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1. AIMS AND SCOPE

*The Journal of Occupational Health* (JOH) is the official English language open access journal of the Japan Society for Occupational Health with the aim of publishing original contributions relevant to occupational 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 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 articles, review articles, brief reports, case studies, field studies, opinions or recommendations, and letters to the editor.

**Six Fields and the Areas covered in the JOH**

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

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

C. Mental Health/Psychosocial Factors: Factors associated with the mental health of workers; psychosocial factors at work and health outcomes.

D. Occupational Health Practice/Occupational Health Practitioner: Role and activities of occupational health practitioners; regulations related to occupational health practice.

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

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

2. EDITORIAL POLICIES AND ETHICAL CONSIDERATIONS

**Peer Review and Acceptance**

The Editorial Board decides whether a contribution will be sent for peer review, and if so, 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 manuscript category in which the paper will be published if it is found to be acceptable for publication.

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.

Authorship

The journal follows the ICMJE definition of authorship, which indicates that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

Data Sharing and Data Accessibility

The journal encourages authors to share the data and other artefacts supporting the results in the paper by archiving it in an appropriate public repository. Authors should include a data accessibility statement, including a link to the repository they have used, in order that this statement can be published alongside their paper.

ORCID

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Publication Ethics

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Human Studies and Subjects

For manuscripts reporting medical studies that involve human participants, a statement identifying the ethics committee that approved the study and confirmation that the study conforms to recognized standards is required, for example: Declaration of Helsinki; US Federal Policy for the Protection of Human Subjects; or European Medicines Agency Guidelines for Good Clinical Practice.
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. It should also state clearly in the text that all persons gave their informed consent prior to their inclusion in the study.

Patient anonymity should be preserved. When detailed descriptions, photographs, or videos of faces or identifiable body parts are used that may allow identification, authors should obtain the individual’s free prior informed consent. Authors do not need to provide a copy of the consent form to the publisher; however, in signing the author license to publish, authors are required to confirm that consent has been obtained. Wiley has a standard patient consent form available for use. Where photographs are used they need to be cropped sufficiently to prevent human subjects being recognized; black eye bars should not be used as they do not sufficiently protect an individual’s identity.

**Animal Studies**

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

**Conflict of Interest**

The journal requires that all authors disclose any potential sources of conflict of interest. Any interest or relationship, financial or otherwise that might be perceived as influencing an author’s objectivity is considered a potential source of conflict of interest. These must be disclosed when directly relevant or directly related to the work that the authors describe in their manuscript. Potential sources of conflict of interest include, but are not limited to: patent or stock ownership, membership of a company board of directors, membership of an advisory board or committee for a company, and consultancy for or receipt of speaker’s fees from a company. The existence of a conflict of interest does not preclude publication. If the authors have no conflict of interest to declare, they must also state this at submission. It is the responsibility of the corresponding author to review this policy with all authors and collectively to disclose with the submission ALL pertinent commercial and other relationships.

The conflict of interest statement needs to be supplied and will be included as a part of the published paper in the Disclosure section using the following format.

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OR

*Authors declare no Conflict of Interests for this article.*

**Funding**

Authors should list all funding sources in the Acknowledgments section. Authors are responsible for the accuracy of their funder designation. If in doubt, please check the Open Funder Registry for the correct nomenclature: [https://www.crossref.org/services/funder-registry/](https://www.crossref.org/services/funder-registry/)
3. MANUSCRIPT CATEGORIES AND REQUIREMENTS

The following types of contributions will be considered for publication.

i. Original Article
Description: 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.
Word limit: 4,000 words maximum excluding abstract, acknowledgment, references, tables and figure legends.
Abstract: 250 words maximum, structured.
Keywords: 3-6 keywords.
References: 40 maximum.
Figures/Tables: 6 maximum.

ii. Review Article
Description: Review, evaluation or commentary of a number of research reports on a specific theme.
Word limit: 6,000 words maximum excluding abstract, acknowledgment, references, tables and figure legends.
Abstract: 250 words maximum, structured.
Keywords: 3-6 keywords.
References: No limit.
Figures/Tables: 6 maximum.

iii. Brief Report
Description: Articles with limited but original data and having the same format as Original Article.
Word limit: 3,000 words maximum excluding abstract, acknowledgment, references, tables and figure legends.
Abstract: 250 words maximum, structured.
Keywords: 3-6 keywords.
References: 15 maximum.
Figures/Tables: 2 maximum.

iv. Case Study
Description: Reports on cases of interest in the field of occupational health and/or cases concerning improvement in working conditions or environment.
Word limit: 4,000 words maximum excluding abstract, acknowledgment, references, tables and figure legends.
Abstract: 250 words maximum, structured.
Keywords: 3-6 keywords.
References: 15 maximum.
Figures/Tables: 6 maximum.
v. Field Study
Description: 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 and Safety in the World.”
Word limit: 4,000 words maximum excluding abstract, acknowledgment, references, tables and figure legends.
Abstract: 250 words maximum, structured.
Keywords: 3-6 keywords.
References: 40 maximum.
Figures/Tables: 6 maximum.

