

INSTRUCTIONS TO AUTHORS

Safety and Health at Work (SH@W) is an international, peer-reviewed, interdisciplinary journal published quarterly in English beginning in 2010. The journal is aimed at providing grounds for the exchange of ideas and data developed through research experience in the broad field of occupational health and safety. Articles may deal with scientific research to improve workers' health and safety by eliminating occupational accidents and diseases, pursuing a better working life, and creating a safe and comfortable working environment. The journal focuses primarily on original articles across the whole scope of occupational health and safety, but also welcomes up-to-date review papers and short communications and commentaries on urgent issues and case studies on unique epidemiological survey, methods of accident investigation, and analysis. High priority will be given to articles on occupational epidemiology, medicine, hygiene, toxicology, nursing and health services, work safety, ergonomics, work organization, engineering of safety (mechanical, electrical, chemical, and construction), safety management and policy, and studies related to economic evaluation and its social policy and organizational aspects. Its abbreviated title is *Saf Health Work*.

1. Submission of Manuscripts

The entire process of manuscript submission, peer-review, and resubmission to SH@W is done through the SH@W online system (<http://ees.elsevier.com/SHAW>). Manuscripts must be written in English and must be submitted by the corresponding author. Manuscripts submitted to SH@W will be preliminarily reviewed by the Editorial Office. Manuscripts not conforming to the instructions will be returned to the corresponding authors without being considered for publication.

Any inquiry concerning manuscript submission should be directed to: shaw@e-shaw.org.

2. Types of Articles

SH@W publishes editorials, commentaries, original articles, review articles, special articles, short communications, case reports, and letter to the editor.

2.1. Editorials

Editorials provide invited perspective on an area of safety and health at work (SHAW), dealing with very active fields of research, current interests, fresh insights and debates. An abstract is not required and a brief unstructured text should be prepared. Although editorials are normally invited or written by an Editor, unsolicited editorials may be submitted.

Typical length: 1,000 words, 20 references.

2.2. Commentaries

Commentaries seek to provide critical or alternative viewpoints or insights on key issues to SHAW researchers. These narrowly

focused articles are usually commissioned by the journal and have the same format as the original articles but the details may be more flexible depending on the contents.

Typical length: One paragraph with maximum of 200 words for the abstract; maximum of 1,500 words from introduction to conclusion; maximum of 50 references, 20 figures and 4 tables.

2.3. Original Articles

Original articles report the results of basic and practical SHAW researches and investigations that are sufficiently and thoroughly documented to be acceptable to critical readers. Section headings should be written in the following format: title page; abstract and keywords; introduction; materials and methods; results; discussion; conclusions (if any); acknowledgements; references; and tables and figures.

The Introduction should provide concise yet sufficient back ground information about the study to provide the readers with better understanding of the study, avoiding a detailed literature survey or a summary of the results.

Materials and methods should contain detailed procedure of the experiment including investigation period, methods of subject selection, and information on subjects such as age, gender, and other significant features, in order to enable the experiment to be repeated. The procedure which has been already published or standardized shall be described only briefly using literature citations. Clinical trials or experiments involving laboratory animals or pathogens must elaborate animal care and use and experimental protocols, in addition to mentioning the approval from the relevant committees. The sources of special equipment and chemicals must be stated with the name and location of the manufacturer (city and country). All statistical procedures used in the study and criteria for determining significance levels must be described.

The Theory / Calculation should extend, not repeat, the background to the article already dealt with in the Introduction and provide the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.

The Results should be presented in logical sequence. Only the most important observation should be emphasized or summarized, where the main or the most important findings should be mentioned first. Table and figures must be numbered in the order they are cited in the text, kept to minimum, and should not be repeated. Supplementary materials and other details can be separately sited in an appendix. State the statistical method used to analyze the results (statistical significance of differences) with the probability values given in parentheses.

The Discussion should contain interpretation and explanation of the results and important aspects of the study, followed by the conclusion drawn from them. The information already mentioned in Introduction or Results sections should not be repeated and the main conclusions of the study may be presented in the discussion. The conclusion must be linked with the purpose of the study stated

in the abstract, clearly supported by the data produced in the study. New hypotheses may be stated when warranted, but must be clearly labeled.

Typical length: Up to 5,000 words excluding Abstract, References, and Figure/Table Legends.

