

Instructions for contributors

Goals and content. The aim of the *Scandinavian Journal of Work, Environment & Health* is to promote research in the fields of occupational and environmental health and safety and to increase knowledge through the publication of original research articles, reviews and other information of high interest in occupational health and safety. Journal topics include the interactions between work and health, that is, subjects like occupational epidemiology, occupational health, occupational medicine, occupational hygiene and toxicology, occupational health services, work safety and ergonomics, and work organization. Areas of high relevance are musculoskeletal disorders, workhours, mental health, job stress, return to work, and intervention research, also studies related to economic evaluation and translational research (from the laboratory to practice).

General information. Papers are accepted on the understanding that they are contributed solely to the *Scandinavian Journal of Work, Environment & Health* and are subject to editorial revision. By submitting a manuscript, authors agree that the copyright for the manuscript is automatically transferred to the Journal at the time of its acceptance for publication. When possible, the editors will seek peer review with the names of the authors unknown to the reviewers. The editors cannot enter into correspondence about papers that are rejected as being unsuitable for publication, and their decision is final. All submitted papers should conform to the current update of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (www.icmje.org), which is often referred to as the Vancouver style.

Open access. The Journal offers a possibility for accepted articles to be published as open access papers. Open access articles are papers for which the author pays part of the editing and publication cost, and they can be read by anyone free of charge. The cost of an open access article is 300.00 per published page. Depending on length, the cost of an article ranges from 1500.00–2700.00. A 20% reduction is offered for subscribers of the Journal. The review process and criteria for acceptability of a paper are similar for regular and open access articles. Authors can choose the open access option upon submitting their paper.

Types of manuscripts.

Original full paper/communication. These articles should report original research studies that are relevant to occupational and environmental health in a way that is accessible to readers of the Journal. A concise writing style is encouraged. Therefore, the average length of an article should be about 3000 words. If necessary, longer articles will be acceptable as well. However, the Journal has a page charge for articles exceeding seven printed pages. **The Journal requires authors to follow a pertinent guideline from the current existing guidelines on the reporting of various study types (see table).** If a randomized controlled trial is reported, authors are required to submit the CONSORT checklist and flow-chart as an appendix to their manuscript. The Equator network of reporting guidelines provides a more extensive list of links and topics at www.equator-network.org. The Journal instructions provide further advice on format and layout of the manuscript.

Short communication. These articles report original data using a limited study question or a topic that can be reported concisely. The maximum length of a short communication is 1500 words and 2 tables or figures.

Systematic reviews. The Journal views systematic reviews as reports of reviews of the literature on specific questions relevant to occupational health and safety, and environmental health. Therefore, a systematic review is characterized by a well-defined question, concrete inclusion and exclusion criteria, a systematic search of the literature, and well-defined methods of synthesizing the results from individual studies. A meta-analysis is defined as a systematic review that includes a statistical pooling of the results of individual studies. **The Journal requires authors of systematic reviews on experimental studies to include the PRISMA checklist and flowchart as an appendix to their manuscript** (www.prisma-statement.org/index.htm). When a meta-analysis of observational studies is carried out, authors should use the PRISMA checklist when possible, and, when not possible, the MOOSE checklist should be used.

Cochrane systematic reviews. The Journal invites authors of reviews

that have been prepared under the aegis of the Cochrane Collaboration to submit their reviews. These studies will undergo a limited review process since they have already gone through a rigorous review process. Because Cochrane reviews are only published in electronic format in the Cochrane Library, publication in a journal format is sufficiently different to allow publication also in the *Scandinavian Journal of Work, Environment & Health*. However, the reporting quality of the manuscript will be checked and commented upon.

Other reviews. The Journal prefers systematic reviews whenever such a review can be performed. When a systematic review is not feasible, for example, when the topic is more theoretical, non-systematic or narrative reviews will also be considered. However, a search strategy and criteria for included studies will still be required.

Educational reviews. The Journal also invites authors to submit reviews of a specific approach to a problem in occupational or environmental health practice. This type of review can be a report of a guideline for occupational health professionals, a method for measuring exposure to a specific health hazard, or a preventive approach. We expect the author to use at least an introduction and methods section in addition to the main text. The statements made about the approach or the management of the occupational health problem should be evidence-based and supported by references to appropriate evidence from scientific research.

