

Journal of Health, Safety and Environment

Instructions for authors

Contributions to the following sections of the Journal are welcome:

- feature articles based on original research (range approximately 5,000 words)
- Health Safety and Environment (HSE) in brief articles (approx. 3,000 words)
- research reports (approx. 4,000 words)
- editorials (approx. 2,000 words)
- commentary articles (approx. 5,000 words)
- interviews
- letters to the editor
- conferences, seminars, and short courses
- book, video and software reviews.

All articles, research reports and editorials are submitted for expert peer-review by one or more subject specialists. In the case of feature articles, HSE in brief articles and research reports, authors and referees remain anonymous. In other forms of submission a review is conducted with author identity disclosure.

Single and multiple authors are responsible for the authenticity of their biographical information. As a rule where there are multiple authors the nominated contact author in charge of the process manages the vetting of final pdfs etc by co-authors so there is an agreed consensus by all authors. All authors are aware of publication as they are required to individually sign copyright assignments. All authors, whether individual or co-authors, receive a hard copy of the Journal containing their article.

It is the responsibility of employees of corporations, regulatory bodies, research centres and other organisations to comply with all relevant internal policies for approval to publish prior to submission. Where Editorials are submitted by the expert employee of a corporate any internal policy dictates requiring internal approval are discharged by the author. In the case of submitted papers, the author's place of work is part of the submitted biographical material published, but the author (not their employer) is responsible for content. It is reviewed anonymously, not as a corporate or government publication.

Journal practice is to retain copyright in any published material, however the Journal will agree in relation to interviews as follows:

"CCH Australia Limited retains author consent to publish and reproduce this Interview in full or part in the Journal of Health Safety or Environment or elsewhere. Copyright is vested in the author."

Journal practice with interviews is to submit questions by email to allow agreement as to exact wording and also compliance with any internal policies of the interviewee organisation. Interviews conclude:

'Views expressed in this interview are those of the interviewee as at ... in response to questions posed by the Journal on that date.'

Where to send your contribution

Manuscripts should preferably be submitted online (send to Ruth.Green@wolterskluwer.com).

Alternatively, manuscripts may be mailed to:

Ruth Green
C/- Carol Louw
The Managing Editor
Journal of Health, Safety and Environment
CCH Australia Limited GPO
Box 4072, Sydney NSW
2001, Australia

Contributions can be discussed with the Managing Editor via mobile number 0419 792 297 or email to Ruth.Green@wolterskluwer.com

Peer-review process

Feature articles, HSE in brief articles and Research reports are submitted for expert peer review with anonymity preserved in terms of authorship and reviewer. An independent evaluation is conducted on each manuscript by the Managing Editor and an external and appropriately qualified reviewer. The reviewer makes suggestions as to acceptance, revision or rejection of manuscripts. The Managing Editor may determine that further reviews are required to properly assess a paper.

In certain cases, specialist peer reviewers (such as statisticians) will be used, for example, to review study design features, conduct of the study, presentation of data, statistical analysis, or conclusions.

If the reviewer/s indicate that a manuscript should be revised, authors will be requested to revise the manuscript along the lines indicated by the referees. Generally the reviewer will re-review the manuscript after revision prior to final acceptance. Once revisions are completed and approved, the corresponding author is notified that an article has been accepted for publication.

Rejected manuscripts will not be returned to authors.

Commentary articles are likewise reviewed but with authorship disclosed but reviewer identity not.

Editorials, book reviews, interviews, and all other forms of submission are assessed for merit and relevance by the Managing Editor in consultation with a member of the Editorial Executive or Board.

Preparing manuscripts

Authors should note:

- All contributions must be original work;
Peer review prior to acceptance or rejection as disclosed in these Instructions precedes acceptance or rejection.
- Assignment of copyright to CCH Australia Limited will be requested on acceptance of articles.

