



**NATIONAL INSTITUTE FOR
COMMUNICABLE DISEASES**

Division of the National Health Laboratory Service

PUBLIC HEALTH SURVEILLANCE BULLETIN

Introducing special COVID-19 issues of the NICD's Public Health Surveillance Bulletin

Special issues of the Public Health Surveillance Bulletin are internally reviewed and published online by the National Institute for Communicable Diseases (NICD), NHLS. These special issues serve as a vehicle for the critical analysis of current and retrospective COVID-19 disease incidence / public health information in South Africa. Five report types are considered for publication. These are:

- a. Surveillance reports. These should include a summary, brief introduction, results (including necessary tables and figures), succinct discussion, conclusions and recommendations where appropriate.
- b. Outbreak reports. These should include a summary followed by a critical analysis of incidence statistics and trends, epidemiologic timeline, public health impact and lessons learned.
- c. Reviews. These should include a summary, essential and appropriate background information, critical review of current information/statistics/indicators, recommendations for best practice and an appraisal of the public health significance of the subject under review.
- d. Clinical guidelines (new or updated). Peer-reviews for these should be arranged as far as possible by the authors.
- e. Case studies. These should include a summary, essential and appropriate background information, critical review of the clinical and other pertinent features of the case, lessons learned and recommendations for best practice if appropriate.

As many of these articles contain time-sensitive and critical information specific to the current COVID-19 pandemic, we aim to process and distribute them within a week of submission. Articles will be periodically collated into numbered issues for referencing purposes.

Submissions are invited from individuals and/or institutions throughout South Africa who wish to rapidly disseminate data of public health importance related to COVID-19. All submissions will be internally reviewed by selected senior NICD personnel. Comments, corrections and suggestions will be sent back to authors for revision. Please also note that all submissions will need to be signed off by an appropriate Head of Department / Centre Head of the NICD before being accepted for publication. Once accepted and finalised, articles will be produced, uploaded onto the NICD website and distributed to all relevant stakeholders.

The editor, editorial board and selected reviewers reserve the right to reject submissions that are not considered suitable for publication.

Guidelines for authors

Manuscripts

Manuscripts must be written in clear and concise English. Contributions should preferably be no more than 2000 words (not including references) and should contain no more than 3 figures or tables (disease surveillance reports and clinical guidelines may be longer and may contain as many figures and tables as is necessary). Surveillance and outbreak reports should be written in the standard format ie. Summary, Introduction/Background, Results, Discussion & Conclusions, Recommendations (if any), Acknowledgements, References. Review or opinion pieces should contain a summary, appropriate brief introduction followed by sections with sub-headings and a conclusion. Please send the original file of the figures as separate files in Excel or PowerPoint. Photographs should preferably be submitted as jpeg. Text to be in Word (Arial 10) with the place/s where figures/tables/pictures fit into the text clearly marked. Italicize (rather than underline) scientific names when needed. Please consult a previous issue of the Surveillance Bulletin for formatting.

All authors must have seen and approved the manuscript prior to submission. Author's affiliations must be given. Manuscripts must be e-mailed to the editor at the address below.

Figures and tables

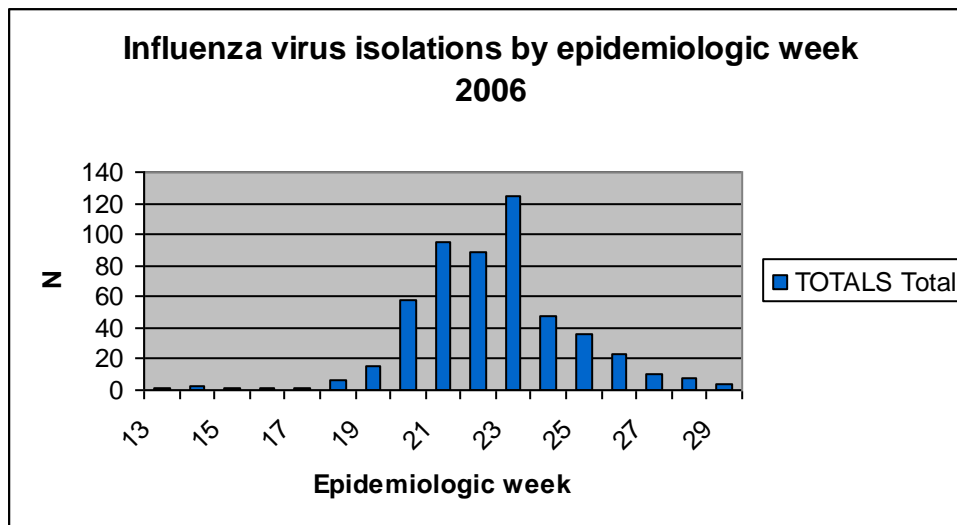
All figures and tables should be clearly numbered, have a title, and should be referred to in the text. Figures and tables should not include abbreviations - if they do these should be explained in a footnote. Figures and tables should contain sufficient information to enable them to stand alone.

