via the ThaiJO system under the original submission number.

2.2.3 Articles that pass the initial screening will be forwarded to a Section Editor based on their expertise for further processing. At this stage, administrative and publication fees will be collected at the rates specified by the journal.

2.3 The Journal Manager conceals the names of authors and their institutional affiliations appearing in the manuscript file to ensure a double-blind peer review. Then, a Section Editor is assigned to coordinate with three reviewers who possess expertise aligned with the content and/or research methodology, based on the Editorial Board's recommendations. These experts are invited to read and evaluate the quality of the article through the ThaiJO system. The duration of this stage depends on the time taken by each reviewer for acceptance, reading, and evaluation.

2.4 When the Journal Manager verifies that all three reviewers have completed their evaluations, the Section Editor is notified to summarize the reviewers' suggestions. The evaluation results may fall into one of the following categories:

2.4.1 If more than half of the reviewers conclude that the article has significant flaws and is unsuitable for publication, the Editorial Board will consider "Rejecting" the publication and will notify the author of the reasons via the system's email.

2.4.2 If the reviewers determine that the article requires revisions, the Editorial Board will send the suggestions and attached documents to the author for correction. The author must revise the article according to the suggestions and submit it back to the journal through the ThaiJO system under the original submission number.

2.5 The Section Editor verifies whether and how the article has been revised according to the reviewers' recommendations. In cases where a reviewer requests a re-evaluation, the Journal Manager will send the revised manuscript back to that reviewer for another reading. If the Editorial Board deems further corrections necessary, the manuscript will be sent back to the author for additional revisions until it meets the required quality for publication.

2.6 Once the article is sufficiently revised and of high quality, the journal will issue an acceptance letter and a receipt to the author at the provided address.

### 3. Manuscript preparation format for academic or research articles

3.1 Page Setup: Use A4 paper size with 1-inch margins on the top, bottom, left, and right. Use the EucorsiaUPC font, size 16, with single spacing. The total content, including the abstract and references, must not exceed 15 pages.

#### 3.2 Typography and Printing Format:

Item	Font Style	Alignment	Size
Article Title	Bold	Center	18–20
Author Information (Thai & English)	Regular	Center	14
Abstract	Bold	Center	18
Major Headings	Bold	Left	18
Subheadings	Bold	Indented (1 tab)	16
Minor Headings	Regular	Indented (1 tab)	16
Abstract and Article Body	Regular	Justified	16
Emphasis in Article	Regular	Bold or <i>Italics</i>	16
Table Content	Regular	Text: Left / Numbers: Right	14–16
Reference Numbers	Superscript	At the end of the text	16
References	Regular (Numeric)	Left	18

3.3 When typing the content of each paragraph, type continuously until the end of the paragraph without pressing Enter in between. Do not use the spacebar to align words or pages. For spacing between sentences or individual words, use a double space (pressing the spacebar twice).

### 4. Content preparation for research articles must be structured as follows:

**4.1 Article Title** (Academic or Research): Must be clear, concise, and reflective of the core issues of the article. Avoid specifying names of individuals or locations in the title (if necessary, describe them within the scope or research methodology section instead).

**4.2 Author Information:** The first line must include the Thai first and last names of the primary author and co-authors on the same line (use superscript numbers for affiliation references). The following line must include the English first and last names of the primary and co-authors on the same line (using superscript numbers). The next line should state the authors' institutional affiliations (the journal reserves the right to display only the Faculty and Institution names). The final line must state: "**Corresponding author: (Name in English); Email: (Contact email address)**".

#### 4.3 Abstract:

**Research Abstract:** Written as a single paragraph (do not press Enter between sections) not exceeding 300 words. It must consist of 5 sub-sections: 1) Introduction (briefly stating the significance, max 2 lines), 2) Research Objectives, 3) Research Methodology (specifying design, sample, instruments, data collection, and statistics), 4) Research Results, and 5) Conclusion and Recommendations. No citations are allowed in the abstract.

**Academic Articles:** Written as a single paragraph, consisting of background, objectives, content, and application recommendations.

**Keywords:** List 3–5 keywords, alphabetized (A–Z).

#### *Example:*

**Keywords:** elderly; health promotion; hypertension; self-management

**4.4 Background and Significance:** Present the reasons, necessity, and context of the main issue. The content should be concise, direct, and flow logically between paragraphs. The final paragraph of this section must summarize the significance or necessity of the study in alignment with the research objectives.

**4.5 Research Framework (if any):** Explain the concepts used as the basis for the study, such as variables, instrument/innovation development, or the operational framework. This can be presented as a descriptive explanation or a description accompanied by a diagram.

**4.6 Research Methodology:** Explain the research process according to formal methodology, including the research design, population and sample, research instruments, procedures/data collection, data analysis, and ethical considerations. (For academic articles, explain the process of acquiring content or synthesizing knowledge where possible).