What your contribution should contain

Feature and commentary articles

Feature and commentary articles should be arranged as follows:



- Title, also a shortened form of title;
- Author/s;
- Biographical details of author/s – details to include academic/professional qualifications and institutional affiliations;
A postal address, email address and telephone contact for correspondence;
- Disclaimer, if required. This is appropriate where a contribution reflects the personal views of the author/s and not those of their employer. Appropriate wording could be: “The views expressed in this article are those of the author and are not necessarily those of [insert employer]”;
- Conflict of interest statement per Journal policy;
- Attribution, if required. This is appropriate where the contribution is a reprint of a summary of a paper previously presented at a conference;
- Abstract – a concise summary of the content of the article. Length to be no more than 150 words;
- Keywords – no more than five to be provided;
- Text of article – an ideal but not mandatory length is up to 5,000 words;
- Articles should include an introduction, methods, results, discussion, conclusion, and references (in the approved format). This is a guide and not a mandatory heading list. Where websites are inserted an access date is required. The text may include statistical tables, figures, diagrams, and photographs;
- Acknowledgment – this should be brief and only acknowledge persons or agents who have made substantial contributions to the article. Authors are responsible for obtaining written permission from everyone acknowledged by name as readers may infer their endorsement of the data or conclusions;
- References should be included to substantiate assertions made in the text. (See also the “How your contribution should be submitted” section below).

HSE in brief articles

HSE in brief articles about current issues do not contain abstracts or keywords. Photographs or diagrams can, however, be included.

The goal of a brief is to engage Journal readers in a contemporary issue of interest. To this end it should contain:

- Statement of the issue;
- Short review of published literature, government sources or other relevant information;
- Action plan addressing the impacts of the issue;
- Implementation strategy in ideal scenario;
- Resulting outlook/discussion with focus on future management and realistic time frameworks.

The HSE in brief article should be arranged as follows:

- Title;
- Author/s;
- Biographical details of author/s (see notes on articles above);
- A postal address and an email address for correspondence;
- Disclaimer, if required (see notes on articles above);
- Conflict of interest statement per Journal policy;
- Attribution, if required (see notes on articles above);
- Text of article validating the subject choice relevance
- Acknowledgment (see notes on articles above); and
- References (see notes on articles above).



Research reports

Research reports should alert readers to current workplace health and safety research projects as a contribution to the dissemination of useful workplace health and safety information. All major researchers should be included. If the research project has been conducted as part of the requirements towards a university award for a bachelor degree (honours) or higher degree, notification from the academic supervisor (if not an author) should accompany the manuscript.

Reports should be arranged as follows:

- Title;
- Author/s;
- Brief biographical note supporting author's/s' academic or current employment status (see notes on articles above);
- A postal address and an email address for correspondence;
- Conflict of interest statement per Journal policy;
- Text of report –the report should outline a problem, ways in which the problem was investigated, and the findings of the project with their significance;
- References (see notes on major articles above).

Editorials

The Journal welcomes offers of editorials that are relevant to HSE. The best editorials are those focused on an issue of current interest that will stimulate thought and debate on the subject and interest in the journal.

Please contact the Managing Editor in advance if you are interested in contributing an editorial so that the subject can be agreed on. The following are guidelines only:

- Editorials are normally up to 2,000 words long and may include references;
- Editorials should be of interest to a large number of the Journal's readers and of current relevance;
- An editorial gives the writer the opportunity express his or her own views;
- A brief biographical note supporting author's/s' academic or current employment status (see notes on articles above);
- A postal address and an email address for correspondence.

Commentary articles

Commentary articles deal with subjects of pertinent interest in a more detailed and lengthier mode than an editorial. Commentary articles should be up to 5,000 words with detailed referencing. The same criteria apply as for major articles, but authors are disclosed on review while the reviewer identity remains anonymous.

Interviews

Interviews on a topic of current interest are not transcribed verbatim but form the basis of a discussion put together by the interviewer. Final form is subject to approval by the interviewee to retain the integrity of their views.

Journal practice with interviews is to submit questions by email to allow agreement as to exact wording and also compliance with any internal policies of the interviewee organisation. Interviews conclude:

“Views expressed in this interview are those of the interviewee as at ...2018 in response to



questions posed by the Journal.”

Letters to the Editor

The Managing Editor welcomes letters to the Journal. Comments on current issues related to HSE ensure interest for readers and can provide an extended perspective on the Journal’s objective. Where comment is made on an article published in the Journal, a copy will be forwarded to the author(s) of that article to give an opportunity of right of reply. Responses should be brief and should not exceed 1200 words.

Conferences, seminars and short courses

A selection of forthcoming HSE-related conferences, etc, is notified in the Journal. Details supplied for publication should include date, venue, contact details and a list of the main topics.

