

# Instructions for Authors

## 1. Submission of Manuscripts

INDUSTRIAL HEALTH publishes original articles, review articles, short communications, case reports, field reports, and country reports describing scientific research in the fields of occupational health and safety. Case Reports should describe a single case or small series of experiences that is relevant to occupational health and safety. Field Reports should show research findings related to occupational health and safety in worksites. Country Reports should cover the status of occupational health and safety in any given country, city, or geographic area. The journal also accepts letters to the editor, book reviews, research strategy reports, etc. All manuscripts must be written in English and be submitted solely to this journal. No page charges will be levied against authors, except for color charges noted below.

To expedite the review process, authors are encouraged to submit their manuscripts to: <http://mc.manuscriptcentral.com/indhealth>. Do NOT send your manuscript by e-mail. Receipt of all manuscripts will be acknowledged. A manuscript identification number will be assigned. Please use this number for all correspondence with the journal.

## 2. Arrangement and Style of Manuscripts

Manuscripts should be double-spaced A4 size (ca. 21 cm × 29 cm) with wide margins throughout. Number all pages beginning with the title page. Manuscripts should be arranged in the following order:

**Title page** containing the article type (review, original, etc.); complete title of the article; names, affiliations and addresses of all authors; mailing address, telephone number, fax number and e-mail address for correspondence; and a short running title of no more than 55 characters including spaces. Use full capitalization in the author's family name and running title. Use initial capitalization except for articles, prepositions and conjunctions in all other places.

**Abstract** (unstructured) should precede the text and not exceed 200 words.

**Key words** should be supplied as five to eight words that will adequately index the subject matter must be shown after the abstract.

**Text** should generally be subdivided into INTRODUCTION, SUBJECTS AND METHODS, RESULTS, DISCUSSION and REFERENCES. But variations may be acceptable if useful. Use the following units and common abbreviations: km, m, cm, mm,  $\mu\text{m}$ ,  $\text{\AA}$ , nm, kg, g, mg,  $\mu\text{g}$ , l (liter), ml (milliliter),  $\mu\text{l}$  (microliter), kV, eV, yr (year), wk (week), d (day), h (hour), min (minute), s (second), ms (millisecond),  $\mu\text{s}$  (microsecond), ppm (parts per million),  $^{\circ}\text{C}$  (centigrade), SD (standard deviation), SE (standard error), CV (coefficient of variation), po (per os), sc (subcutaneous), ip (intraperitoneal), and iv (intravenous). In the right margin of the manuscript, indicate the approximate location where tables and figures are to be inserted.

**Tables** should be placed on separate pages and numbered in the order they appear in the text using Arabic numerals (e.g., Table 3). Each table should be comprehensible without reference to the text. A table title written in small letters except the first letter should be included above each table.

**Figures** (illustrations and photographs) should be prepared on separate pages and numbered with Arabic numerals (e.g., Fig. 3). All figure titles and legends should be typed together on a separate sheet. Artwork and photographs should be camera ready for direct photoreproduction. Color figures can be printed at the authors' expense.

**References** should be cited in the manuscript by superscript Arabic numerals in right parenthesis (e.g., <sup>1</sup>, <sup>2,3</sup> or <sup>3-5</sup>) and numbered in order of

citation. As exemplified below, **Journal references** should show names of all authors cited, year of publication, title of article, name of journal, volume number, and pages. Journal abbreviations should follow Index Medicus. **Book references** should include names of authors or editors, year of publication, title, edition (if other than first), page(s), publisher, and place of publication. **Electronic Source Materials** should indicate title of materials/work, a uniform resource locator (URL), and date accessed.

- 1) Ono-Ogasawara M, Furuse M, Matsumura Y, Yokota K (1992) Determination of diborane by adsorption sampling using modified silica gel and the chromatographic acid-HPLC method. *Ind Health* **30**, 35–45.
- 2) McIlwain H, Bachelard HS (1971) *Biochemistry and the central nervous system*, 4th Ed., 171, Churchill Livingstone, Edinburgh.
- 3) Burrell R (1975) Immunology of occupational lung diseases. In: *Occupational lung diseases*, Morgan WKC and Seaton A (Eds.), 65–79, WB Saunders, Philadelphia.
- 4) Japan Ministry of Health, Labour and Welfare. Final Report of Monthly Labour Survey March 2006. <http://www.mhlw.go.jp/english/database/db-l/18/1803fr/mk1803re.html>. Accessed May 29, 2006.

**Short Communications** are not to exceed four printed pages, including figures, tables and references. One printed page is approximately equivalent to three double-spaced typewritten pages. It is advised that the manuscript is presented in a continuous style without subdivision and with no more than 3 figures and/or tables and no more than 15 references. The abstract should comprise less than 150 words. For other arrangements, follow the instructions for a full text as exemplified above.

**Letters to the Editor** are generally printed within one page and must not exceed two printed pages.

Further details on the preparation of manuscripts are set forth in the document “*Uniform Requirements of Manuscripts Submitted to Biomedical Journals*” prepared by the International Steering Committee of Medical Editors [see *N Engl J Med* (1991) 324, 424-8/*Br Med J* (1991) 302, 338-41].

## 3. Ethics

**Human studies** should conform with the Recommendations from the Declaration of Helsinki (1983). All manuscripts describing experiments on human subjects should include a statement that informed consent was obtained from each subject and the appropriately constituted ethics committees where the work was done, approved the experiments.

**Animal studies** should be conducted in accordance with the authors' institutional guidelines. All manuscripts describing experiments on animals should include a statement that the institutional review board on animal research approved the experiments.

## 4. Proofs and Free Reprints

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