**About Journal**

*Chinese Journal of Epidemiology* is published monthly in Chinese by the Chinese Medical Association, and is a peer reviewed medical journal for health management doctors, health researchers, and health workers in the field of health. The journal reports the advances and progress in current health sciences and technology.

*Chinese Journal of Epidemiology* was established in 1981, indexed by Scopus, PubMed/MEDLINE, PubMed Central (PMC), Europe PubMed Central, Embase, Chemical Abstract, Chinese Science and Technology Paper and Citation Database (CSTPCD), Chinese core journal essentials overview, CNKI, Wanfang Data, CSCD, etc. The impact factor of the journal is 3.371 in 2021, ranking the first among all epidemiology and public health journals in China. The journal is available both in print and online.

# Aim and Scope

*Chinese Journal of Epidemiology* is an advanced academic periodical in epidemiology and related disciplines in China, which, according to the principle of integrating theory with practice, mainly reports the major progress in epidemiological research, including field epidemiology, clinical epidemiology and disease surveillance, presents epidemiology related laboratory research reports and reflects the hot issues or priority issues in disease prevention and control in China for the medical professionals engaged in the research and teaching of epidemiology, preventive medicine, basic medicine and clinical medicine. The columns of the journal include commentary, expert forum, original article, field investigation, disease surveillance, laboratory research, clinical epidemiology, basic theory or method and review, etc.

# Online Submission

All manuscripts must be submitted online through the website:

https://cmaes.medline.org.cn/Login/Login.aspx

First-time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their username and password. Authors do not have to pay for submission of articles. If you experience any problems, please contact the editorial office by email: zhlxb1981@sina.com.

# Journal Policies

## Duplicate Publication

Manuscripts are reviewed for possible publication with the understanding that they are being submitted only to *Chinese Journal of Epidemiology* and have not been published, simultaneously submitted, or already accepted for publication elsewhere. The Editorial team may subject any manuscript submitted for consideration of publication in *Chinese Journal of Epidemiology* to plagiarism-detection software.

This does not preclude consideration of a manuscript that has been rejected by another journal or a complete report that follows publication of preliminary findings elsewhere, usually in the form of an abstract. Copies of any possibly duplicate published material should be submitted with the manuscript under consideration, with a statement in the cover letter as to why the manuscript currently being submitted is not a duplicate publication.

## Disclosure of Conflicts

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding:" For example: “Conflicts of Interest and Source of Funding: A has received honoraria from Company Z. B is currently receiving a grant (#12345) from Organization Y, and is on the speaker's bureau for Organization X - the CME organizers for Company A. For the remaining authors, no relevant conflicts of interest were declared.”

## Financial Support and Competing Interests

A financial disclosure section is part of the submission process and must be completed by each author at submission. This information is for review by the Editors but will be published if relevant to the content of the accepted manuscript.

The primary purpose of the disclosure section is to determine whether authors have received any commercial financial support that could create a conflict of interest. In addition to monetary interests, a potential for conflict of interest can exist whether or not an individual believes that a relationship (such as dual commitments, competing interests, or competing loyalties) affects his or her scientific judgment. Please review [ICMJE Uniform Requirements for Manuscripts](http://www.icmje.org/conflicts-of-interest/).

## Human and Animal Rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national). If doubt exists whether the research was conducted in accordance with the ethical standards, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

## Ethics and Consent

Our policy on research ethics is made to ensure that all articles published by *Chinese Journal of Epidemiology* report on work that is morally acceptable, and expects authors to follow the [World Medical Association’s Declaration of Helsinki](https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/).  To achieve this, we aim to appraise the ethical aspects of any submitted work that involves human participants, whatever descriptive label is given to that work including research, audit, and sometimes debate.

### Ethics Approval

Research involving human participants, human material, or human data, must have been performed in accordance with the [Declaration of Helsinki](https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/) and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all manuscripts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). Further information and documentation to support this should be made available to the Editor on request. Manuscripts may be rejected if the Editor considers that the research has not been carried out within an appropriate ethical framework. In rare cases, the Editor may contact the ethics committee for further information.