Book and software product reviews

The Journal welcomes suggestions on books, videos and software products suitable for review. Reviews should not exceed 1,500 words. Book reviews should include the name, address and telephone number of the publisher and supplier, date of publication, recommended retail price and ISBN/ISSN number. Software product reviews should include date and details of supplier.

How your contribution should be submitted

All manuscripts received are considered for publication. Authors should email their submission to the Managing Editor at Ruth.Green@wolterskluwer.com

Presentation

The title page should include:

- The title of the manuscript (see below for more information);
- The full names of all authors;
- Relevant academic/professional qualifications and institutional affiliations of all authors;
- The postal address, email address and telephone of the corresponding author. When there is joint authorship, it will be assumed that the first-named author is the corresponding author unless otherwise stated;
- A short title for use in running heads.
- Conflict of interest statement per Journal policy

Author detail will be removed when a major article is sent for (blind) peer review. Authors are asked to ensure that no clues as to their identity are given elsewhere in the manuscript. Do not refer to a paper in the body of the work as “by the author” and then reference it as this will disclose author identity.

The manuscript should then include an abstract (see below for more information) and up to five keywords.

The body of the manuscript follows. The manuscript should be clearly divided into sections using concise headings, for example in a Research Report use Abstract, Introduction, Methods, Results, Discussion, Conclusion, and References. Manuscripts are to be submitted preferably in Times New Roman 12 with 1.5 line spacing.

Figures and tables should be placed at the end of the manuscript. It should clearly indicate where in the text each table and figure should be included - for example, by stating on a separate line for each “[insert table/figure x near here]”

Titles

All manuscript titles should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. A short title is also required.

Abstracts

A concise, factual and unstructured abstract is required. The abstract should briefly state the background for the study, purpose of the study, methodology (if relevant), main findings, and principal conclusions. Abstracts should not contain references.

An abstract is often the only substantive part of the article that is indexed, and the only part that many readers read, so it should reflect the content of the article accurately.

Keywords

Up to five keywords should be provided. Keywords should express the main themes of the article as they are used for indexing purposes. To maximize optimal search outcomes alternative words to those used in the title are suggested.

Headings

The journal heading style is in descending order: Bold Roman; Bold italics; Lite italics. Do not run text on from headings. Repeat the wording of the heading if required.

Language

Manuscripts should be written in clear, simple English. Vague unsubstantiated statements, jargon, unnecessary use of acronyms, sexist or racist language, and words not defined in dictionaries should be avoided.

Spelling

Spelling should follow the latest edition of *The Macquarie Dictionary*. Hyphenation, capitalisation, punctuation and use of acronyms should be consistent throughout. Abbreviations and acronyms are acceptable in text. They should be written in full when first mentioned or when they begin a sentence. Do not use the ampersand symbol (&) as a substitute for “and” in text or tables.

Measurements

All units of measurement should be expressed in the SI System (Système International d’Unités). If the use of other units is considered to be necessary (for example, for ease of comparison), the SI equivalent should also be provided in parentheses. A space should be inserted between the number and the unit, except for °, ‘, ” and %.

Figures

All figures (line drawings, graphs, charts, diagrams, and photographs) should be clear and if possible supplied as high-resolution .jpg files. No shading or colours should be used in figures. Figures will not be re-drawn.

All figures should be to the same scale in order to ensure uniformity throughout the article, unless it is desired that a particular figure take prominence.

To assist in the consideration of the effect of reduction of artwork, the journal's page dimensions are as follows:

- full page width: 123 mm
- full page depth: 198 mm.

Figures should be referred to in the text and should be cited in numerical order. Their approximate position in the final, printed text should be clearly indicated. Appropriate legends and captions should accompany each figure. The axes of graphs should be clearly labelled and all abbreviations explained.

Do not embed figures within the text. They should be inserted at the end of the Article (see instruction above).

Tables

Tables are used to show data which are not able to be easily included in the body of the text. However, remember that too many tables may obscure the main points of the article and it is advisable to keep the number and size of tables to a minimum. On the other hand, data from short, simple tables could easily be incorporated into the text.

Each table should have a short descriptive title which makes the table self-explanatory. All non-standard abbreviations and units of measurement used should be explained in a footnote to each table. Absolute numbers should be given in percentages in parentheses. Cite each table in the text in numerical order and indicate its approximate position within the text.