2.4. Review Articles

Review articles provide concise reviews of subjects important to SHAW researchers, and can be written by an invited SHAW expert. These have the same format as the original articles but the details may be more flexible depending on the contents.

Typical length: One paragraph with maximum of 200 words for the abstract; maximum of 6,500 words from introduction to conclusion; maximum of 100 references, 10 figures and 10 tables.

2.5. Special Articles

Special articles are invited with an intention of special introduction of SHAW information. These have the same format as the original articles but the details may be more flexible depending on the contents.

Typical length: One paragraph with maximum of 200 words for the abstract; maximum of 6,500 words from introduction to conclusion; maximum of 100 references, 10 figures and 10 tables.

2.6. Short Communications

Short communications are short original research articles on issues important to SHAW researchers. The contents should be in the following sequence: title page; abstract and key words; text without section titles; acknowledgements; references; and figures or tables.

Typical length: Unstructured, single paragraph abstract with maximum of 150 words; maximum of 3,000 words from introduction to conclusion, 20 references, 3 figures and 2 tables.

2.7. Case Reports

Case reports deal with epidemiological surveys, methods for accident investigation and analyses of occupational health and safety interests or innovations. The contents should be in the following sequence: title page; abstract and key words; introduction; case report; discussion; acknowledgments; references; figures; and figure legends.

Typical length: Unstructured, single paragraph abstract with maximum of 150 words; maximum of 1,500 words from introduction to conclusion, 20 references, 6 figures and 5 tables.

2.8. Letters to the Editor

Letter to the editor includes a reader's critical comment on an article published in SH@W and a reply from the authors. Letters should have a title and include appropriate references, and include the corresponding author's e-mail address. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of the Editors.

Typical length: Maximum word count of the text is 1,000.

3. Editorial and Peer-Review Process

The Editorial Office of SH@W receives and reviews all submitted manuscripts, and all submitted manuscripts are considered confidential. The authors, investigators, and peer-review referees are kept anonymous during editorial and peer-review

process. The submitted manuscripts are initially screened for the format. Once the manuscript is provisionally accepted, it is sent to the three most relevant referees for review. The referees are selected by the editor from the Editorial Board's database or the board members' recommendation. The referees are then requested to evaluate based on originality, validity, presentation, and importance and interest, and, when considered necessary, statistics.

Acceptance of a manuscript depends on the evaluation, critiques, and recommended decision made by the referees. A referee may recommend 'accept', 'minor revision', 'major revision' and 'reject'. Upon opposing recommended decisions between referees, or author and referee(s), the Editor-in-Chief has the full right to decide whether the manuscript will be published in the journal.

Three repeated decisions of 'major revisions' are regarded as a 'reject' and rejected papers will not be considered further.

The reviewed manuscripts with comments, recommended directions, and revisions are returned to the corresponding author. The corresponding author is to submit the revised manuscript accompanied by point-to-point replies to the comments given by the editor and how the revisions have been made. There should be a reasonable explanation for any noncompliance with the recommendations. In cases where references, tables, or figures are moved, added or deleted during the revision process, renumbering must be done so that all references, tables, and figures are cited in numeric order. If the revised paper is not received within 2 months of decision, the manuscript is considered to have been withdrawn.

When the final decision on the acceptance of the manuscript is made, the Editorial Office notifies the corresponding author. The peer-review process takes approximately 4-8 weeks.

4. Editorial Policy

Manuscripts to SH@W, as outlined above, cannot have been published previously, and are not being considered for publication by other journals.

Original raw data must be available for review by the editorial board when required. All authors of a manuscript must have agreed to submit the manuscript to SH@W and are responsible for the entire content, including literature citations and acknowledgements. The authors must also have agreed that the corresponding author has the authority to act on their behalf on all matters pertaining to the publication of the paper, and that it is their responsibility to comply with copyright laws. When a manuscript is published in SH@W, it is understood that authors have agreed to SH@W's rights to protect the manuscript from misappropriation of their work, and that the manuscript becomes the permanent property of SH@W, which may not be published elsewhere without official permission.

5. Ethical Considerations

5.1. Research ethics

All manuscripts should be prepared under strict observation of research and publication ethics guidelines recommended by the

Council of Science Editors, International Committee of Medical Journal Editors and the World Association of Medical Editors. Any study including human subjects or human data must be reviewed and approved by a responsible institutional review board (IRB). For further information on investigations involving human material, please refer to the principles in the Declaration of Helsinki. (www.wma.net/e/policy/b3.htm).

