
Information for Authors

GENERAL POLICY

The “*Zagazig Journal of Occupational Health and Safety*” is a peer-reviewed journal that considers original research related to the field of occupational health and safety .

Zagazig Journal of Occupational Health and Safety is aimed at physicians and researchers in the wide-ranging discipline of occupational and environmental health and safety. The field is devoted to the diagnosis, prevention, management and scientific analysis of occupational , environmental and safety health problems; it also covers the promotion of health of workers, their families, and communities

The main objectives of *Zagazig Journal of Occupational Health and Safety* are to publish high quality scientific articles , to maximize the citation rate of the papers published in the Journal, and promote each published issue in various scientific media. The main criteria for accepting a manuscript for publication are its originality and scientific soundness and importance.

The editors, authors and reviewers will respect and carefully follow the procedures and instructions that given below:

Conditions

Submission of an article for publication implies the transfer of the copyright from the authors to the *Zagazig Journal of Occupational Health and Safety* upon acceptance. The final decision of acceptance rests with the Editor-in-Chief. Authors are responsible for all statements made in their papers.

Ethics

Ethical considerations will be taken into account in the assessment of papers that have experimental investigations of human or animal subjects. Authors should state in the Methods section of the manuscript that an appropriate institutional review board approved the project. Those investigators without such review boards should ensure that the principles outlined in the Declaration of Helsinki have been followed and that the subjects gave their informed consent.

Conflict Of Interest

Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product is used prominently in the study or with a company making a competing product. Such information will be confidential and will not influence the editorial decision, but if the article is accepted for publication, such information is to be communicated to the reader.

Manuscript Categories

Zagazig Journal of Occupational and Safety Health will accept:

- a) *Original articles*
- b) Review articles
- c) Case reports
- d) Editorials/Commentaries
- e) Letters to the Editor

Criteria for manuscripts

Manuscripts submitted to the *Zagazig Journal of Occupational Health and Safety* should meet the following criteria: the content is original; the writing is clear; the study methods are appropriate; the data are valid; and the conclusions are reasonable and supported by the data . Manuscripts will be accepted only if both their contents and style meet the standards required by the **Journal**.

Authorship

corresponding author :Designate one corresponding author and provide a complete address, telephone/fax numbers, and e-mail address.

When the *Zagazig Journal of Occupational Health and Safety* accepts a paper for publication, authors will be asked to sign statements on (1) authorship responsibility, (2) financial disclosure, and (3) copyright transfer. Each of the statements must be read and signed by all authors.

Authorship criteria and responsibility—All authors must have participated sufficiently in the work to take public responsibility for the content. Authors will be asked to certify that the manuscript represents valid work and that the manuscript under their authorship has been published or is

being considered for publication elsewhere. Possible fraud may be referred to the author's institution.

Editorial Review and Processing Peer Review

All submitted manuscripts are initially reviewed internally. Those manuscripts that do not comply with the Information for Authors, are returned. Retained manuscripts are sent for external peer review. Identities of authors and peer reviewers are kept confidential; reviewers are required to disclose any conflicts of interest.

Peer Review Procedure:

The manuscript is sent to three (or more than three) reviewers to review the manuscript, although the ultimate authority to accept or reject the manuscript rests with the Editor. Authors should not recommend the names of preferred reviewers, but may give the names of people whom they wish not to act as reviewers in the covering letter.

Reviewers are asked to make comments on the scientific content and style of the paper, to make statistical and methodological appraisals, and to comment on the appropriateness of the discussion and conclusions.

On receipt of their comments, and if approved, letter of acceptance is issued to the author stating the likely date of its publication. If required, clarifications are sought from the authors. Furthermore, the *Zagazig Journal of Occupational Health and Safety* reserves the right to send a paper for a further round of peer review if necessary. The final decision rests with the Editor.

Rejected manuscripts: Rejected manuscripts will not be returned to authors. Only illustrations, photographs, and slides will be returned, if specifically requested in the covering letter.

Editing and Proof Reading: The final version of an accepted manuscript should be supplied as electronic file(s) on CD together with a matching hard copy to the Editorial Office for editing. Manuscripts are sent to the authors for approval prior to publication. Only minimal changes will be allowed; substantial changes will be charged for, and the addition of new material may require another round of peer review. Authors are responsible for all statements made in their work,

including changes made by the copy editor and authorized by the corresponding author.

INSTRUCTIONS TO AUTHORS

Criteria for manuscripts

Manuscripts submitted to the *Zagazig Journal of Occupational Health and Safety* should meet the following criteria: the content is original; the writing is clear; the study methods are appropriate; the data are valid; and the conclusions are reasonable and supported by the data . Manuscripts will be accepted only if both their contents and style meet the standards required by the *Zagazig Journal of Occupational Health and Safety*.

Manuscript preparation

Manuscripts must be typed double-spaced throughout, including tables and figure legends. Use left justification and 12 point font. Margins should be at least 2.5 cm (1 inch) around. Each of the following sections must begin on separate pages: Title page, Abstract, Text, Acknowledgements, References, Tables (if any), and Figure Legends (if any). Pages should be numbered consecutively beginning with the title page. Figures must be submitted as separate files .

Any non-original material (quotations, tables, or figures) must be accompanied by written permission from the copyright owner/publisher .

Three copies of the manuscript (complete with tables and figures) should be provided. Authors are advised to provide an electronic copy on a Compact Disk containing the manuscript at the time of submission.