Do not use shading in tables and do not embed tables in the text. Insert them at the end of the article. Use an en dash (-) in tables to indicate data that are not available.

Statistical data

Do not report data with unwarranted precision. In most cases, statistics should be given to no more than two decimal places. Except in unusual circumstances, percentages should be rounded to whole numbers. Please take note of the following important questions when presenting your data:

- Is the reason for undertaking the study scientifically sound, and is the aim of the study clearly formulated?
- Are the methods and material adequately described and are they suitable for elucidation of the problem being studied?
- Was the inclusion or exclusion of participants or workers based on well-defined and well-described criteria, and has proper attention been paid to the representatives of the sample examined?
- If the study makes use of controls, were they randomly allocated to the groups compared?
- Is the choice of statistical methods well founded, and are the methods adequately described and followed?
- Is the essence of the study clearly presented, with emphasis on its originality or innovative character?
- Are the results presented in a way which allows the reader to verify the conclusions?
- Are the conclusions in harmony with the presented results?



- Will the reader consider that the article answers the author's/s' initial question?

Websites and references

Websites must be clearly detailed and the date of access must be stated in terms of "Accessed date: 12 September 2018". Where a website requires a secure log-in this must be made clear and the efficacy of its inclusion is of course adversely affected.

References should be cited chronologically in the text by superior numbers (placed after the punctuation). Number references consecutively in the order in which they are first mentioned (based on the Vancouver system). Place the reference numbers in round brackets on the line. If a reference is re-used throughout a submission it retains its original reference number.

If a referenced publication has six or fewer authors, all of the authors should be listed. If there are more than six, list the first three authors and add "et al."

The accuracy of references is the author's/s' responsibility. Check each reference in the manuscript and again in the final edited version of the manuscript which is sent by CCH to the author.

Authors are responsible for ensuring that their words do not infringe copyright.

References to books should include authors' surnames and initials, full title, place of publication, full name of publisher and date of publication.

References to journal articles should include authors' surnames and initials, full title of article, full title of journal (or its official abbreviation), date of publication, volume number, issue number, and page span.

Books. An example of the correct method of citing a book is as follows:

1. Hopkins, A. *Lessons from Longford*. Sydney: CCH Australia Limited, 2000, p 149.

Some variations of the standard citation given in the example above are as follows:

Editor as author

1. McGrath, JE (ed). *Social and psychological factors in stress*. New York: Holt/Reinhart/Winston, 1970.

Book chapter

1. Macaskill, P and Driscoll, T. National occupational injury statistics: what can the data tell us? In Feyer, A-M and Williamson, A (eds). *Occupational injury: risk, prevention and intervention*. London: Taylor and Francis, 1998, pp 5-14.

Books in press

Books cited which are in the process of being published should be indicated by placing the words "in press" in parentheses after the year of publication, as follows:

1. Chandler, J, Berg, E and Barry, J. Workplace stress in the UK: contextualising difference. In Peterson, CL (ed). *Work stress: content and context*. Amityville: Baywood, 2003 (in press).

Journal article. An example of the correct method of citing a journal article is as follows:



1. Lowery, JT et al. Analysis of construction industry burden by type of work. *Am J Ind Med* 2000, 37(4): 390-399.

Some periodicals combine aspects of both books and journals.

Example

1. ACTU-VTHC Occupational Health and Safety Unit. ACTU health and safety policy: screen-based equipment. *Health and Safety Bulletin*, March 1983, no 26.

Conference proceedings. An example of the correct method of citing conference proceedings is as follows:

1. Wakula, J and Wimmel, F. *Ergonomic and medical analysis of plasterwork: a basis for ergonomic redesign*. In the proceedings of the Second International Conference of the CIB Working Commission, W99: Implementation of Safety and Health on Construction Sites, Honolulu, Hawaii, 24-27 March 1999, pp 365-372.

Parliamentary speeches. An example of the correct method of citing parliamentary speeches is as follows:

1. New South Wales Legislative Council and Legislative Assembly Parliamentary Debates (Hansard), 2 November 1984. New South Wales Government Printer, p 187 per Mr Sheahan (Legislative Assembly).

Official reports. An example of the correct method of citing official reports is as follows:

1. Interim National Occupational Health and Safety Commission. *Report May 1984*. Canberra: Australian Government Publishing Service, 1984.

