

## Guide for Authors

- Policy :** The policy of the Journal of UOEH is that: 1) manuscripts submitted not only by the staff belonging to UOEH, but also by educators as well as research workers from inside and outside Japan will be accepted, 2) a high scientific level as a journal of health sciences be maintained, and that 3) although the journal focuses mainly on the occupational and environmental health sciences, articles in other fields of medicine and the humanities will also be accepted.
- Ethics :** Experimental investigations of human subjects should conform to the Code of Ethics of the World Medical Association (Declaration of Helsinki). In the case of animal studies, authors are obliged to follow the Regulations on Animal Experimentation of UOEH approved in 2007, and/or internationally accepted principles concerning the care and use of laboratory animals.
- Conflict of Interest :** Authors must disclose any financial or personal relationships that may pose conflict of interest. All disclosures should be inserted by the authors under the heading "Conflict of Interest", which should be placed in a separate section before the reference list. If no conflict of interest is declared, then "None" should be inserted in this section.
- General :** The Journal will publish, either in Japanese or in English, original research papers, case reports, research notes, technical notes, reviews, *etc.*, by members of the University of Occupational and Environmental Health, Japan. Invited papers from other sources may also be published. However, no papers which have already appeared or have been submitted for publication elsewhere will be accepted.
- Except for invited papers or paid papers, each article should not exceed 10 printed pages, including tables and figures.
- Manuscript :** The manuscript will be printed in order of: title; author's name(s); affiliation(s) and address(es); abstract (not exceeding 250 words); keywords (no more than 5 phrases); text; (acknowledgement); and references.
- Manuscripts should be typewritten in double spacing throughout, including tables, legends, footnotes, list of references, *etc.*, on one side of A4 size paper in the usual vertical position.
- Each line should be composed of approximately 80 typewriting strokes, including spaces, and each sheet of manuscript should be comprised of 20 lines.
- Thus, two such consecutive sheets will become equivalent to one printed page in the Journal.
- Style and Format :** Authors are requested to pay particular attention to the style and format of those published articles in a recent issue of the Journal.
- The editors reserve the right to make minor changes or modifications, if necessary, in style and expression without the author's permission.
- Abbreviations and Symbols :** Except for standard abbreviations or symbols, such as mg/m<sup>3</sup> or NaCl, nonstandard abbreviations must be accompanied by the full spellings when they first appear in the text.
- Only the metric system may be used in quantitative expressions.
- Footnotes :** In general, footnotes are preferably avoided in the text except for the first printed page (the second sheet of the manuscript), where change of affiliation or address, address of the corresponding author, source of research grant, *etc.*, may be placed.
- Tables and Figures :** In tables, neither vertical nor oblique lines should be used. Submit original drawings or well-contrasted photographs suitable for reproduction. All tables and illustrations should be prepared on separate sheets. In addition, all legends should be typewritten together on one sheet.
- Indicate the place of each table and illustration to be inserted in the margin of the manuscript. The original drawings or photographs for illustrations will not be sent back to the author(s) unless otherwise notified.

References : References must be cited in the text by Arabic numerals in square brackets, e.g. [7] or [11-13, 17], and listed at the end of the paper in consecutive numerical order. Once a reference is cited, all subsequent citations must be to the original number. All references must be cited in the text or tables. Unpublished data and personal communication may not be listed as references. The citation “in press” will be acceptable. The following styles are to be used in this Journal:

Papers in Periodicals – No. Surname Initials (Year) : Full title. Journal Volume (issue, when necessary) : first page – last page

Papers in Books – No. Surname Initials (Year) : Title of the paper. *In:* Title of the Book. (Editor’s surname (s) Initials , *ed* ). Publisher, Place pp page – page cited

Books – No. Surname Initials (Year) : Full Title, Edition. Publisher, Place pages

For multiple authorship, the symbol “&” should be inserted between the last two authors, instead of “and, et, und, or y,” regardless of the language used. For multiple authorship, list the names of all authors up to 10; when 11 or more, list the first 3 authors followed by *et al* (Year).

Galley Proof : Only the first proof will be sent to the author. A carefully corrected proof should be returned to the Editor-in-Chief within 3 days.

Reprints : Unless otherwise notified, 100 prints (without cover) of each paper will be sent free of charge to the first author. Additional reprints without cover will be made at the expense of the authors.

Submission of the Manuscripts : Three copies of the entire manuscript should also be submitted along with the original.

For editorial purposes, another separate sheet should also be attached to the manuscript. On this sheet the following items should be listed by authors:

- 1) Author’s name
- 2) Full mailing address where the galley proof and reprints should be sent
- 3) Full title of the article
- 4) Shortened title for use of running head (not exceeding 60 letters)
- 5) Date of submission of the manuscript
- 6) Total number of tables and/or illustrations
- 7) Total number of pages in the manuscript
- 8) Desired number of reprints
- 9) Any special notes or comments

All editorial correspondence and manuscripts should be addressed to the Editor-in-Chief

Dr. Masumi INOUE  
 Editorial Office of the Journal of UOEH  
 University of Occupational and Environmental Health, Japan.  
 Yahatanishi-ku, Kitakyushu 807-8555, Japan  
 Telephone & Fax: +81-93-691-7291  
 E-mail: j-uoe@inbox.med.uoeh-u.ac.jp