vi. Opinion
Description: Short articles conveying authors’ own opinions or comments on various aspects of occupational health.
Abstract: 250 words maximum, structured. Or can be unstructured if appropriate.
Keywords: 3-6 keywords.
References: 40 maximum.
Figures/Tables: 6 maximum.

vii. Recommendation
Description: Short articles conveying authors’ scientific based recommendation can be published from scientific committees as articles under the heading of “Recommendation.”
Abstract: 250 words maximum, structured. Or can be unstructured if appropriate.
Keywords: 3-6 keywords.
References: 40 maximum.
Figures/Tables: 6 maximum.

viii. Letter to the Editor
Description: Letters to the Editor on material published in the JOH are welcome. When appropriate, the journal may invite replies.
Word limit: 600 words maximum excluding references, table and figure legend.
Abstract: Not required.
Keywords: 3-6 keywords.
References: 5 maximum.
Figures/Tables: 1 maximum.
4. SUBMISSION

Authors should kindly note that submission implies that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium.

Once the submission materials have been prepared in accordance with the Author Guidelines, manuscripts should be submitted online at https://mc.manuscriptcentral.com/joccuphealth

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5. PREPARING THE SUBMISSION

Parts of the Manuscript

The manuscript should be submitted in separate files: main text file; figures.

Main Text File

The text file should be presented in the following order:

i. A short informative title containing the major key words. The title should not contain abbreviations (see Wiley's best practice SEO tips);
ii. The full names of the authors and a statement of author contributions, e.g. Author contributions: A.S. and K.J. conceived the ideas; K.J. and R.L.M. collected the data; R.L.M. and P.A.K. analysed the data; and A.S. and K.J. led the writing;
iii. The author’s institutional affiliations where the work was conducted, with a footnote for the author’s present address if different from where the work was conducted;
iv. Abstract and keywords;
v. Main text;
vi. Acknowledgments;
 vii. Disclosure;
 viii. References;
 ix. Tables (each table complete with title and footnotes);
 x. Figure legends;
 xi. Appendices (if relevant).

Figures and supporting information should be supplied as separate files.

Authorship

Please refer to the journal’s Authorship policy in the Editorial Policies and Ethical Considerations section for details on author listing eligibility.

Abstract
The Abstract should be structured using the following subheadings: Objectives, Methods, Results, and Conclusions.; it should not exceed 250 words.

Keywords
Please provide 3-6 keywords. Keywords should be taken from the list provided at submission in ScholarOne.

Main Text
Please refer to the section ‘3. MANUSCRIPT CATEGORIES AND REQUIREMENTS’ for details of the structure of the different article types.

Acknowledgments
Contributions from anyone who does not meet the criteria for authorship should be listed, with permission from the contributor, in an Acknowledgments section. Financial and material support should also be mentioned. Thanks to anonymous reviewers are not appropriate.

Disclosure
Authors must declare all information about ethics in this section using the phrase defined in 2. EDITORIAL POLICIES AND ETHICAL CONSIDERATIONS in this guideline.

- Approval of the research protocol (If not applicable, please write N/A.)
- Informed Consent (If not applicable, please write N/A.)
- Registry and the Registration No. of the study/trial (If not applicable, please write N/A.)
- Animal Studies (If not applicable, please write N/A.)
- Conflict of Interest (If not applicable, please write N/A.)

Submitting authors should ensure they liaise with all co-authors to confirm agreement with the final statement.

References
All references should be numbered consecutively in order of appearance and should be as complete as possible. In text citations should cite references in consecutive order using Arabic superscript numerals.

For more information about this reference style, please see the AMA Manual of Style.

Reference examples follow:

Journal article

Book

Please note that journal title abbreviations should conform to the practices of Chemical Abstracts.

Internet Document

Tables
Tables should be self-contained and complement, not duplicate, information contained in the text. They should be supplied as editable files, not pasted as images. Legends should be concise but comprehensive – the table, legend, and footnotes must be understandable without reference to the text. All abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

**Figure Legends**

Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

**Figures**

Although authors are encouraged to send the highest-quality figures possible, for peer-review purposes, a wide variety of formats, sizes, and resolutions are accepted.

Click here for the basic figure requirements for figures submitted with manuscripts for initial peer review, as well as the more detailed post-acceptance figure requirements.

**Color figures.** Figures submitted in color may be reproduced in color free of charge. Please note, however, that it is preferable that line figures (e.g. graphs and charts) are supplied in black and white so that they are legible if printed by a reader in black and white.

**Additional Files**

**Appendices**

Appendices will be published after the references. For submission they should be supplied as separate files but referred to in the text.

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To find out how to best promote an article, click here.

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*Author Guidelines updated on 5 November 2018*