Animal experiments should also be reviewed by an appropriate committee (IACUC: Institutional Animal Care and use Committee) for the care and the use of animals. Studies involving pathogens requiring a high degree of biosafety should pass review of a relevant committee (IBC: Institutional Biosafety Committee). The editor of SH@W may request submission of copies of informed consents from human subjects in all studies or IRB approval documents.

5.2. Authorship

All authors must meet the authorship criteria of 'Uniform Requirement for Manuscript Submitted to Biomedical Journals' listed on www.icmje.org. Qualifying for authorship is required for all authors and the order of authorship is to be decided between the coauthors. The authorship credit should be based on substantial contributions to: 1. Conception and design of the study, acquisition of data, or analysis and interpretation of data; 2. Drafting of the article or revising it critically for important intellectual content, and; 3. Final approval of the version to be published. Authors should meet all conditions.

One author should be chosen to act as a corresponding author. The corresponding author does not have to be the first author. The corresponding author will be responsible for the entire communications to/from the Editorial Office, editors and etc. In case of multicenter studies, a corporate author directly responsible for the manuscript should be appointed.

5.3. Redundant publication and plagiarism

Attempting to publish substantially similar work more than once without attribution of the original source(s) is considered a redundant publication. Definition of being substantially similar can be explained as follows:

1. At least one of the authors is common to all reports (it is likely to be plagiarism if there are no common authors);
2. The subject or study populations are same or similar;
3. The methodology is typically identical or nearly so and;
4. The results and interpretation varies little or not at all.

If all or part of the subject population has been reported previously, it should be declared in the Materials and Methods and must be appropriately referenced. In cases where authors are concerned with any potential overlap with published manuscripts or manuscripts being reviewed, the authors must include a letter explaining how the manuscript submitted to SH@W significantly differs from other materials. For more information, please refer to 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication' (Available at: http://www.icmje.org/2006_urm.pdf).

5.4. Copyright

Published manuscripts become the permanent property of Occupational Safety and Health Research Institute, and must not be published elsewhere without written permission. All articles published in the Journal are protected by copyright, which covers the exclusive rights to reproduce and distribute the article, as well as translation rights. No part of this publication may be reproduced, stored in any retrieval system, or transmitted in any form or by any means, electronic, mechanical, by photocopying, recording, or otherwise, without prior written permission from Occupational Safety and Health Research Institute. All authors are to thoroughly read and sign SH@W's "Authorship Responsibility and Copyright Transfer" form and submit it with the manuscript or fax a copy to +82-32-5180-863. For the copyrights of the contributions published in SH@W, see Creative Commons (Attribution-Noncommercial) at <http://creativecommons.org>.

6. Manuscript Preparation and Format

All manuscripts must be in grammatically correct English with American spelling conventions and prepared in accordance with the "Uniform Requirement for Manuscripts Submitted to Biomedical Journals" updated in October 2008 (<http://www.icmje.org>). In addition to the Uniform Requirements, SH@W requires all authors to comply with all the reporting guidelines which have been developed by groups of experts to facilitate reporting of research studies or clinical trials (<http://www.equator-network.org/resource-centre/library-of-health-research-reporting/library/>).

The manuscripts should be created using MS Word. It must be double-spaced and written in an A4 page format. Do not leave a space between paragraphs. Only a single font (preferably Times New Roman) should be used in 11 point with margin of 2.5 cm. Latin origin words should not be italicized and all pages including the title page should be paginated consecutively. All numbers should be written in Arabic numerals throughout the manuscript except for the first word of the sentence. Texts should be justified on both sides and not hyphenated and headings should be in bold letters, aligned in the center. If possible, avoid using abbreviated words in the beginning of sentences.

6.1. Title page

The title page should include: 1) the title of the article (less than 50 words); 2) name of the authors (first name, middle initial, last name in capital) and institutional affiliation including name of department(s) and institution(s) of each author; 3) name, highest academic degree, full address (including the postal code) of the institutional affiliation, telephone and fax numbers, and email address of the corresponding author; 4) A running title, 50 characters or less including blank and; 5) any disclaimers.

6.2. Abstract and Keywords

An abstract and 3-5 relevant keywords (in alphabetical order) are required for the following article categories: Review Article, Original Article, and Case Report.

