THE ANNALS OF OCCUPATIONAL HYGIENE

Instructions for Authors

Material

1. *Annals of Occupational Hygiene* publishes material that significantly extends knowledge on any aspect of occupational health and hygiene. Further details are given in the Aims and Scope, near the start of each issue. The usual categories are Papers, Meeting Reports, and Letters to the Editor. Review Articles are normally specially commissioned, and authors should not submit a review without prior consultation with the Editor-in-Chief or North American Editor. Meeting Reports must convey scientific information of interest to the readership. Letters to the Editor may deal with any topic of interest to the readership, but are usually comments on items already published. Books and software may be submitted for independent review at the editor’s discretion.

Editorial policy

2. Quality. Papers and Review Articles (and sometimes other categories) are normally sent to two referees (reviewers), selected for expertise and having regard to the international nature of the journal. **Authors are invited to suggest the names and addresses of up to three independent referees when they submit a paper,** but these referees will not necessarily be used. After considering referees’ comments, the editor will inform the author whether or not the paper is acceptable, and what modifications, if any, are necessary. Referees’ anonymised comments will be transmitted to the author with the editor’s decision. That decision is final. Rejected manuscripts will not be returned to authors, but will be destroyed after three months. Minor editorial changes may be made to accepted material.

3. Speed. The editors’ target is to send a decision to the author within two months of receiving a paper.

Submission

4. Four copies of an initial submission are required, typewritten on one side of the paper, with double spacing and wide margins, and including Figures (see below). Pages must be numbered. As soon as a submission is accepted, authors will be asked for disks with the word-processed text and Figures — detailed instructions will be sent after refereeing.

5. Authors outside North America should send to the Editor-in-Chief, Dr Trevor Ogden, *The Annals of Occupational Hygiene*, BOHS, Georgian House, Great Northern Road, Derby DE1 1LT, U.K. Authors in North America should send to the North American Editor, Professor Stephen Rappaport, University of North Carolina School of Public Health, CB7400, Chapel Hill, NC 27599–740044, U.S.A

6. Originality. Only original work, not published elsewhere, should be submitted. If the findings have been published elsewhere in part, or if the submission is part of a closely-related series, this must be clearly stated and the submitted manuscript must be accompanied by a copy of the other publications (or by a copy of the other manuscripts if they are still under consideration).

7. Authorship and ethics. The corresponding author should be identified in the submission (include a fax number and email address if possible). Full postal addresses must be given for all co-authors. The preferred practice is that persons should only be named as authors if they have made significant intellectual contributions to the work, and other contributions may be recognised by acknowledgement at the end of the submission. We may request details of the role of each author in the work. A letter consenting to publication should be signed by all authors of a submission. If requested, authors must produce original data for inspection by the editor. Possible fraud may be referred to the authors’ institutions. The source of financial support for the work must be stated in the Acknowledgements, unless it is clear from the authors’ affiliations.

8. Language. Manuscripts must be in English. Authors should try to write in a way which is clear to all, including those whose first language is not English. British or American styles and spelling may be used, but should be used consistently, and words or phrases which might be unclear in other parts of the world should be avoided. Authors whose first language is not English should seek help from a native speaker or competent translator. The editors are sympathetic to their difficulties, but any extra work may result in delay in publication.
9. **Brevity.** The number of words in a paper must be shown on the title page or given in a covering letter. The best length of a paper depends on the subject matter, and we do not have a length limit, but a paper should be as brief as possible consistent with clarity. Referees often deal with brief papers faster, they are easier to fit into an early issue, and they are more likely to be read. If a work has very large amounts of data, authors should consider whether this should be issued in reports or on the World Wide Web, and summarised in the paper. (These background data should, however, be supplied to the Editors and referees, and must remain available to readers for at least five years.)

10. **Structure.** Papers should generally conform to the pattern: Introduction, Methods, Results, Discussion and Conclusions – consult a recent issue for style of headings. A paper must be prefaced by an abstract of the argument and findings, which may be arranged under the headings Objectives, Methods, Results, and Conclusions. Key-words should be given after the list of authors, to assist indexers.

11. **Units and symbols.** SI units should be used, though their equivalent in other systems may be given if convenient. Any Greek letters or special symbols should be identified in the margin the first time they appear on any page of the manuscript.

12. **Figures.** Good quality copies of figures, which include photographs, diagrams and charts, should be sent with the first submission, but the revised version, after refereeing, should be accompanied by originals in a form and of a quality suitable for reproduction. They should be about the size they are to be reproduced, with font size at least 6 point. They should be put on separate sheets at the end of the text, with author’s name and figure number on the back, and with the captions together on a separate sheet. Photographs should be unmounted and glossy. All figures should be black and white unless the first author is willing to pay for colour reproduction at standard Elsevier Science rates (available on request). Authors will be asked to submit an electronic version of the figures when they send the revised version of the paper. Detailed requirements will be sent with the referees’ comments, but are also given in the version of this paragraph on http://www.elsevier.com/locate/aocchyg/

13. **Tables.** Tables should be numbered consecutively and given a suitable caption, and each table typed on a separate sheet. Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters.

14. **References.** References should only be included which are essential to the development of an argument or hypothesis, or which describe methods for which the original account is too long to be reproduced. References in the text should be in the form Jones (1995), or Jones and Brown (1995), or Jones et al. (1995) if there are more than two authors. For example: Jones and Brown (1995) observed total breakdown of control...

or

Total breakdown of control has sometimes been observed (Jones and Brown, 1995)...

At the end of the paper, references should be listed in alphabetical order by name of first author, using the Vancouver Style of abbreviation and presentation. Examples are given below, and others can be found for example on http://www.windsor.igs.net/~nhodgins/uniform_requirements.html#References. ISBNs should be given for books and other publications where appropriate. Material unobtainable by readers should not be cited. Personal Communications, if essential, should be cited in the text in the form (Professor S.M. Rappaport, University of North Carolina). References will not be checked editorially, and their accuracy is the responsibility of authors.


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