

National Journal of Tobacco and Alcohol Prevention

National Authority of Tobacco and Alcohol

Guidelines to Authors

1. Scope of the Journal

The Journal of the National Authority of Tobacco and Alcohol of Sri Lanka publishes the research in all aspects of Tobacco and Alcohol control. The NATA was established under section 2 of the National Authority of Tobacco and Alcohol Act, No. 27 of 2006, with the responsibility to reduce tobacco and alcohol related harm through public health policy development, implementation, and advocacy. All articles published in the Journal will be peer reviewed by at least two experts in the relevant field. It is open for publication reporting results of original research, review articles or short communications, and Correspondence brief technical notes, news & announcements, pertaining either directly to identify the broad and specific policies in relation to tobacco and alcohol for protecting public health.

2. Categories of manuscripts

Research Articles: Research articles are papers that present complete descriptions of original research. Research articles should include an Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusion and Recommendations where relevant. References should be prepared according to the “Guidelines for the preparation of manuscripts”. Maximum length of the article should be limited to 20 pages with a word count of 8,000 including references, figures and tables. Any articles above this limit will be returned.

Reviews: Reviews are critical selected topics of tobacco and alcohol prevention in Sri Lanka. They should be well focused and organized and avoid general “textbook” style. As reviews are intended to be critical presentations on selected topics, reviewers need to have had substantial leadership in research supported by a publication track record in the areas covered by the review. A person/s wishing to submit a Review Article should obtain prior approval from the Editorial Board by submitting a concise summary of the intended article, along with a list of the author’s publications in the related area. Maximum length of the article should be limited to 30 pages with a word count of 10,000 including references, figures and tables. Any articles above this limit will be returned.

Research Communications: Research Communications are intended to communicate important new findings in a specific area of limited scope that are worthy of rapid dissemination among the scientific community. The article should include an Abstract, Keywords, Methodology, Results & Discussion, Conclusion and References. Maximum

length of the article should be limited to 10 pages with a word count of 2,500 including references, figures and tables. Any articles above this limit will be returned.

Submission of Manuscript

The names and details of affiliations of all authors and contact information of the corresponding author must be fed into the system during the Email submission process. All those who have made significant contributions should be listed as co-authors. The corresponding author should ensure that all contributing co-authors are included in the author list and have approved the final version of the paper and have agreed to its submission for publication. Submissions are most preferably should be in English. But Sinhala and Tamil can be considered.

The manuscripts should be submitted in triplicate, including illustrations, on or before and **15th June 2022** to reach the Editor-in-Chief:

The Editor-in-Chief, Journal of NATA,
National Authority on Tobacco and Alcohol,
11th Floor, Wing A, Sethsiripaya Stage 11,
Battatamulla, Sri Lanka.

Email: nstap.nata@gmail.com

Preparation of manuscripts

- The Journal will accept manuscripts in soft copy form or electronic form in MS Word format together with three hard copies.
- Manuscripts should be free of grammatical and typographical errors.
- Typewritten on one side of A4 size paper, leaving at least 2.5 cm margins on right and left side, and 4.0 cm at the top and bottom of the page.
- Use Font size 12 (Times New Roman).
- Double space the manuscript throughout, including references, Tables and Figure legends.
- All pages including Tables and Figures should be numbered consecutively in the upper right hand corner.

Structure of the manuscript

Manuscript

The manuscript should be free of errors and prepared in single column, using double-spaced text of Times New Roman 12 font throughout with line numbers, leaving at least 2 cm margins on both sides, and liberal spacing at the top and bottom of each page. Pages should be numbered consecutively.

a. Style

The paper should be written clearly and concisely. The style of writing should conform to scholarly writing. In general, the impersonal form should be used. Poor usage of language will result in rejection of the manuscript during initial screening.

b. Layout

Manuscripts other than review articles should be generally organized as follows: Title, Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusions and Recommendations (where relevant), Acknowledgements and References. Pages should be arranged in the following order:

1. Title page

Title page should include the title of manuscript, and author information should be mentioned in the title page. If a major part of the research has been published as an abstract in conference proceedings, it should be cited as a footnote on the title page. Authors must also indicate the **general and specific research area** of the manuscript in the title page. In order to highlight the significance of the manuscript, authors are required to provide the following highlights in brief. (1) Why was this study conducted? (2) What are the new findings? (3) Possible applications of the findings. Please limit your answers to 25-30 words for each. **Title:** Should accurately and concisely reflect the contents of the article.

