

INSTRUCTION FOR AUTHORS

(Revised May 23, 2018)

1. About the journal

1.1. The Journal of Occupational Health (JOH) is published by the Japan Society for Occupational Health with the aim of publishing original contributions relevant to occupational and environmental health. The scope of the journal is broad, covering toxicology, ergonomics, psychosocial factors and other relevant health issues of workers, with special emphasis on the current developments in occupational health. The JOH also accepts various methodologies that are relevant to investigation of occupational and environmental health risk factors and exposures, such as large-scale epidemiological studies, human studies employing biological techniques and fundamental experiments on animals, and also welcomes submissions concerning occupational health practices and related issues. The JOH publishes original papers, systematic review articles, brief reports, case studies, field studies, and letters to the editor.

2. Policies

2.1. The Editorial Board decides whether a contribution will be sent for peer review, and if so, it will consider the peer reviewers' reports and make the final decision to accept or reject the manuscript for publication. The Editorial Board reserves the final right to decide the section (manuscript type) in which the paper will be published if it is found to be acceptable for publication.

2.2. Submission of a manuscript to the JOH implies that it has not been published elsewhere, that it does not duplicate material already published in any language elsewhere, and that it is not in submission elsewhere.

2.3. Embargo policy
Accepted manuscripts are embargoed until they appear online at JOH-in-press (<https://www.jstage.jst.go.jp/browse/joh>). No information in accepted manuscripts can be communicated to the media prior to lifting of the embargo.

2.4. Authorship

All authors listed in the manuscript must meet the following criteria of contribution described by "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/icmje-recommendations.pdf>).

- 1) Substantial contributions to the conception or design of the research or the acquisition and analysis of data
- 2) Drafting the work or revising it critically for important intellectual content
- 3) Final approval of the version to be published
- 4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Each author will be required to submit an authorship confirmation form at the time of

submission.

Contributors who do not meet the criteria above should not be listed as authors. Guest or honorary authorship is not permitted.

2.5. ORCID (Open Researcher and Contributor ID)

JOH supports the use of ORCID, which is a unique and persistent identifier that distinguishes you from every other researcher.

For the manuscripts submitted on or after January 1, 2018, the submitting authors are required to provide an ORCID iD at the time of submission. Upon acceptance of a manuscript, the author's iDs will be deposited to Crossref to enable authors to link their unique identify with their research work and displayed in the Journal's website.

3. Ethical issues

3.1. Clinical research included in articles which reports on human subjects should follow the principles outlined in the Declaration of Helsinki, and that the research had been approved by the relevant institutional or national review board prior to the initiation of the study. If no approval from any review board was required, that must be explicitly stated in the manuscript. The members of the Japan Society of Occupational Health (JSOH) may apply to the Review Board of JSOH for internal review if the review board is not available at their institution prior to conducting the research.

3.2. Articles reporting on research on human subjects must obtain the informed consent from the patients. Any data or information such as patient names, initials, hospital patient identification codes (patient ID), specific dates, or any other information which may identify patients must not be presented anywhere in the manuscript including the figures and tables.

3.3. Animal experiments are expected to be performed in accordance with Guidelines for Animal Experiments established at each institution.

4. Manuscript categories

The following types of contributions will be considered for publication.

- 4.1. *Reviews*: Review, evaluation or commentary of a number of research reports on a specific theme.
- 4.2. *Originals*: Articles with new findings and original research results, research methodologies, research materials and interpretations of the authors' own or of other research results and articles of a similar nature.
- 4.3. *Brief Reports*: Articles with limited but original data and having the same format as originals.
- 4.4. *Case Studies*: Reports on cases of interest in the field of occupational health and/or cases concerning improvement in working conditions or environment.
- 4.5. *Field Studies*: Reports on investigation into the status of occupational health in workplaces with relevant data. International issues can be published as articles under the heading of "Occupational Health/Safety in the World."
- 4.6. *Opinion/Recommendation*: Short articles are conveying authors' own opinions or comments on various aspects of occupational health. Scientific based recommendation can be published

from scientific committees as articles under the heading of "Recommendation".

