

Journal of Occupational and Environmental Hygiene
INSTRUCTIONS FOR AUTHORS

I. Introduction

The *Journal of Occupational and Environmental Hygiene* is an international, peer-reviewed, professional journal published monthly by JOEH Inc., a partnership of the American Industrial Hygiene Association (AIHA) and ACGIH® (American Conference of Governmental Industrial Hygienists Inc.).

JOEH focuses on original studies that enhance the knowledge and practice of occupational and environmental hygiene and safety. The journal provides a written medium for the communication of ideas, methods, processes, and research in the areas of occupational, industrial, and environmental hygiene; exposure assessment; engineering controls; occupational and environmental epidemiology, medicine, and toxicology; ergonomics; and other related disciplines.

Only original manuscripts will be considered. Previously published manuscripts or those currently under consideration by another journal will not be considered.

Manuscripts submitted to *JOEH* will be peer-reviewed (double-blind). The author must incorporate all responses to reviewers' comments into the final manuscript. These responses then become a part of the manuscript, and the author is responsible for all statements made in the manuscript. When accepted, manuscripts will be published at the earliest possible date.

Rejected manuscripts will be returned to the author upon request. *JOEH* assumes no responsibility for loss.

No page charges will be assessed to the author, but reprints are available for purchase if desired.

Please direct any questions regarding the guidelines below to the *JOEH* editorial staff at (703) 849-8888; newjournal@email@aiha.org.

II. Preparation of Manuscripts

A. General

Only individuals who have substantially contributed to the research or preparation of the intellectual content of the manuscript should be listed as authors. The acquisition of funding for the project, collection of data, or administrative supervision should not, by itself, qualify for authorship (see "Acknowledgments" section below).

All copy should be in English and typed double-spaced with

1¼-inch margins on both sides, top, and bottom of each page. Number pages in order with number flush right at top of page. All elements of an article (except electronic copies of the figures) should be saved in one file in the following order: title, author name(s), author affiliation(s), abstract, text of article, acknowledgments, references, appendixes (if any), figure captions, and tables. Figures must be in separate files (see "Figures" section below).

If the author's native language is other than English, submit the manuscript in the native language as well.

Authors performing human subjects research must indicate institutional review board approval, including informed consent declarations, with manuscript submission. *JOEH* will not publish any research that involves humans as subjects without institutional review board documentation. If questions arise over whether or not this approval is required, contact the editor in chief.

B. Title Pages/Front Matter

To facilitate double-blind review, two different title pages should be prepared and submitted. The first title page should contain the article title, the names of all authors (first name, middle initial, last name), and the authors' affiliations. If there are different affiliations for multiple authors, indicate each with superscript Arabic numerals following the author's last name.

Example:

Title of manuscript
John T. Smith,¹ Joseph R. Jones²
¹Bureau of Mines, ²Occusafe, Inc.

The second title page should list only the title of the article.

C. Abstract

A one-paragraph abstract must be provided. Preface the main text with a 200-word (minimum) to 300-word (maximum) summary. The abstract must include the purpose of the work, a brief description of methods, a concise summary of results, and a short statement of conclusions.

Do not cite references or use abbreviations or acronyms in the abstract.

Key words: Key (indexing) words should follow the abstract. Four to six key words or short phrases that will assist indexers in cross-indexing the article are sufficient.

D. Organization of Text

Organize the manuscript in logical sections, generally working from an introduction through methods, results, discussion, conclusions, and recommendations.

The introduction should summarize the purpose and rationale for the study, citing pertinent references. Do not include data or discussion of the work being reported in this section.

The methods should be in sufficient detail to allow other investigators to reproduce the study. If published methods are used, they may simply be cited. Methods used to select subjects and controls should be presented. Statistical methods used should be described this section or in the results section, whichever is most appropriate.

Results may be presented in text or tables and figures; note that all tables and figures should be referred to and numbered sequentially in the text. Extensive data or computer programs should not be presented, but their availability from the authors can be indicated.

The discussion should include the limitations of the study and how the results contribute to the field and support or refute other studies. The implications of the findings, along with the authors' opinions, may be presented; however, care should be taken to qualify statements unsupported by the data. If you must use quotations in the text, please cite it in the reference with page number.