Figures

Figures may be sent as a separate file or at the end of the word document. If they are included in the Word document they should also be sent in Excel or PowerPoint. For graphic files, use Arial font. Legends to figures should be included separately at the end of the word document.

Figures should not have borders, background or gridlines visible. Heading and x and y axis labels should be in size 10 Arial font. Do not use 3-dimensional figures. Please try to keep colours to a minimum and always bear in mind that many who receive the Bulletin will have black and white printers so try wherever possible to generate figures which will be legible in this format.

Examples:



Do not include title – send separately
Take out grey background and gridlines
Decrease size of font in title and axis labels
Remove legend if only one data element included.

The figure below conforms to the formatting requests above.

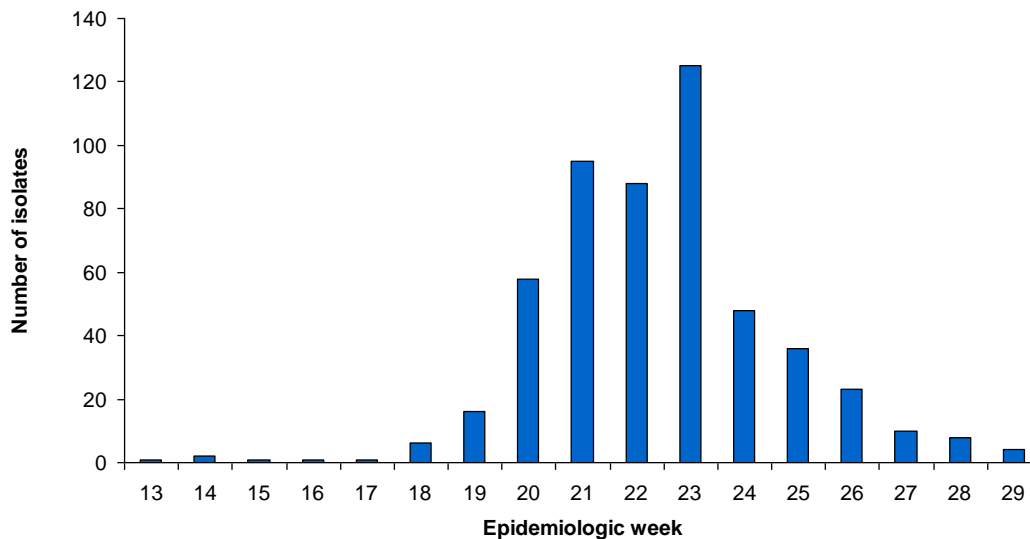


Figure 1: Number of influenza virus isolates by epidemiologic week in South Africa, 2006

Tables

Table titles should be above the table.

Tables should be formatted as follows:

Only include lines at the base of the table and above and below the column headings (lines to separate major headings and subheadings may be useful for clarification in some instances – especially in large tables). Left justify the row headings. Centre justify the column headings and column data. See example below:

Table 2: Number of cases and incidence rates of invasive pneumococcal disease (IPD) in South Africa as reported to RMPRU by province for 2004 and 2005.

Province	2004		2005	
	n	Cases/100 000	n	Cases/100 000
Eastern Cape	161	2.46	215	3.27
Free State	216	7.84	216	7.79
Gauteng	2024	20.77	2217	22.00
KwaZulu Natal	496	4.98	465	4.59
Limpopo	68	1.24	77	1.38
Mpumalanga	180	5.43	226	6.67
Northern Cape	21	2.57	33	4.06
North West	114	2.95	117	2.98
Western Cape	504	10.36	478	9.58
South Africa	3784	7.99	4044	8.38

References

References should be indicated by a numbered superscript and listed at the end of the document. Number citations in the order in which they appear in the text. Cite personal communications, unpublished data, and manuscripts in preparation or submitted for publication in parentheses in the text.

Articles should be referenced in the following format:-

Published in a journal:-

Koekemoer LL, Kamau L, Garros C, Manguin S, Hunt RH, Coetzee M. Impact of the Rift Valley on RFLP typing of the major malaria vector, *Anopheles funestus* (Diptera: Culicidae). *J Med Entomol* 2006; 43: 1178-84.

Chapter in a book:-

Blumberg L. Severe malaria. Perspectives on critical care infectious diseases. In: Feldman C, Sarosi GA, eds. *Tropical and parasitic infections in the intensive care unit*. Springer, 2005, 1-16.

Manuscript reviews

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Turnaround time

We aim to process and distribute articles for special editions within a week of submission.

Editor's address

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