Title page must contain the full title, the affiliation, the full address(es) of the author(s), the name, telephone and email address of the author who will be responsible for correspondence & correction of proof. Where there is more than one author's address, add a superscript following each author's name and corresponding numeral preceding each address.

Abstract

Abstract should be between 200 - 250 words for full length articles and written as a single paragraph. It should not contain any references and should be able to stand on its own. It should outline objectives and methodology together with important results and conclusions. A review article should carry a summary of not more than 300 words.

Keywords: Include a maximum of six keywords, which may include the names of organisms (common or scientific), methods or other important words or phrases relevant to the study.

Introduction:

This should state the reasons for performing the work with a brief review of related research studies in the context of the work described in the paper. Objectives of the study should be clearly stated.

Materials and Methods:

This section should give the details of how you conducted your study. New methods may be described in detail with an indication of their limitations. Established methods can be mentioned with appropriate references. Sufficient details should be included to allow direct repetition of the work by others. Where human subjects are involved, they should be referred to by numbers or fictitious names. Methods of statistical analyses used should be mentioned where relevant.

Results and Discussion:

The results should be concisely and logically presented. Repetition of the same results in figures, tables or text should be avoided.

Discussion: data essential for the conclusions emerging from the study should be discussed. Long, rambling discussions should be avoided. The discussion should deal with the interpretation of results. It should logically relate new findings to earlier ones. Unqualified statements and conclusions not completely supported by data should be avoided.

Conclusion:

The conclusion should be brief, highlight the outcomes of the study and should be aligned with the objectives of the study. It should not contain references.

Acknowledgement:

Should be brief and made for specific scientific, financial and technical assistance only. If a significant part of the research was performed in an institution other than in those indicated by the authors' affiliations given in the title page, this fact should be acknowledged. All those who have made substantial contribution to the research but do not qualify to be authors should be acknowledged.

References:

All research work of other authors, when used or referred to or cited, should be correctly acknowledged in the text and in the References.

Citing references in the text:

- References to the literature must be indicated in the text and tables as per the Author-Year System, by the author's last name and year, in parenthesis (i.e. Able, 1997) or (Able & Thompson, 1998).
- Citation to work by more than two authors should be abbreviated with the use of *et al.* (i.e. Able *et al.*, 1997).
- Multiple publications by the same first author in the same year should be coded by letters, (i.e. Thompson, 1991a; b).
- Multiple citations should be made in chronological order and separated by a semi-colon, (i.e. Zimmerman *et al.*, 1986; Able *et al.*, 1997).
- Reference to unpublished work, work in preparation or work under review should be cited in italics as (*unpublished data*) or, with the author's initials and surname given; such works should not be included in the Reference section.
- Personal communications may be mentioned in the text with the date of communication as (*Personal communication*, 2 June 2000).

List of references:

- The list of References should be arranged in alphabetical order based on the last name of the first author.
- Names of all the authors should be given except when there are more than 10 authors. When there are more than 10 authors, only the name of the first author can be given followed by *et al.*
- All the initials of the author must be given after the last name and the year of publication should follow in parentheses.
- This should be followed by the full title of the referred publication.
- When journal articles are listed, the journal name should be given in full and in italics and followed by the volume number in bold type, issue number in parentheses and then the inclusive pages.
- Where there are several publications by the same author(s) and published in the same year they should be differentiated by adding a lower-case letter after the year. When books are listed, the order should be: author(s), year, book title, volume number, edition, pagination/ inclusive pages, publisher and place of publication. The book title should be in italics. When sections of a book are listed, the order should be: author(s) of chapter, year, title of the section, title of the book, edition, inclusive pages, publisher and place of publication.
- Digital object identifiers (DOIs) should be included for all references where available.
- References should only be cited as 'in press' if the paper has been accepted for publication.

Examples of correct forms of references are given below.

Journal Articles

Boutin C. & Harper J.L. (1991). A comparative study of the population dynamics of natural habitats. *Journal of Ecology* **79**(01): 199 – 221.

DOI: <https://doi.org/10.2307/2260793>

Books

Burnham K.P. & Anderson D.R. (2002). *Model Selection and Multimodal Inference*, 2nd edition, pp. 488. Springer Science and Business Media, Inc., New York, USA.

Book Chapters

Hinrichsen R.A. & Holmes E.E. (2009). Using multivariate state-space models to study spatial structure and dynamics. In: *Spatial Ecology* (eds. R.S. Cantrell, C. Cosner & S. Ruan), pp. 145 – 166. CRC/ Chapman Hall, Florida, USA.