Be careful using jargon, and remember to define your terms using parentheses [e.g., industrial hygiene (IH)]. Avoid using your style of speaking in your writing; expressions such as 'hands-on' or 'for a long time' are fine in talks but not in papers. The *JOEH* reserves the right to edit material to improve readability, decrease verbosity, or eliminate redundancies.

The conclusions of the study should be presented concisely, and should be supported by the data.

Recommendations should show how the information can be used directly by occupational and environmental hygienists to solve problems in, or arising from, the workplace.

Headings should precede each section, placed at the left margin of the text. Capitalize all primary words. Use **bold** for headings and *italics* for sub-headings. Up to three levels of subheadings may be used.

Do not use footnotes; rather, incorporate information in the text or in the main reference listing at the article's end.

E. Acknowledgments

Individuals whose support and cooperation were essential in accomplishing the research, but who do not qualify for authorship, may be acknowledged. Authors should clearly

indicate the project's source of funding. This will normally be a funding agency or an employer. However, if the work was commissioned by a separate party, the source of funding or in-kind support must also be clearly identified. This section may also be utilized for any disclaimer or special notes about the paper.

Acknowledgments must be typed on a separate page and placed at the end of the manuscript.

Authors should submit a letter to the editor in chief acknowledging any potential conflicts of interest that may arise in the publication of a submitted manuscript. Such potential conflicts of interest may include any significant financial support obtained from organizations outside of the authors' affiliations. The editor in chief will determine whether such information must be acknowledged when publishing the manuscript.

F. Use of Metrics

Measurements that are normally expressed in conventional units (e.g., feet per minute) may be exclusively so expressed without converting to metric units.

Abbreviate units of measure. Measurements traditionally shown in metrics need not be converted to conventional equivalents.

G. Equations/Formulae

Equations are to be numbered sequentially using Arabic numerals enclosed in parentheses, flush right on the same line as the equation.

H. Tables

Tables should present important summaries or typical examples. Avoid lengthy, highly detailed tables. Each table should appear on a separate page, double-spaced, with 1¼-inch margins. The number of tables should be kept to a minimum and information incorporated into text wherever possible.

Use Roman numerals to identify tables. Immediately follow table number with the title of the table, as in this example:

TABLE III. Summary of Magnetic Field Strengths

If footnotes are used with tables, each should be identified with a superscript capital letter. Be certain to match the superscripts in the table with their footnotes.

I. Figures

Figures contain artwork—illustrations, bar graphs, photographs, or anything not reproducible by type alone.

Figures should enhance the text material. Figures must be numbered sequentially in Arabic numerals.

Using a separate page, list complete, numbered figure captions for all illustrations. Title this page “Figure Captions.” Double-space lines of individual captions. Do not make figure captions or titles part of the figure itself.

Figure captions should be formatted as in this example:

FIGURE 1. Measured and estimated radon levels

Line drawings and graphics are to be provided as camera-ready art. Please remember that figures will be reduced in size for publication.

When submitting graphs with manuscripts, only major coordinate lines in the fields of graphs should be used.

Photocopies of photos or line drawings, or 35mm slides are not acceptable. Furnish original glossy prints of photos, unmounted, not larger than 8 x 10 inches and not smaller than 4 x 5 inches. Be sure to mark “TOP” on the back of each print with a soft lead pencil. Include figure number and author’s name. Do NOT write directly on the face of photos or on paper with a photo underneath. Do NOT use ballpoint pen or marking pens. Do not attach figure captions to photos or use paper clips on them.

Computer-generated figures must be produced with a laser printer. Large letters/symbols and heavier lines in drawings permit reduction without losing definition. Please use the same font for all figures in a particular article. Avoid **bold** and ALL CAPS, and do not box figures (they will be boxed when they are placed in layout).

If possible, you may also submit electronic copies of your figures, in addition to the camera-ready drawings for original photos. Each figure must be in its own file, and should not be embedded. (It is important that the file be in its original format, i.e., the format in which it was created. For example, do not import a .tif graphic file into a Microsoft Word document; submit the original .tif file.) Figures must also be in a standard format, such as .tif or .jpg. PowerPoint presentations will not be accepted. Please DO NOT submit figures in this format. Electronic figures should be saved at 300 dpi or higher.

Additional details regarding figure preparation may be obtained from the JOEH Editorial Office in Fairfax, Va.