Table. Reporting guidelines

Name of guideline: topic of guideline

STROBE: Observational studies (1)
CONSORT: Randomized controlled trials (2, 3)
PRISMA: Systematic reviews and meta-analyses of intervention studies (4)
MOOSE: Systematic reviews and meta-analyses of observational studies (5)
TREND: Non-randomized evaluations of behavioral and public health interventions (6)
STARD: Diagnostic studies (7)
MIAME: Microarray studies (8)
COREQ: Qualitative studies (9)

1. Vandenberg JP, von EE, Altman DG, Gotzsche PC, Mulrow CD, Pocock SJ, et al. Strengthening the reporting of observational studies in epidemiology (STROBE): explanation and elaboration. *PLoS Med*. 2007;4(10):e297.
2. Altman DG, Schulz KF, Moher D, Egger M, Davidoff F, Elbourne D, et al. The revised CONSORT statement for reporting randomized trials: explanation and elaboration. *Ann Intern Med*. 2001;134(8):663–94.
3. Consort Group. Consolidated standards of reporting trials [Internet]. Consort Group [cited 2 June 2008]. Available from: www.consort-statement.org
4. Moher D, Liberati A, Tetzlaff J, Altman DG, The PRISMA Group. Preferred reporting items for systematic reviews and meta-analyses: The PRISMA Statement. *PLoS Med* 2009;6(7):e1000097.
5. Stroup DF, Berlin JA, Morton SC, Olkin I, Williamson GD, Rennie D, et al. Meta-analysis of observational studies in epidemiology: a proposal for reporting: meta-analysis of observational studies in epidemiology (MOOSE) group. *JAMA*. 2000;283(15):2008–12.
6. Des Jarlais DC, Lyles C, Crepaz N. Improving the reporting quality of non-randomized evaluations of behavioral and public health interventions: the TREND statement. *Am J Public Health*. 2004;94(3):361–6.
7. Bossuyt PM, Reitsma JB, Bruns DE, Gatsonis CA, Glasziou PP, Irwig LM, et al. Towards complete and accurate reporting of studies of diagnostic accuracy: the STARD initiative. *BMJ*. 2003;326(7379):41–4.
8. Brazma A, Hingamp P, Quackenbush J, Sherlock G, Spellman P, Stoeckert C, et al. Minimum information about a microarray experiment (MIAME)—toward standards for microarray data. *Nat Genet*. 2001;29(4):365–71.
9. Tong A, Sainsbury P, Craig J. Consolidated criteria for reporting qualitative research (COREQ): a 32-item checklist for interviews and focus groups. *Int J Qual Health Care*. 2007;19(6):349–57.

Discussion papers: Research or practical questions relevant to occupational and environmental health can be presented with a free format in a Discussion Paper. These papers can, for example, suggest a new research area; they can also suggest a new approach in research or prevention or treatment practice in occupational health. Typically, a discussion paper presents the practical implementation, or possibilities for the implementation, of research results. Although the format of presentation is more flexible than that of a review, the approach should still be critical and scientifically valid.

Preparation of manuscripts. Manuscripts should be in English and should be concise as possible without detracting from clarity. The abstract should be structured (maximum 250 words with the titles Objectives, Methods, Results and Conclusions). The acknowledgments should include credit for contributions that do not justify authorship, note of technical help, acknowledgment of financial and material support and disclosure of any relationships that may pose conflicts of interest (financial relationships with industry, affiliation with or involvement in an organization with a direct financial interest in the subject matter, etc). A list of the authors' contributions to the study (i.e., who did what) should be placed at the end of the article. A maximum of seven printed pages is recommended for original articles, and the cost of printing all pages in excess of seven will be charged to the author.

Arrangement. Manuscripts should be typewritten, double-spaced (including references and tables), with wide margins. They should normally be divided into cover page [title; names by which each author is known; academic degrees per author; authors' affiliations; address for correspondence and reprints (including e-mail address); and a running head of no more than 60 characters, along with the number of characters and words (not including tables or figure legends) and the number of tables and figures], abstract and key terms (no more than ten and none that are in the title), introduction, methods, results, discussion, and references. Possible acknowledgments should be placed between the discussion and the references, and any appendix should follow the references. English translations of non-English titles should be provided.