- 4.7. *Letters to the Editor*: Letters to the Editor on material published in the JOH are welcome. The length must not exceed 600 words, only one table or figure is permitted, and there should be no more than five references. When appropriate, the journal may invite replies.
5. Copyright
 - 5.1 JOH is an Open Access article distributed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. (<https://creativecommons.org/licenses/by-nc-sa/4.0/>).
 - 5.2 Authors retain ownership of the copyright for their article. However, anyone may download, reuse, copy, reprint, distribute, or modify articles published in the JOH for not-for-profit purposes, if they cite the original authors and source properly. If anyone remix, transform, or build upon the material, the user must distribute their contributions under the same license. For for-profit or commercial use, please contact the author to obtain permission.
6. Manuscript format and style

Manuscripts should be prepared in the following manner. Submissions that do not conform to the instructions will be returned unread. The Editorial Office holds the right not to publish an article at any stage of the submission, review, and copyediting if the manuscript does not follow the required format and style.

 - 6.1. Manuscripts should be written in English. Non-native English authors are encouraged to seek the assistance of an English-proficient colleague or commercial English editing services before submission of manuscripts to the journal.
 - 6.2. Manuscripts should be typed in 12-point type with margins of 2.5 centimeters on A4 (ca. 22×28 cm) paper. Double spacing should be used throughout, and the right margin should be unjustified.
 - 6.3. All papers should be organized to include the following: a title page, abstract, text, acknowledgments, references, figure legends, tables and figures. Each of the elements should begin on a separate page.
 - 6.4. Pages should be numbered consecutively, beginning with the abstract. Line numbers should be put in the left margin of each page of the text.
 - 6.5. Title page. The title page should include the following: a concise and descriptive title, name of each author, departmental and institutional affiliation of each author, the telephone and fax numbers as well as the e-mail address of the corresponding author, type of contribution, running head (not more than 60 letters including spaces), the number of words in the abstract and the text and the number of tables and figures.
 - 6.6. Abstract. For all submissions except Letters to the Editor, structured abstracts should not exceed 250 words and should normally be organized under the following headings: Objectives, Methods, Results, and Conclusions. Abstracts are necessary for Opinions; however, abstracts for Opinions can be unstructured if appropriate.
 - 6.7. Word count. Originals and Field Studies should be limited to 4,000 words, and Reviews should be limited to 6,000 words, excluding the abstract, acknowledgments, references, tables and figure legends. Brief Reports should not exceed 3,000 words and should contain no more than a total of 2 short tables or figures.
 - 6.8. Format. Originals should generally use the following format: Introduction, Subjects (or Materials) and Methods, Results, and Discussion. Subheadings are paragraph titles should be used whenever possible. Brief Reports and Case Studies should be limited to four printed pages (normally, 800-1,000 words (text base) per page) including references, tables and figures.
 - 6.9. Key words. For all submissions, give a list of not more than 6 key words in alphabetical order. The authors are recommended to refer to Medical Subject Headings (MeSH) selected from main headings listed in Medical Subject Headings in Index Medicus, published by the National Library of Medicine (<http://www.nlm.nih.gov/mesh/MBrowser.html>). Key words will be placed after the abstract for Reviews, Originals, Brief Reports, Case Studies and Field Studies.
 - 6.10. Tables and figures. Tables and figures should be of adequate quality to withstand reduction in size. Each table and figure should be submitted on a separate A4 sheet. Their locations in the text should be indicated in the right margin of the text. Only 6 or fewer tables and figures are permitted in total. Each table and figure should constitute a single unit of communications; that is, it should be completely informative in itself without reading the body of the text.

Instructions for Tables

 - Formatting: Do not use vertical lines.
 - Fonts: Regular fonts only. Do not use bold fonts.

Odds Ratio and Hazard Ratio

 - Confidential interval for the odds ratio and hazard ratio should be reported.
 - Give 2 significant digits for odds ratio.

p-value

 - Include 3 digits after the decimal of precision (eg, $p < .001$).
 - Do not include the zero before the decimal point except for the values exceeding 1.0.
 - The letter "p" must be in lowercase and italicized, and place a hyphen "-" between "p" and "value". Example: *p*-value
 - 6.11. Units and symbols. The following units and symbols should be used for quantities and measurements: km, m, cm, mm, μ m, nm, Å; kg, g, mg, μ g; l, ml, μ l; The following abbreviations can be used after a slash (/): yr (year), mo (month), wk (week), h (hour), min (minute), s (sec), ms (millisecond), μ s.
 - 6.12. References. The style of references should follow the Read the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (Vancouver Style) (<http://www.icmje.org/>). Please refer to the examples of references listed at the end of these instructions. List all authors when there are three or fewer; when there are four or more authors, list the first three authors, followed by "et al." References should be numbered according to the order in which they appear in the text and should be listed at the end of the text.