**4.7 Research Results:** Present the data analysis or findings.

**Qualitative Research:** Describe findings based on research objectives, categorized clearly into themes, supported by participant quotes.

**Quantitative Research:** Use appropriate table designs consistent with the statistics used. Provide a descriptive explanation before the table. Avoid repeating data already shown in the table. Tables should not have vertical lines. Table titles should be concise (max 1 line) and placed above the table.

**Table 1** Demographic characteristics of the sample

Personal Data	Number (n)	Percentage (%)
Gender		
Male	34	.55
Female	28	.45
Smoking		
Ever	23	.35
Never	39	.63

**Statistical Notation:** For reporting various statistical values, type them closely together and use two decimal places. In cases where the value is less than 1.00 (between .01 and .99), do not include a leading zero before the decimal point. Examples of statistical reporting include: mean=15.60, SD=1.28,  $r=.75$ ,  $p<.01$ , etc.

**4.8 Discussion:** This section summarizes and interprets the research findings without repeating the results. Each point of discussion should explain the reasons behind the findings or occurrences, supported by relevant principles or theories. It must also address how the results align with or contradict previous studies. The discussion must be supported by reasonable empirical evidence and include appropriate in-text citations.

**4.9 Recommendations:** Provide suggestions derived directly from the research findings, rather than general principles. These may include recommendations for applying the results or for future research.

**4.10 References:** The journal requires the **Vancouver Style** (numeric system).

Use at least 10 but no more than 20 reference items.

References should be up-to-date (not exceeding 10 years) and authors should prioritize primary sources.

**In-text Citation:**

Use "superscript Arabic numerals" placed at the end of a sentence or after the author's name, ordered 1, 2, 3... as they appear in the content.

For multiple consecutive references, use a hyphen (e.g., 1-3).

For non-consecutive references, use commas (e.g., 3, 6, 9).

The numbers must correspond exactly to the reference list at the end of the article.

**Reference List (References):**

List references numerically based on their appearance in the text.

Do not categorize by type of document.

Type each entry continuously without pressing "Enter" until the end of the item.

**Mandatory Translation:** To comply with the ASEAN Citation Index (ACI), all Thai references must be translated into English, followed by **(in Thai or in Original language)** at the end.

**Examples of Common Reference Formats:****Journal Articles:**

- List the author's surname followed by initials of first and middle names without punctuation (e.g., Jaikengkla P.).
- If there are up to 6 authors, list all names separated by commas. If more than 6, list the first 6 followed by ", et al.".
- The article title should be in lowercase (except for the first letter or proper nouns), while the journal name should be written in full.
- For articles with a Digital Object Identifier (DOI), include the DOI code.

*Example:*

1. Siritharungsri B, Soranastaporn S, Surachet M. Demand and the impact of the elderly living alone. *Journal of Gerontology and Geriatric Medicine*. 2011;12(3):11-22. (in Thai)
2. Kaewprom C, Curtis J, Deane FP. Factors involved in recovery from schizophrenia; a qualitative study of Thai mental health nurses. *Nursing and Health Science*. 2011;13:323-7.

**Books:**

- Follow the same author naming conventions as journal articles.
- For the book title, capitalize only the first letter and proper nouns.

*Example:*

5. Streubert HJ, Carpenter DR. *Qualitative research in nursing: advancing the humanistic imperative*. Garland Publishing; 2001.
6. Department of Mental Health. *Annual report 2006*. Bangkok: Idea Square; 2006. (in Thai)

**Theses:**

- Specify the degree type in brackets [ ], followed by the city, university name, and the year of submission.

*Example:*

7. Mawat W. *Clinical situational analysis of nursing management for patients with chronic kidney disease, Wang Nuea Hospital, Lampang Province* [Master thesis]. Chiangmai: Chiangmai University; 2012. (in Thai)

**Internet Databases:**

- Include [internet] after the document title.
- Specify the cited date using [cited DD Month YYYY] and provide the URL using "Available from".
- Authors are encouraged to use reliable websites and cite original sources.

*Example:*

9. Olsen NC. *Self-reflection: Foundation for meaningful nursing practice* [internet]. 2015 [cited 14 August 2020]. Available from: [http://www.reflectionsonnursingleadership.org/Pages/Vol39\\_2\\_Olsen\\_Nightingale.aspx](http://www.reflectionsonnursingleadership.org/Pages/Vol39_2_Olsen_Nightingale.aspx)

If the article includes illustrations, use color images and place the figure title above the image. If an image is the work of another person, specify the source of the image below it, along with a numeric citation following the source description. Additionally, include the corresponding reference in the reference list at the end of the manuscript, for example:

**Source:** <http://www.wallpapers.eu.com/view/sunrise-reflection-ocean-city-maryland-other.html><sup>2</sup>