J. References

In general, only published, accessible peer-reviewed

references may be used. Requests for exceptions will be considered by the editor in chief in unusual cases where they are considered essential by the author. Extreme care should be taken when citing non-peer-reviewed material.

Any unpublished data (including company-specific literature) must be sent to the editorial office prior to acceptance of your paper. If website addresses are used as references, paper copies of the data cited from those sites must be provided since web addresses periodically change.

References should be numbered sequentially in order of citation. They must appear in the text as superscript Arabic numerals enclosed in parentheses, and placed to the right of any punctuation. Multiple, sequential references may be cited using the first and last number [e.g., ⁽⁴⁻⁸⁾]. Publication titles and dates should not be used in the body of the text. References in text should be cited only by superscript number or by author’s name and superscript number. Since each reference is cited by the same number each time, “ibid” and “op. cit.” need not be used. “Et. al.” is acceptable within text; for example, “Smith et. al.⁽⁴⁾ found ...”

All references should be numbered and listed in exactly the same order as they are cited in the text. Type the list of references double-spaced with 1¼-inch margins on the top, sides, and bottom. The corresponding author will be asked to supply any missing bibliographic information.

For multi-authored articles, list up to six names; for articles written by more than six authors, list the first six, followed by “et al.”

Examples of reference citations in the proper format are presented in the “Reference Citation Formats” appendix.

K. Author Confidentiality

To preserve double-blind review, the text should not contain any references that allow identification of the author(s). Similarly, references to the authors’ affiliated organizations should be avoided in the text or in the acknowledgments, unless absolutely necessary, in which case it must be so indicated in the cover letter.

III. Submission

E-mail all elements of the manuscript, including text, tables, and electronic figures to aryan@aiha.org. Electronic files can also be saved to disk and mailed to Amanda Ryan at the JOEH Editorial Office, 2700 Prosperity Avenue, Suite 250, Fairfax, VA 22031. Please use WordPerfect or Microsoft Word, and save in the program’s native format (*not* as text) to preserve editorial attributes such as bold, underline, subscript, and superscript. Be sure to include the name, address, telephone,

and fax numbers, and e-mail address of the corresponding author, and the name of the principal author. Do NOT use P.O. Box numbers for return addresses.

If any of your figures must be submitted in hard copy (see II. I. Figures, above), send them to Amanda Ryan at the *JOEH* Editorial Office, 2700 Prosperity Avenue, Suite 250, Fairfax, VA 22031. Please include a cover letter with your figures specifying the title and corresponding author of the manuscript to which the figures belong. Disks and hard-copy figures will only be returned if the author provides a self-addressed, stamped envelope.

IV. Manuscript Processing

A. Acknowledgment

Manuscripts will be acknowledged by e-mail upon receipt.

B. Manuscript Identification

An identifying number will be assigned to each manuscript upon receipt. All correspondence or contact regarding a manuscript should mention this control number, the corresponding author's full name, and the title of the manuscript.

C. Peer Review

Manuscripts are initially reviewed by the editor in chief, and may be rejected if technically inadequate or inappropriate for the *JOEH*. Manuscripts passing initial review will be peer-reviewed by at least two individuals. Reviews are conducted using a double-blind technique whereby the authors' and reviewers' identities are concealed from one another. Reviews are provided to authors, as well as to the editor in chief, who retains final approval authority.

V. Submission of Final, Accepted Electronic Copy

Upon notification of acceptance, authors will be requested to submit the final version of the manuscript, which must match accepted copy, on disk or via e-mail. Send the actual text of the article, not a Postscript or other output file. If submitting on disk, label the disk with the journal name, corresponding author's last name, and the software and version number, e.g., WordPerfect 8.

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VII. Galley Proofs

Only necessary corrections can be accepted once galley proofs are prepared. The term "necessary corrections" includes typographical errors or errors of scientific fact. Failure to return proofs by the deadline may result in delayed publication or release for printing without incorporation of the author's corrections. Charges for galley alterations above minimum standards will be billed to the author(s).

The author is responsible for all statements made in the final proofs, including changes by reviewers or editors.

VIII. Retention of Data

Authors are expected to retain all raw data for a minimum of three years following publication. Authors should be willing to provide such information to other investigators interested in reproducing their research. The editor in chief may also request that authors supply this information, should the veracity of the data ever be questioned.