References should be limited to 40 in Originals, Field Studies, and Opinions. For Brief Reports and Case Studies, the number of references should not exceed 15. Please ensure that the references include the most current articles and information. Reference numbers should be indicated in the text with numbers followed by a closing parenthesis, e.g.,¹⁾,^{2,3)},¹⁻⁵⁾.

- 6.13. Supplementary material for a paper will be published in the electronic edition of this journal. Supplementary materials should be submitted in separate files. Please select the "Supplementary Material (for publication)" from the pull-down menu on the manuscript submission system at the time of submission.
 - Supplementary material may consist of large quantities of original data that relate to the paper, e.g., appendixes, additional tables and/or figures, etc.
 - Legends must be brief, self-sufficient explanations of the supplementary files.Supplementary material is to be numbered and referred to as Supplementary Fig. 1, Supplementary Table 1, etc.
After acceptance for publication, supplementary material will be published as received from the author in the online version only.

7. Charges

- 7.1. Manuscripts submitted on or after September 1, 2017.
Article processing charge (APC) of 60,000 yen (80,000 yen for non-members of JSOH) will be charged upon acceptance of manuscript for publication in JOH.
The APC must be paid via PayPal™ in Japanese yen (JPY). Instruction for the payment will be sent upon acceptance of the article for submission.
The payment is due within 14 days of acceptance of the article for publication. All manuscript will be withdrawn if the payment is not received by the due date.
In addition, if color figures are requested for the printed version, the authors are charged for the color-figure of 70,000 Japanese yen per page. The color figure(s) will appear in color in the online version free of charge to authors.
 - 7.2. Manuscripts submitted before September 1, 2017.
No charge will be imposed on the authors of papers comprising up to six printed pages. However, charges for papers comprising more than six pages will be levied on the authors at a rate of 10,000 yen per page. In addition, color figures will incur a charge of 70,000 Japanese yen per each page.
 - 7.3. Publication of Letters to the Editor will cost 10,000 JPY per Letter not withstanding membership. There are no charges for responses to Letters.
8. Submitting a manuscript
Manuscripts should be submitted online through the web site at <http://mc.manuscriptcentral.com/joccuphealth>. Authors can suggest preferred/non-preferred reviewers for their manuscript, but the editors are not obliged to use/not to use author suggested reviewers. In the JOH editorial process, six

field editors and their associate editors will handle submitted papers according to their relevant areas of expertise. Please choose 2 appropriate fields in the order you prefer, as this will help ensure a prompt and efficient editorial process. The editorial board may allocate papers to fields other than those chosen by the authors when appropriate, but authors should endeavor to select the appropriate fields. Selection of inappropriate fields will delay the editorial process.

Six fields and the areas they cover in the JOH

Toxicology

Toxicology in chemical substances including experimental and epidemiological studies, exposure assessment and biological monitoring in working conditions or environment.

Ergonomics

Musculoskeletal disorders, fatigue and other health risks related to workstation design and working conditions; physical environment and safety in the workplace.

Mental health/psychosocial factors

Factors associated with the mental health of workers; psychosocial factors at work and health outcomes.

Occupational health practice/Occupational health practitioner

Role and activities of occupational health practitioners; regulations related to occupational health practice.

Health promotion

Factors that contribute to many health and safety problems among workers, measures for protection and health promotion of the health of workers.

Epidemiology

Large-scale epidemiological studies, trends of health problems in workers, international surveys, studies utilizing risk factors beyond the workplace such as socio-economic factors and specific epidemiological methodologies.