### Retrospective Ethics Approval

If a study has not been granted ethics committee approval prior to commencing, retrospective ethics approval usually cannot be obtained and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

### New Clinical Tools and Procedures

Authors reporting the use of a new procedure or tool in a clinical setting, for example as a technical advance or case report, must give a clear justification in the manuscript for why the new procedure or tool was deemed more appropriate than usual clinical practice to meet the patient’s clinical need. Such justification is not required if the new procedure is already approved for clinical use at the authors’ institution. Authors will be expected to have obtained ethics committee approval and informed patient consent for any experimental use of a novel procedure or tool where a clear clinical advantage based on clinical need was not apparent before treatment.

### Consent to Participate

For all research involving human participants, informed consent to participate in the study should be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. For manuscripts reporting studies involving vulnerable groups (for example, unconscious patients) where there is the potential for coercion (for example prisoners) or where consent may not have been fully informed, manuscripts will be considered at the editor’s discretion and may be referred to an internal editorial oversight group for further scrutiny. Consent must be obtained for all forms of personally identifiable data including biomedical, clinical, and biometric data. In the case of articles describing human transplantation studies, authors must include a statement declaring that no organs/tissues were obtained from prisoners and must also name the institution(s)/clinic(s)/department(s) via which organs/tissues were obtained. Documentary evidence of consent must be supplied if requested.

### Clinical Trial Registration Number

All the clinical study involving human or specimen harvested from human should be registered and cited with a universal trial number obtained form the primary register in the [World Health Organization International Clinical Trial Registry Platform.](https://www.who.int/clinical-trials-registry-platform)

### What Happens When the Journal Considers a Study to be Unethical?

We believe that editors have a duty to take on issues of unethical audit or research, not to seek punishment for the authors, but to prevent unethical practice and to protect patients.

If the Editor, with or without the advice of its ethics committee and/or COPE, considers the work in a submitted article to be ethically unsound the editor may seek further advice or recommend investigation or action. The fact that the article would have been rejected anyway for other scientific or editorial reasons would not prevent the editor from taking such further action on serious ethics problems.

#### Scientific Misconduct

There are differing definitions of scientific misconduct. We deal with these problems on a case by case basis while following guidance produced by bodies that include the [Committee on Publication Ethics (COPE)](http://publicationethics.org/), the [World Association of Medical Editors (WAME)](http://www.wame.org/) and [the International Committee of Medical Journal Editors (ICMJE)](http://www.icmje.org/coi_instructions.html).

* **Falsification of data:** ranges from fabrication to deceptive reporting of findings and omission of conflicting data, or wilful suppression and/or distortion of data.
* **Plagiarism and duplicate publication:**the appropriation of the language, ideas or thoughts of another without crediting their true source and representation of them as one’s own original work.
* **Improprieties of authorship:** improper assignment of credit, such as excluding others, misrepresentation of the same material as original in more than one publication, inclusion of individuals as authors who have not made a definite contribution to the work published or submission of multi-authored publications without the concurrence of all authors.
* **Misappropriation of the ideas of others:** an important aspect of scholarly activity is the exchange of ideas among colleagues. Scholars can acquire novel ideas from others during the process of reviewing grant applications and manuscripts. However, improper use of such information can constitute fraud. Wholesale appropriation of such material constitutes misconduct.
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* **Material failure to comply with legislative and regulatory requirements affecting research:** including but not limited to serious or substantial, repeated, wilful violations of applicable local regulations and law involving the use of funds, care of animals, human subjects, investigational drugs, recombinant products, new devices, or radioactive, biological or chemical materials.
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#### Dealing with Allegations of Misconduct

If an editor has concerns that a submitted article describes something that might be considered to constitute misconduct in research, publication or professional behaviour, we may discuss the case in confidence with committee.

If the case cannot be resolved by discussion with the author(s) and the Editor still has concerns, the case may be reported to the appropriate authorities. If, during the course of reviewing an article, an editor is alerted to possible problems (for example, fraudulent data) in another publication, the editor may contact the journal in which the previous publication appeared to raise concern.