Legislation. An example of the correct method of citing legislation is as follows:

1. *Occupational Health and Safety Act 2000* (NSW), section 8(1).

Cases. Examples of the correct method of citing cases are as follows:

1. *Judd v Amaca Pty Ltd (No 2)* (2003) 25 NSWCCR 488.
2. *Holland v DJ Holland Pty Ltd (No 2)* unreported, NSWDDT, no 15/90, 2 September 1997.

Theses and unpublished data and reports. An example of the correct method of citing theses and unpublished data and reports is as follows:

1. Brooks, B. Culture and claims data: the building blocks for decision support in OHS. Melbourne: Monash University Accident Research Centre (in-progress PhD thesis).
2. Bellamy, D. The influence of workplace health and safety officers' training on the safety performance of Queensland workplaces. Brisbane: Queensland University of Technology, 1998. Masters thesis, p 94.

Footnotes

Footnotes cause production problems and interrupt the flow of the article for the reader. The use of footnotes should be avoided, where possible, by incorporating the material in the text.

Quotations

It is important that quotations are accurate. Authors are responsible for the accuracy of their quotes. Permission may be needed for extended quoted passages

Results

Results should be presented in logical sequence in the text, tables, and figures. Do not repeat in the text all of the data given in the tables and figures. Emphasise or summarise only important observations.

Computer analyses

Where results are generated by computer analysis, the software package used must be acknowledged in the text (for example, “results were analysed using the Statistical Package for the Social Sciences”), and referenced (for example, “SPSS Inc. *Statistical package for the social sciences (SPSS)* Version 12.0®. Chicago: SPSS Inc, 2003”). The software is to be available to other researchers for purposes of checking or attempting to repeat the results.

Sources of assistance

Acknowledgments of financial and material support, and of financial relationships that may be seen as a conflict of interest, must be acknowledged. The article should make it clear who initiated the study and how it arose.

Conflict of interest

Authors are required to include the following above the References list.

“Conflict of interest

The author/s of this paper declare/s no conflict of interest.”

Acknowledgments

Do not acknowledge a long list of people who have helped with your manuscript: only acknowledge people who have made substantial contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may infer their endorsement of the data or conclusions.

Journal of Health, Safety and Environment Publishing process for manuscripts

The following outlines the typical progress of a manuscript through CCH’s editorial process.

1. Receipt of manuscript

The Managing Editor acknowledges receipt of the manuscript.





2. Assessment

The manuscript is assessed by the Managing Editor (where necessary in consultation with a member of the Editorial Executive or Board) and if it is of sufficient merit, it is sent to a subject specialist(s) for assessment (peer review).



3. Advice of acceptance

CCH advises the author in writing:

- If the manuscript has been assessed as unsuitable for publication in the Journal;
or
- If the manuscript is accepted for publication. If acceptance is subject to revisions, the author is advised at this time as to what revisions are required. The onus is on the author to return the revised manuscript within a reasonable and generally specified time. If the manuscript is still not acceptable with revisions, the author is advised accordingly.



4. Scheduling for publication

Once accepted, the article is scheduled for publication. CCH advises the author in which issue the article will appear, and when.

Publication requires the author to assign copyright. Although publication elsewhere is prohibited by such assignment of copyright, the material may be used by the author/s for academic purposes, private use (excluding sale for profit), professional advice to clients, teaching purposes, and as part of non-commercial instructional publications.





5. Proofs

The Managing Editor will liaise with the author to ensure the article is correct, accurate and in CCH style. The final edited version of the article will be emailed to the author for checking, accompanied by any queries. At this stage of production, the only additional changes that the author may make are to correct misprints (for example, 0.1 has somehow become 1.0) and errors of fact (for example, a change of address). This is not the time to rewrite or add to the text, and CCH will not undertake the expense of reprocessing unnecessary changes. Proofs must be returned urgently, and communication with the Managing Editor prioritised.



6. Printing and distribution of journal

Final printing takes place. Following publication, complimentary copies of the issue in which the article appears are sent to the principal author and each co-author, generally in hard copy. PDF versions are available to authors with appropriate accreditation of the Journal and CCH Australia Limited as the copyright holder in Wolters Kluwer publications.

NOTE: Refer to Journal policies per this website for specific notation on copyright, conflict of interest and malpractice.