DOI: <https://doi.org/10.1201/9781420059861.ch8>

Edited Books

Kimati H., Amorim L., Rezende J.A.M., Bergamin Filho A. & Camargo L.E.A. (eds.) (2005). *Manual de Fitopatologia*, volume 2. Doenças das Plantas Cultivadas, 4th edition. Ceres, São Paulo, Brazil.

Conference Papers

Weaver D. (2002). Implementation of a learning management system using an integrated approach to professional development. In: *Climate change in the world of learning. Proceedings of the 19th Annual Conference of the Australasian Society for Computers in Learning and Tertiary Education (ASCILITE)* (eds. A. Williamson, C. Gunn, A. Young & T. Clear), volume 2, Auckland, New Zealand, 8-11 December. Unitec Institute of Technology, Auckland, New Zealand, pp. 711-720.

Agency Publications

U.S. Census Bureau (2009). *World Population: 1950 – 2050*. U.S. Census Bureau, Washington DC, USA. Department of Health (2008). *Health Inequalities: Progress and Next Step* (pdf). Department of Health, London, UK.

Available at http://PublicationsPolicyAndGuidance/DH_085307 , Accessed 9 June 2008.

Other

Robinson L.J. (2003) Spatial scale and depletion models of farmland birds in a fragmented landscape. *PhD thesis*, University of Reading, Reading, UK.

Efford M.G. (2008). Density 4.3: software for spatially explicit capture-recapture. Available at <http://www.otago.ac.nz/density> , Accessed 15 March 2009.

Abbreviations and Symbols:

Unless common, these should be defined when first used, and not included in the abstract.

The SI System of units should be used wherever possible. If measurements were made in units other than SI, the data should be reported in the same units followed by SI units in brackets, e.g. 5290 ft (1610 m).

Formulae and Equations: Equations should be typewritten and quadruple spaced. They should be started on the left margin and the number placed in parentheses to the right of the equation.

Nomenclature: Scientific names of plants and animals should be printed in italics. In the first citation, genus, species and authority must be given. e.g. *Borassus flabellifer* Linn. In latter citations, the generic name may be abbreviated, for example, *B. flabellifer* L.

Tables and figures: Tables and Figures should be clear and intelligible and kept to a minimum, and should not repeat data available elsewhere in the paper. Any reproduction of illustrations, tabulations, pictures etc. in the manuscript should be acknowledged.

Tables: Tables should be numbered consecutively with Arabic numerals and placed at the appropriate position in the manuscript. If a Table must be continued, a second sheet should be used and all the headings repeated. The number of columns or rows in each Table should be minimized. Each Table should have a title, which makes its general meaning clear, without reference to the text. All Table columns should have explanatory headings. Units of measurement, if any, should be indicated in parentheses in the heading of each column. Vertical lines should not be used and horizontal lines should be used only in the heading and at the bottom of the table. Footnotes to Tables should be placed directly below the Table and should be indicated by superscript lower case italic letters (*a*, *b*, *c*, etc.).

Figures: All illustrations are considered as figures, and each graph, drawing or photograph should be numbered consecutively with Arabic numerals and placed at the appropriate position in the manuscript. Any lettering to appear on the illustrations should be of a suitable size for reproduction and uniform lettering should be used in all the Figures of the manuscript. Scanned figures or photographs should be of high quality (**300 dpi**), to fit the proportions of the printed page (12 × 17 cm). Each figure should carry a legend so that the general meaning of the figure can be understood without reference to the text. Where magnifications are used, they should be stated.

References should be limited to only essential of Harvard or APA referencing styles.

Declaration by the authors

- (i) The annexed declaration form must be signed and returned by the Corresponding Author via email (scanned copy) along with each journal submitted.
- (ii) All correspondence will be addressed to the Corresponding Author. If the Corresponding Author is a student, it is mandatory that the declaration form should be signed by the supervising author/s.

Author's Signature

I/We hereby jointly and severally take responsibility for authorship of the paper titledsubmitted for publication in the journal of the National Authority of Tobacco and Alcohol of Sri Lanka.

I/We also indemnify the National Authority of Tobacco and Alcohol and the Editorial Board of the Journal for any liability arising out of publication of the papers submitted herein.

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Designation & Institution:
Signature: Date:

Author 2: Name : _____
 Designation & Institution: _____
 Signature: _____ Date: _____

Author 3: Name : _____
 Designation & Institution: _____
 Signature: _____ Date: _____