Abstracts should be no more than 250 words in length. Abstracts for Original Articles should be structured, with the section headings: Background, Methods, Results, Conclusion. Abstracts for Review Articles and Case Reports are unstructured in one single paragraph. But for Case Reports, it should include the significance and purpose of the case presentation, the diagnostic methods of the case, the key data, and brief comments and suggestions with regard to the case.

For selecting keywords, refer to the Index Medicus Medical Subject Headings (National Library of Medicine (US). MeSH [Internet]. Bethesda (MD): National Library of Medicine (US); 1954 [updated 2009, cited 2009 Nov 1]. Available from: <http://www.ncbi.nlm.nih.gov/mesh>).

6.3. Main Text

The text for Original Articles, for example, should include the following sections: Introduction, Materials and Methods, Results, and Discussion. The Introduction should be as concise as possible, without subheadings. The Methods section should be sufficiently detailed. Subheadings may be used to organize the Results and Discussion. Each section should begin on a new page.

Abbreviations

Where a term/definition is continually referred to (i.e. ≥ 3 times in the text), it is written in full when it first appears, followed by the subsequent abbreviation in parentheses (even if it was previously defined in the abstract); thereafter, the abbreviation is used.

Gene nomenclature

Current standard international nomenclature for genes should be adhered to. Genes should be typed in italic font and include the accession number. For human genes, use genetic notation and symbols approved by the HUGO Gene Nomenclature Committee (<http://www.genenames.org/>) or refer to PubMed (<http://www.ncbi.nlm.nih.gov/sites/entrez>).

Units

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. There should be a space between the numerals and the unit symbol. When indicating time, the 24 hour system is to be used.

Math formulae

Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnote

A footnote appears at the bottom of the first page of the article, and includes the received date of the manuscript, date of

acceptance for publication, and the e-mail address of the corresponding author. Any changed affiliation of authors should be noted.

6.4. Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.

6.5. Conflict of Interest

The corresponding author must inform the editor of any potential conflicts of interest that could influence the author's interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to pharmaceutical companies, political pressure from interest groups, and academically related issues. Conflict of interest statements will be published at the end of the text of the article, before the 'References' section. Please consult the COPE guidelines (<http://www.publicationethics.org/>) on conflict of interest. Even when there is no conflict of interest, it should also be stated. When the manuscript is accepted for publication, SH@W will decide whether the disclosure will be communicated in the published paper (after consulting with the corresponding author).

6.6. Acknowledgments

All persons who have made a significant contribution to the article but are not eligible for authors should be explicitly stated. Examples of persons that may be named in the acknowledgment include those who have provided purely technical help, writing assistance and general support. In case of writing assistance, the entity paid for the assistance must be disclosed. In addition to this, all sources of funding must also be stated. The authors are obliged to declare the study sponsors' roles in any part of preparing, conducting, writing, and submitting the manuscript. If there was no involvement from the study sponsors, the authors should state this.

6.7. References

Authors are responsible for the accuracy and completeness of their references and for correct text citation.

6.7.1. In the main text, tables and figure legends

- References should be identified non-superscript and Arabic numerals in squared brackets, in the order they appear in the text (Vancouver style), and be placed before punctuation.
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Do not cite abstracts unless they are the only available reference to an important concept.
- Uncompleted work or work that has not yet been accepted for publication (i.e., "unpublished observation", "personal communication") should not be cited as references.

Example

In Korea, the industrial revolution began in the 1970s, and the first occupational cancer was mesothelioma due to asbestos, reported in 1993 [5].

6.7.2. In the references list

- References should be limited to those cited in the text and listed in the order in which they appear in the text.
- References should include, in order, authors' surnames and initials, article title, abbreviated journal name, year, volume and inclusive page numbers. The last names and initials of all author names should be included. Abbreviations for journal names should conform to those used in MEDLINE.
- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.
- Those not shown in the below examples should be cited according to 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' and 'style of NLM (the National Library of Medicine, <http://www.ncbi.nlm.nih.gov/books/NBK7256/>)'.

Journal Articles

Author(s) – Family name and initials. Title of article. Title of journal – abbreviated Publication year, month, day (month & day only if available); volume:pages.

- Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol 2005;132:429-34.
- Kim EA, Lee HE, Kang SK. Occupational burden of cancer in Korea. Saf Health Work 2010;1:61-8.
- Shim JJ. Study on Blood-born Diseases of Healthcare Workers. OSH Res Brief 2009;19:36-43. [in Korean].
- Polgreen PM, Diekema DJ, Vandenberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerdtz N, Ross A, Katz L, Herwaldt LA. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol [Internet]. 2006 [cited 2007 Jan 5];27:34-7. Available from: <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf>

Books

Author(s) – Family name and initials, Multiple authors separated by a comma. Title of book. Edition of book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication. Pages.

- Belitz HD, Grosch W, Schieberle P. Food chemistry. 3rd rev. ed. Burghagen MM, translator. Berlin: Springer; 2004. 1070 p.
- Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; 2006. p. 447-86.
- Statistics on occupational injuries and illnesses, 2008. Gwacheon (Korea): Ministry of Employment and Labor (KR); 2009. 1093 p.

Reports

Author(s). Title of report. Place of publication: Publisher; Date of publication – year month if applicable. Report No.: (if applicable). Total number of pages if applicable eg. 24 p.

- Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001. Report No.: HETA2000-0139-2824. 24 p.
- Lee KO, Kim CO, Ryu BH, Lee SY, Jung KR, Lee EJ. Ideas for applying different inspection period varying with risk level hazardous machinery & equipment. Incheon (Korea): Occupational Safety and Health Research Institute; 2005. Report No.: OSHRI2005-96-568. 241 p. [in Korean].

Web Sites

Author(s). Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if available). Date of publication – year month day (supply year if month and day not available) [updated year month day; cited year month day]. Available from: web address.

- PeriStats [Internet]. White Plains (NY): March of Dimes Perinatal Data Center. 2007 [cited 2007 Feb 1]. Available from: <http://www.marchofdimes.com/peristats/>.

6.8. Tables and figures

The main text, tables, figures and images should be prepared in separate files. Figures and images that are drawn or photographed professionally should be sent as JPG or PPT files. When the manuscript is accepted to be published, the corresponding author may be asked to submit higher resolution figure files.

Tables should be simple, self-explanatory, and supplemental, and should not duplicate the text or figures. Each table must be on a separate page, not exceeding one page when printed and have a concise and informative title. The tables should be numbered with Arabic numerals in consecutive order. Each column should be appropriately headed with units in parentheses if numerical measures are given. All units of measurements and concentrations must be indicated. Footnotes should be indicated with superscript symbols in the following sequence; *, †, ‡, §, ||, ¶, **, ††, ‡‡.

Figures must be professionally prepared. Each figure must have a caption explaining the figure. Figures should also be numbered with Arabic numerals on the left bottom corner in consecutive order as they appear in the text (top to bottom, left to right) e.g., Fig. 1, Figs 1, 2, Figs 1-3. When tables and figures are mentioned together in the text, it should be mentioned in the parentheses as follows e.g. (Table 1; Fig. 1), (Tables 1, 2; Figs 1-3).

The preferred size of the images is 8 x 8 cm but 16.5 cm in width x 8 cm in length is also acceptable. Authors will not be charged for color photographing expenses. It is authors' full responsibility to submit images of sufficient quality for accurate reproduction and to approve the final color galley proof. All images must be correctly exposed, sharply focused and prepared in files of 500 dpi or more. SH@W will not take responsibility for the quality of the images that appear in the journal. The images should be numbered with Arabic numerals consecutively in figure legends. The images must not be interfered and must be clearly seen. The legend for each

light microscopic image should include name of the stain and magnification. Electron microscopic images should contain an internal scale marker. All images may be altered in size by the editor. Legends for images should be typewritten with maximum of 40 words. Separate sheet for each legend is not necessary. The legends should briefly describe the data shown, explain abbreviations or reference points, and identify all units, mathematical expressions, abscissas, ordinates, and symbols.

7. Page Proofs

The corresponding author will be provided with galley proofs for correcting the manuscript. Before publication, corresponding authors will receive a PDF file of the typeset pages for copyediting. SH@W recommends authors to keep the corrections to a minimum. The modifications made to the page proofs should be sent to SH@W Editorial Office via email or fax within

2 working days. The Editorial Office may contact the corresponding author regarding the modifications made to the page proof. If the corresponding author fails to submit the page proof within 2 working days, the manuscript may be rescheduled to be published in the subsequent issue.

8. Reprints

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