The text should be written according to the style of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication" posted at: <http://www.icmje.org/>.

The text should be arranged in the following order:-

Title page—This page should contain: (1) the title, (2) author's names: First name, initials of middle names and the last name; (3)author's

affiliations; (4) the full contact address of the corresponding author.

Abstract—The abstract should not exceed 250 words for structured abstracts (Original articles, Review Articles) or 150 for Case Reports. Abstract headings should be as follows: Background, Objective, Setting, Design, Methods, Results, and Conclusions (for Original articles); Objective, Data sources, Study selection, Data extraction, Data synthesis, and Conclusions (for Review articles). It is advisable to include a separate Arabic translation for the Abstract.

Key words—At the end of the abstract, authors should provide at least three key words to assist with cross-indexing of the paper. Key words should not repeat the title of the manuscript. Ideally, authors should use key words selected from the MeSH catalogue

Introduction— Should state the background, rationale and objective of the study.

Methods—These should be described in sufficient detail to leave the reader in no doubt as to how the results are derived.

Results—These should be presented in logical sequence in the text, tables, and illustrations; repetitive presentation of the same data in different forms should be avoided.

Discussion - This section should include implications of the findings and their limitations, with reference to other relevant studies and possible future research and consider the results in relation to any hypothesis/es advanced in the Introduction. This may include an evaluation of methodology and of the relationship of new information to the existing body of knowledge in that field. Conclusions should be incorporated into the final paragraph and should be commensurate with—and completely supported by—data in the text.

Acknowledgement- If desired, it should be included after the discussion and before references. Research or project support should be stated here. Only persons who have made substantial contributions but who do not fulfill the authorship criteria should be acknowledged. The corresponding author is responsible for obtaining written permission to use any copyrighted text or illustrations. Conflicts of interest should be stated.

References—References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in square bracket (e.g. [10]). The commonly cited types of references are shown here, for other types of references, please refer to ICMJE Guidelines (<http://www.icmje.org>)

Examples of reference style

1. Journal articles

1.1 Personal authors- List all authors
Stannard W, Rutman A, Wallis C, O'Callaghan C. Central microtubular agenesis causing primary ciliary dyskinesia. *Am J Respir Crit Care Med*. 2004;169:634-7.

1.2 Corporate authors

The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet*. 1977;2:242-4.

1.3 No author given

Anonymous. Coffee drinking and cancer of the pancreas (Editorial). *Br Med J*. 1981;283:628

2. Books and other monographs

2.1 Personal author(s)

O'Callaghan C, Stephenson T. *Pocket paediatrics*. 2nd ed. Edinburgh: Churchill Livingstone; 2004.

2.2 Editor, compiler

Silverman M, ed. *Childhood asthma and other wheezing disorders*. 2nd ed. London: Arnold; 2002.

2.3 A chapter in a book

Armstrong WF. Echocardiography. In: Zipes DP, Libby P, Bonow RO, Braunwald E, eds. *Braunwald's heart disease: a textbook of cardiovascular disease*. 7th ed. Philadelphia: Elsevier Saunders; 2005. p. 187-270.

3. Electronic sources

3.1 Online journals

Williams FM, Cherkas LF, Spector TD, MacGregor AJ. A common genetic factor underlies hypertension and other cardiovascular disorders. *BMC Cardiovasc Disord* [Internet]. 2004;4:20 [cited 2005 May 3]. Available from: <http://www.biomedcentral.com/1471-2261/4/20>.

3.2 CD ROM

Perkin GD, Hochberg FH, Miller DC. Atlas of Clinical Neurology [CD-ROM]. 2nd ed. Version 1.1. London: Mosby ; 1996.

3.3 Websites

Medecins sans Frontieres [Internet]. [cited 2005 Mar 24]; Available from: <http://www.msf.org/home-uk.cfm>.

3.4 The British National Formulary online

Otitis media. In: Joint Formulary Committee. British National Formulary. [49] ed. London: British Medical Association and Royal Pharmaceutical Society of Great Britain; [March 2005]. [cited 2005 Mar 24]. Available from <http://www.bnf.org/bnf/>.

3.5 Clinical Evidence online

Lockwood D. Leprosy. Clin Evid [Internet] November 2003 [cited 2005 Mar 24]. Available from: <http://www.clinicalevidence.com/ceweb/conditions/ind/0915/0915.jsp>.

4. Conferences

4.1 A whole conference

Kimura J, Shibasaki H, eds. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

4.2 A conference paper

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p.1561-5.

5. Newspaper articles

Lawrence F. School meal spending: aces and dunces. The Guardian. 2005 Mar 24: 6.

For other types of publications consult the "Uniform Requirements" website (<http://www.icmje.org/>) for the appropriate style.

Tables and figures

Tables:

Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Place explanatory matter in footnotes. Statistical measures should be identified in headings. Vertical rules and horizontal rules should be omitted. Ensure that each table is cited in the text.

Figures

Submit the required three complete sets of figures. Illustrations include photographs, photomicrographs, charts, and diagrams. Freehand or typewritten lettering is unacceptable..

Number illustrations consecutively in the order of their first citation in the text. Each figure should be identified clearly on the back with a label which states its number, name of first author, short form of title, and an arrow to show orientation. Photographs of persons must be retouched to make the subject unidentifiable, and be accompanied by written permission from the subject to use the photograph.

ADDRESS

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