SAFETY AND HEALTH AT WORK
SH@W is the official peer-reviewed journal of Occupational Safety and Health Research Institute, Korea Occupational Safety and Health Agency

AUTHOR INFORMATION PACK

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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.

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GUIDE FOR AUTHORS

INTRODUCTION

Safety and Health at Work (SH@W) is an international, peerreviewed, 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 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 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 excluding 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.

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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.

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**Research ethics**

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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.
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**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.

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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.

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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.


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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.

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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).

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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.

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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.

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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].

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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*
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Author(s). Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if applicable). 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/.

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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).

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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: 

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