9. Accepted manuscripts

- 9.1. Research articles accepted for publication in the JOH will appear initially as author-supplied unedited files online in the JOH-in-Press section on the J-STAGE website (<https://www.jstage.jst.go.jp/browse/joh>) shortly after acceptance. The article will be citable using a DOI (Digital Object Identifier) code. The date the articles was included on the website will be considered the publication date. Any substantive changes at this stage will require an erratum to be published. Articles will be published in the print version in order of acceptance as journal space permits.
- 9.2. Copyediting
Accepted manuscripts will undergo copyediting. The authors of the accepted manuscript are asked to make appropriate changes requested by the Editorial Office. The authors will be asked to submit the corrected manuscript to the Editorial Office as a Microsoft Word file (s).
- 9.3. Page proofs will be made available once to the submitting author.
- 9.4. Offprints
 - *The manuscripts submitted by December 31, 2017*
The submitting author will receive fifty free offprints from the journal.
 - *The manuscripts submitted on or after January 1, 2018*
Offprints can be ordered upon acceptance of

your manuscript.

Accepted manuscripts can also be accessed from the journal's page on the J-Stage website free of charge. Authors can download the PDFs of their accepted articles and send them to colleagues for noncommercial use.

10. Conflict of Interest (COI)

Conflict of Interest and Sources of Funding Authors must state explicitly whether potential conflicts of interest (COI) exists or not. This includes, but not limited to, agreements for research support (including research funding and provision of equipment or materials), honoraria (such as lecture fees), consulting, employment, promotional fees, advisory role, stock ownership, patent/licensing fees and any other financial, institutional or personal relationships with biotechnology manufacturers, a pharmaceutical companies, or other commercial organizations that has any interest in the subject matter, materials, or process (es) discussed in the manuscript. Any possible COI related to the study presented in the manuscript must be disclosed in the title page, with the heading "Conflicts of Interest" by using the following examples for each author:

"A (author name) received honoraria from Z (entity name); B serves as a consultant to Y; C is an employee of Company X."

If the manuscript is accepted for publication, the disclosures will be published as they appear in this section. If there are no COIs, the authors should state "The authors declare that there are no conflicts of interest" in the title page.

All sources of funding, from entities such as government or non-profit organizations, which are relevant to the study should be acknowledged in the title page with the heading "Sources of Funding" .

11. Editorial Office contact information

Questions regarding the instructions for authors should be addressed to the journal office via e-mail (joh@kyorin.co.jp).

Examples of references

The examples follow the format of the Uniform Requirements of Manuscripts Submitted to Biomedical Journals.

Journal article

Each reference should be written in the following order: names of authors, title, name of journal, year of publication (Gregorian)

- 1) Hosoda Y, Hiraga Y, Sasagawa S. Railways and asbestos in Japan (1928-1987) —Epidemiology of pleural plaques, malignancies and pneumoconioses—. *J Occup Health* 2008; 50 (2): 297-307.
- 2) Tomioka K, Sakae K, Yasuda J. Low back load reduction using mechanical lift during transfer of patients—A validation study designed to the acquired skill for caregivers—. *Sangyo Eiseigaku Zasshi* 2008; 50 (1): 103-110 (in Japanese).

Journal article with digital object identifier (article not yet in print)

- 3) Choi WJ, Cho SI, Han SH. A Case-crossover Study of Transient Risk Factors for Occupational Traumatic Hand Injuries in Incheon, Korea. *J Occup Health* [published online ahead of print December 16, 2011]. (doi: 10.1539/joh.11-0101-FS).

Article in an online-only journal that accounts for the lack of a page range

- 4) Azagba S, Sharaf MF. The association between workplace smoking bans and self-perceived, work-related stress among smoking workers. *BMC Public Health* 2012, 12: 123. (doi: 10.1186/1471-2458-12-123).

Monograph

- 5) Chiyotani K. Silicosis. In: Miura T, Ikeda M, Osanai H et al, editors. *Modern hand book on industrial medicine*. Kawasaki (Japan): Institution for Labor Science; 1988. p. 723-726.
- 6) Rosenberg J. Effects of medications on biological levels of industrial chemicals. In: Fiserova-Bergerova V, Ogata M, editors. *Biological monitoring of exposure to industrial chemicals*. Cincinnati (OH): ACGIH; 1990. p. 159-162.

Online database or materials

- 7) International Council on Archives. ISAD (G): General International Standard Archival Description. [Online]. 1994 [cited 1997 Sept 2]; Available from: URL: <http://www.archives.ca/ica/isad.html>