Readers that suspect misconduct in a published article are encouraged to report this to the relevant journal editor and/or the Publisher for that title.

If the author has any objection to the decision of the manuscript, he can send email to: zhlxb1981@sina.com, our official will deal with it in a timely manner.

# Editorial Peer-review Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to *Chinese Journal of Epidemiology* alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with *Chinese Journal of Epidemiology* for all matters related to the manuscript. On submission, full time editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the journal readers are also liable to be rejected at this stage.

Manuscripts that are found suitable for publication in *Chinese Journal of Epidemiology* are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor(s). The selection of these reviewers is at the sole discretion of full time editors. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other’s identity. The journal holds a meeting monthly in Beijing or outside Beijing to make the final decision on whether or not to publish a manuscript, with the Chief Editor and editorial board members of the journal as attendees. The comments and suggestions (acceptance/rejection/amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers’ comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited by full time editors in the editorial office. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within several days. The whole process of submission of the manuscript to final decision and sending proofs is completed online.

# Responsibilities and Duties

## Authorship Criteria

As stated in the [International Committee of Medical Journal Editors (ICMJE) Recommendations](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html), credit for authorship requires:

* Substantial contributions to the conception and design, or the acquisition, analysis, or interpretation of the data;
* The drafting of the article or critical revision for important intellectual content;
* Final approval of the version to be published;
* Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the article are appropriately investigated and resolved.
* Authorship credit should be based only on substantial contributions to each of the four components mentioned above.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors. Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The corresponding author takes responsibility for the article during submission and peer review.

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Authors should determine the order of authorship among themselves and should settle any disagreements before submitting their manuscript. Changes in authorship (ie, order, addition, and deletion of authors) should be discussed and approved by all authors. Any requests for such changes in authorship after initial manuscript submission and before publication should be explained in writing to the editor in a letter or email from all authors and should send the original signed written consent of all authors with authorized unit stamp.

### Contribution Details

Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, health management studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. One author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as ‘corresponding author’.

## Responsibilities and Duties of Editors

The general responsibilities of the editors of *Chinese Journal of Epidemiology* are listed below:

**Decision on the Publication of Articles：**The editors are responsible for deciding which of the articles submitted to the journal of *Chinese Journal of Epidemiology* should be published. The editors may be guided by the policies of the journal's editorial board subjected to such legal requirements regarding libel, copyright infringement and plagiarism. The editors may consult with reviewers in making this decision.

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The editors and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher.

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The editors should not hold conflicts of interest with authors whose work they are assessing, e.g. if they are from the same institution or collaborate closely. In this case the chief editor or a suitable editorial board member will make final acceptance decisions for submitted papers.

The editors require skills of proofreading, copy editing, developmental editing, line editing and editing for search engine optimization.

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## Responsibilities and Duties of Reviewer

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The reviewer should provide an honest, critical assessment of the research. The reviewer should not manipulate the process to force the authors to address issues interesting or important to the reviewer but peripheral to the objective(s) of the study.

The reviewer should maintain confidentiality about the existence and substance of the manuscript. It is not appropriate to share the manuscript or to discuss it in detail with others or even to reveal the existence of the submission before publication.

The reviewer must not participate in plagiarism. It is obviously a very serious transgression to take data or novel concepts from a paper to advance your own work before the manuscript is published.

The reviewer should always avoid, or disclose, any conflicts of interest. For example, if the reviewer has a close personal or professional relationship with one or more of the authors such that his/her objectivity would be compromised. Scientific merit should be the basis for all reviews.

The reviewer should accept manuscripts for review only in his/her areas of expertise.

The reviewer should agree to review only those manuscripts that can be completed on time. Sometimes, unforeseen circumstances arise that preclude a reviewer from meeting a deadline, but in these instances the reviewer should immediately contact the editor.

The reviewer also has the unpleasant responsibility of reporting suspected duplicate publication, fraud, plagiarism, or ethical concerns about the use of animals or humans in the research being reported.

The reviewer should write reviews in a collegial, constructive manner. This is especially helpful to new investigators. No one likes to have a paper rejected, but a carefully worded review with appropriate suggestions for revision can be very helpful.

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