SAFETY AND HEALTH AT WORK
Official peer-reviewed journal of Occupational Safety and Health Research Institute, Korea Occupational Safety and Health Agency

TABLE OF CONTENTS
- Description p.1
- Impact Factor p.1
- Abstracting and Indexing p.1
- Editorial Board p.1
- Guide for Authors p.4

DESCRIPTION
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.

IMPACT FACTOR
2019: 1.945 © Clarivate Analytics Journal Citation Reports 2020

ABSTRACTING AND INDEXING
Social Sciences Citation Index
Science Citation Index Expanded
Directory of Open Access Journals (DOAJ)
ScienceDirect
Scopus
Embase
PubMed Central

EDITORIAL BOARD
Editors in Chief
Seong-Kyu Kang, Gachon University Gil Medical Center, Incheon, Republic of Korea
Jae Chul Ko, Occupational Safety and Health Research Institute, Incheon, Republic of Korea
Associated Editors

Sei Jin Chang, Yonsei University, Seoul, Republic of Korea
Sergio Iavicoli, National Institute for Insurance against Accidents at Work, Rome, Italy
Eun-A Kim, Occupational Safety and Health Research Institute, Republic of Korea
Hyoung-Ryul Kim, Catholic University of Korea, Seoul, Republic of Korea
Tae-gu Kim, Inje University - Busan Campus, Gimhae, Republic of Korea
Yangho Kim, University of Ulsan College of Medicine, Songpa-gu, Republic of Korea
Donguk Park, Korea National Open University, Jongno-gu, Republic of Korea
Kyung Yong Rhee, Yonsei University, Seoul, Republic of Korea
Harri Vainio, Kuwait University, Kuwait, Kuwait
Chungsik Yoon, Seoul National University, Republic of Korea
Dong-Han Ham, Chonnam National University, Gwangju, Republic of Korea

Managing Editor

Myeong Jun Kim, Occupational Safety and Health Research Institute, Incheon, Republic of Korea

Statistical Editor

Young Sun Kim, Social Security Information Research Institute, Seoul, Republic of Korea

Editorial Board

Health and Safety Management and Policy

Andrew Curran, Health and Safety Laboratory, Buxton, United Kingdom
Yue-Liang Leon Guo, National Health Research Institutes, Zhunan, Taiwan
Duy Bao Nguyen, National Institute of Occupational and Environmental Health, Ha Noi, Viet Nam
Yasutaka Ogawa, National Institute of Occupational Safety and Health Japan, Kiyose, Tokyo, Japan
Stéphane Pimbert, National Institute of Research and Security, Vandoeuvre Les Nancy, France
Mary Ross, National Institute of Occupational Health, Johannesburg, South Africa
Isabel Rothe, Federal Institute for Occupational Safety and Health, Germany

Occupational Epidemiology

David C Bellinger, Harvard Medical School, Harvard School of Public Health, Boston, MA, USA
Geoffrey M. Calvert, National Institute for Occupational Safety and Health, Cincinnati, United States
How-Ran Guo, National Cheng Kung University, Tainan, Taiwan
Malcolm Sim, Monash University, Clayton, Australia
Ken Takahashi, Asbestos Diseases Research Institute, Rhodes, Australia
Tak Sun Ignatius Yu, The Chinese University of Hong Kong Department of Medicine and Therapeutics, Hong Kong, Hong Kong

Occupational Safety

W. Kent Anger, Oregon Health & Science University, Portland, OR, USA
Gi-Heung Choi, Hansung University, Seoul, Republic of Korea
Ren G Dong, National Institute for Occupational Safety and Health Respiratory Health Division, Morgantown, United States
HongWei Hsiao, National Institute for Occupational Safety and Health Respiratory Health Division, Morgantown, United States
Hyuck-myun Kwon, Yonsei University, Seoul, Republic of Korea
Setsuo Maeda, Kindai University, Osaka, Japan
Jukka Takala, Workplace Safety and Health Institute, Singapore, Singapore, Singapore

Ergonomics

Roberta Bonfiglioli, University of Bologna, Bologna, Italy
David Caple, David Caple and Associates Pty Ltd, Ivanhoe, Australia
Myung-Chul Jung, Ajou University, Suwon, Republic of Korea
Jhareswar Maiti, Indian Institute of Technology Kharagpur Department of Industrial and Systems Engineering, Kharagpur, India
Laura Punnett, University of Massachusetts Lowell, Lowell, MA, USA

Job Stress and Occupational Psychology

Giovanni Costa, University of Milan, Milan, Italy
Maureen Dollard, University of South Australia, Adelaide, Australia
Frida Marina Fischer, University of Sao Paulo, Sao Paulo, Brazil
Stavroula Leka, University of Nottingham, Nottingham, United Kingdom
Jian Li, University of Dusseldorf Institute of Occupational and Social Medicine , Germany
Manuel Parra, University of Santiago Chile, Santiago de Chile, Chile

Occupational Medicine

Naesinee Chaiear, Khon Kaen University, Nai Mueang, Thailand
GUIDE FOR AUTHORS

INTRODUCTION

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.

Submission of Manuscripts

The entire process of manuscript submission, peer-review, and resubmission to SH@W is done through the SH@W online system (https://www.evise.com/profile/api/navigate/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: shawedoffice@gmail.com.

Types of Articles

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

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.

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 background 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 cited 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 including Abstract, References, and Figure/Table Legends.

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.

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.

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.

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.

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.
BEFORE YOU BEGIN

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 journal operates a double blind review process in which 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.

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.

Ethical Considerations
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. (http://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.
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: Conception and design of the study, acquisition of data, or analysis and interpretation of data; Drafting of the article or revising it critically for important intellectual content, and; 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.

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: At least one of the authors is common to all reports (it is likely to be plagiarism if there are no common authors); The subject or study populations are same or similar; The methodology is typically identical or nearly so and; 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).

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 +82-52-703-0332. For the copyrights of the contributions published in SH@W, see Creative Commons (Attribution-Noncommercial) at http://creativecommons.org.

Authorship Agreement
Authorship agreement form is mandatory for all submissions. Download the form

Use of inclusive language
Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

Open access
Please visit our Open Access page for more information.
Researcher Academy is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

PREPARATION

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-healthresearch-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.

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.

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.


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.

**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.

**Conflict of Interest**

The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors 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).

**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.

**References**

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

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].

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/')

**Examples**

**Journal Articles**


**Books**


**Reports**


**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/.

**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 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.

Peer review
This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor’s decision is final. More information on types of peer review.

Double-blind review
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors’ names or affiliations.

Data references
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Research data
This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

Data linking
If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.
There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

**Mendeley Data**
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

**Data statement**
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

**AFTER ACCEPTANCE**

**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.

**Reprints**
Authors will receive 10 free offprints and a PDF file of their article. Additional reprints are available at a charge. If additional reprints are necessary, please contact Elsevier(Journal.kr@elsevier.com). Reprints normally take about 4 weeks after publication of the issue in which the item appears.

**Offprints**
The corresponding author will be notified and receive a link to the published version of the open access article on ScienceDirect. This link is in the form of an article DOI link which can be shared via email and social networks. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier’s Author Services.

© Copyright 2018 Elsevier | https://www.elsevier.com