Connecticut Epidemiologist Newsletter (CT EPI) Standards - 2021

Introduction

Beginning January 2021, the Connecticut Epidemiologist Newsletter (CTEPI) is published in both PDF and online. The CTEPI is currently a 4-page publication that has been produced since 1982. The newsletter provides public health officials, healthcare practitioners and others with information on Connecticut's public health disease surveillance activities, acute disease outbreak investigations, emerging diseases, state or national public health news, and other information of public health importance.

Process

Please follow these steps or the article may be rejected or delayed for publication.

1. All articles must be received by the first day of the month prior to publication (ex: for a July publication, submit by June 1st). The goal is to publish around the first of the month.
2. All articles must be proof-read before submission. The submitted copy must be clear of MS Word Track Changes edits, comments, and other markups.
3. All articles submitted for publication need the review and approval of a supervisor and all coauthors prior to submission.
4. Prior to submission, lead authors should have all persons that might not be coauthors but were involved in the study or investigation, including stakeholders from other agencies, local health departments, or other partners, review and approve the draft as submitted.
5. When submitting for publication, please 'cc your supervisor and coauthors to reflect their approval of the article as submitted. Other stakeholders do not need to be copied.
6. Articles will be copyedited for clarity and style.

The copyediting and formatting process can take weeks and is why a clean draft must be submitted as indicated. It is helpful to notify the editor in advance of your intention to submit an article. The editor determines issue subject matter and publication date; a scheduled article can be bumped.

Article Formatting

Please review published newsletters and use the following guidance.

- Format in MS Word (Times New Roman, 12 point, single-spaced), approximately 1,000 words or 1 ½ pages of text. The final word count is dependent upon the number and size of tables and/or figures submitted.
- Include URL to any embedded links.
- Author's information should be submitted as: *J Smith, MPH, M Jones, MPH, PhD, Epidemiology and Emerging Infections Program, Connecticut Department of Public Health; S Munson, MPH, Yale School of Public Health, Yale University; Local Health Department staff*. To secure personal identifying information we typically do not name the LHD or use LHD staff names.
- Use no more than five references.
- With consent from those involved who were not coauthors, acknowledgements may be used.
- Figures and Tables should be limited to 2 total (combined) per article; however, 3 may be used if the text is reduced.
- Send Figure(s) and Table(s) as separate documents or include at the end of the article.
- We generally do not use footnotes; however, when necessary use no more than three.

Discussion Section

The discussion should state conclusions, interpret the results, convey public health importance, and cite comparative studies. Include limitations and state the implications for the findings to public health practice and any recommendations for prevention and control. Mention examples of the public health interventions that worked and what may need to happen for improvements.

Please contact Starr Ertel via e-mail with any questions or to submit articles: starr.ertel@ct.gov.