References. References should follow the style recommended by the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (see: Section IV.A.9.). They should be numbered consecutively in the order in which they are first mentioned in the text and identified in the text, tables, and legends by Arabic numerals in parentheses. Unpublished observations and personal communications cannot be used as references; they can, however, be mentioned in the text in parentheses. If a publication has six or fewer authors, all the authors are listed. If there are more than six, list the first six authors and add "et al".

Examples of typical reference entries:

1. Schneider T. Improving exposure assessment requires measurements and modeling [editorial]. *Scand J Work Environ Health*. 2002;28:367–70.
2. Ketola R, Toivonen R, Häkkinen M, Luukkonen R, Takala E-P, Viikari-Juntura E, et al. Effects of ergonomic intervention in work with video display units. *Scand J Work Environ Health*. 2002;28:18–24.
3. International Agency for Research on Cancer (IARC). Reevaluation of some organic chemicals, hydrazine and hydrogen peroxide. Lyon: IARC; 1997. IARC monographs on the evaluation of the carcinogenic risks of chemicals to humans, vol 71.
4. Deerasamee MS, Martin N, Sriplung H, Sontipong S, Sriamporn S, Srivatanatul P, et al. Cancer in Thailand; vol II (1992–1994). Lyon: International Agency for Research on Cancer (IARC). IARC technical report, no 34.
5. Miettinen OS. Theoretical epidemiology in evolution, 1972–2002. In: Nurminen M, editor. 30 years of epidemiology for the benefit of occupational health: proceedings of the symposium, Sven Hernberg

symposium. Helsinki: Finnish Institute of Occupational Health; 2002. p 25–9. People and work research reports, no 50.

For a more extensive list of examples see: www.nlm.nih.gov/bsd/uniform_requirements.html. In addition, Citing Medicine: the NLM Style Guide for Authors, Editors and Publishers (www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2) offers extensive coverage of how to cite references.

Tables. Tables should be typed separately, numbered consecutively in Arabic numerals, and accompanied by a title. They should be double-spaced and constructed to fit in one or two columns of the Journal. All tables should be self-explanatory and should supplement the text, not duplicate it. There should be no blank spaces; to avoid them, the following symbols should be used: – = magnitude nil, 0 or 0.0 = number less than half the unit employed, • = category not applicable, •• = data not available. The approximate location of the tables should be marked in the text.

Figures. Illustrative material should be considered as figures and should accompany the text as separate copy. All figures should be mentioned in the text and numbered consecutively in Arabic numerals. Figure legends should be listed together on a separate sheet. One complete set of original figures should accompany the manuscript. The figures should be professionally drawn and photographed or originals (minimum size 127 × 173 mm, maximum size 203 × 254 mm). Letters, numbers, and symbols should be clear and of sufficient size that, when reduced to fit the columns of a printed page, each item will still be legible. All figures should be of the same proportions (ie, drawn and lettered to the same scale). Figures should be in encapsulated PostScript (*.eps) or tagged image format (*.tif). Figures in other formats (eg, Word, PowerPoint) can be used as long as they can be converted to pdf format. Color figures will be accepted at the special request of the author, who will then be responsible for paying the extra expenses incurred.

Proofs. Authors will receive a pdf of their article for proofreading.

Reprints. Reprints can be ordered and must be paid for.

Theme issues and supplements. A group of papers focusing on a specific topic (ie, a series of 3 to 6 papers) can be published as a theme within a normal issue. When there is sufficient material, such papers can be published as a special issue or as a supplement of the Journal. Decisions regarding theme issues, special issues, and supplements, including their costs, are provided by the editor.

Submission of manuscripts. Manuscripts should be submitted electronically in a Word file by accessing "E-submission" on the Journal's homepage (www.sjweh.fi) or www.sjweh.fi/login.php. If there are any problems, consult the Journal's secretary, Johanna Parviainen (johanna.parviainen@ttl.fi).

In the accompanying letter, the author should include a (i) information on prior or duplicate publication or on submission elsewhere of any part of the work, (ii) financial or other relationships that might lead to a conflict of interest, (iii) a statement that the manuscript has been read by all authors, that the requirements for authorship have been met and that each author believes that the manuscript represents honest work, and (iv) any other information that may prove useful to the editor (e.g., the type of article that the manuscript represents).