

# Author Guidelines

## Sections

1. [Aims and Scope](#)
2. [Editorial Policies and Ethical Considerations](#)
3. [Manuscript Categories and Requirements](#)
4. [Submission](#)
5. [Preparing the Submission](#)
6. [Author Licensing](#)
7. [Publication Process After Acceptance](#)
8. [Post Publication](#)
9. [Editorial Office Contact Details](#)

## 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**

As part of the journal's commitment to supporting authors at every step of the publishing process, the journal requires the submitting author (only) to provide an ORCID iD when submitting a manuscript. This takes around 2 minutes to complete. [Find more information here](#).

### **Publication Ethics**

This journal is a member of the [Committee on Publication Ethics \(COPE\)](#). Note this journal uses iThenticate's CrossCheck software to detect instances of overlapping and similar text in submitted manuscripts. Read Wiley's Top 10 Publishing Ethics Tips for Authors [here](#). Wiley's Publication Ethics Guidelines can be found [here](#).

### **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.

*Author A.Y. (Initial) was supported by grants or donations from xxx etc., author A. Y has a leadership role in a private company, author B.Y and C.Y owns stock of xxx etc., and author D.Y has a patent for xxx. (If you have other potential Conflict of Interests, please list here by name) Author E.Y received devices from xxx. The funding for this study was provided by xxx. (When the funding source had no role in the design, practice or analysis of this study, please put the next sentence here): The funding source had no role in the design, practice or analysis of this study.*

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/>

### **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>**

Click here for more details on how to use [ScholarOne](#)

For help with submissions, please contact the editorial office: [JOH\\_editorialoffice@wiley.com](mailto:JOH_editorialoffice@wiley.com)

#### Data protection

By submitting a manuscript to or reviewing for this publication, your name, email address, and affiliation, and other contact details the publication might require, will be used for the regular operations of the publication, including, when necessary, sharing with the publisher (Wiley) and partners for production and publication. The publication and the publisher recognize the importance of protecting the personal information collected from users in the operation of these services, and have practices in place to ensure that steps are taken to maintain the security, integrity, and privacy of the personal data collected and processed. You can learn more at <https://authorservices.wiley.com/statements/data-protection-policy.html>.

#### 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*

1. King VM, Armstrong DM, Apps R, Trott JR. Numerical aspects of pontine, lateral reticular, and inferior olivary projections to two paravermal cortical zones of the cat cerebellum. *J Comp Neurol* 1998;390:537-551.

#### *Book*

2. Voet D, Voet JG. *Biochemistry*. New York: John Wiley & Sons; 1990.

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

#### *Internet Document*

9. American Cancer Society. Cancer Facts & Figures. <http://www.cancer.org/downloads/STT/CAFF2003PWSecured.pdf>. Published January 2003. Accessed March 3, 2003.

### **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.

#### **Supporting Information**

Supporting information is information that is not essential to the article, but provides greater depth and background. It is hosted online and appears without editing or typesetting. It may include tables, figures, videos, datasets, etc.

[Click here](#) for Wiley's FAQs on supporting information.

Note: if data, scripts, or other artefacts used to generate the analyses presented in the paper are available via a publicly available data repository, authors should include a reference to the location of the material within their paper.

#### **Wiley Author Resources**

**Manuscript Preparation Tips:** Wiley has a range of resources for authors preparing manuscripts for submission available [here](#). In particular, we encourage authors to consult Wiley's best practice tips on [Writing for Search Engine Optimization](#).

**Editing, Translation, and Formatting Support:** [Wiley Editing Services](#) can greatly improve the chances of a manuscript being accepted. Offering expert help in English language editing, translation, manuscript formatting, and figure preparation, Wiley Editing Services ensures that the manuscript is ready for submission.

## 6. AUTHOR LICENSING

JOH is an Open Access journal: authors of accepted papers pay an Article Publication Charge and their papers are published under Creative Commons license. With Creative Commons licenses, the author retains copyright and the public is allowed to reuse the content. The author grants Wiley a license to publish the article and identify as the original publisher.

**Open Access Fees:** Information on the Article Publication Charge for publishing in the journal is available [here](#).

If a paper is accepted for publication, the author identified as the formal corresponding author will receive an email prompting them to login to Author Services, where via the Wiley Author Licensing Service (WALS), they will be able to complete the license agreement on behalf of all authors on the paper.

To find out which Creative Commons Licenses are available for the journal, click [here](#). To learn more about Creative Commons Licenses and to preview terms and conditions of the agreements, please [click here](#). Note that certain funders mandate a particular type of CC license be used; to check this, please click [here](#).

## 7. PUBLICATION PROCESS AFTER ACCEPTANCE

### Accepted Article Received in Production

When an accepted article is received by Wiley's production team, the corresponding author will receive an email asking them to login or register with [Wiley Author Services](#). The author will be asked to sign a publication license at this point.

### Proofs

Once the paper is typeset, the author will receive an email notification with full instructions on how to provide proof corrections.

Please note that the author is responsible for all statements made in their work, including changes made during the editorial process – authors should check proofs carefully. Note that proofs should be returned within 48 hours from receipt of first proof.

### Early View

The journal offers rapid publication via Wiley's Early View service. [Early View](#) (Online Version of Record) articles are published on Wiley Online Library before inclusion in an issue. Note there may be a delay after corrections are received before the article appears online, as Editors also need to review proofs. Once the article is published on Early View, no further changes to the article are possible. The Early View article is fully citable and carries an online publication date and DOI for citations.

## 8. POST PUBLICATION

### Access and Sharing

When the article is published online:

- The author receives an email alert (if requested).
- The link to the published article can be shared through social media.

### Promoting the Article

To find out how to best promote an article, click [here](#).

### Measuring the Impact of an Article

Wiley also helps authors measure the impact of their research through specialist partnerships with [Kudos](#) and [Altmetric](#).

### **Offprints**

A minimum of 50 offprints will be provided upon request, at the author's expense. These paper offprints may be ordered online. Please visit <http://offprint.cosprinters.com/>, fill in the necessary details and ensure that you type information in all of the required fields. If you have queries about offprints please email [offprint@cosprinters.com](mailto:offprint@cosprinters.com).

### **9. EDITORIAL OFFICE CONTACT DETAILS**

[JOH\\_editorialoffice@wiley.com](mailto:JOH_editorialoffice@wiley.com)

*Author Guidelines updated on 5 November 2018*