Occupational Health [at Work]

Guidance for authors and publishing agreement

About the journal

*Occupational Health [at Work]* is a bi-monthly journal aimed at occupational health (OH) professionals – occupational physicians, OH nurses and occupational hygienists. However, it will also be of interest to health and safety practitioners, ergonomists, employee assistance counsellors, disability specialists, employment lawyers and human resource managers dealing with the health of the workforce and disability.

The journal is designed to bring practitioners up to date with developments in occupational health and disability management practice, relevant research, professional issues (such as pay and career development), the law (statute and case law), and with official guidance and policy at UK and international level. The journal has a mix of in-house editorial, research, news views, review and commissioned features from specialist practitioners. It aims to provide accurate and well-researched feature articles and challenging opinions. The emphasis, however, is on being concise – sharp and punchy.

Guidance for contributors

Articles should be relatively brief and usually no more than three or four pages of the journal. A three-page article would, typically, be around 2,300 words, with a two-page feature around 1,500 words. A more extensive four-page feature should be no more than 3,100 words. Two- or three-part features will also be considered where appropriate.

Each article should include five or six summary points that let the reader know the issues and invites further reading. The summary bullets (no more than 140 words in total) can be written either by the author or by the in-house editorial team.

**SI units** should be used. Graphs, charts, illustrations or photographs should be supplied as high-resolution electronic files (supplied as separate files, not embedded in the text).

Text should be submitted as Word files. Tables can be included as Word-formatted tables.

Single quote marks should be used for quotations. Capitalisation should be avoided wherever possible (eg managing director, not Managing Director). Authors should avoid using gender-specific terms (eg chairman) unless reference is being made specifically to males or females.
REFERENCES

We aim to keep the reference lists short (ideally restricted to around 10 references) unless the article is based on a literature review. We would also include ‘further reading’ references where appropriate.

*Occupational Health [at Work]* follows an abridged version of the Vancouver system of referencing, with citations marked as numbers in the text and listed sequentially in the reference list (for example¹, or another example with two references³⁴).

Authors should be listed as surname followed by initials (no spaces between initials, eg Smith AP). There should be a comma and one space between each name (eg Smith AP, Jones B, Davies W). Papers with more than three authors should be listed under the first two authors’ names followed by et al (eg Smith AP, Jones B et al).

**Journal titles should be written in full, and include the DOI where available**

The format for journal references should be: Authors. Title of paper (in sentence case). Full journal title, year of publication; volume (issue number); pages (first–last). Include DOI references where possible. For example:


**No volume number?**

Where there is no volume number, the reference should include the date of the publication in place of the volume. For example:

*Smith AL. Loss of body fluids during diving. Diving Standard, 2004; June; 34–35.*

**For forthcoming (in press) or ahead-of-print publications:**

**In press:**


**Online first**, ie where paper published online but not yet given a journal volume and page numbers:


**No authors?**

Where there is no published author, the reference should start with the title of the paper:

*21st century heart solution may have a sting in the tail. British Medical Journal, 2002; 325(7357): 184. doi: 10.1136/bmj.325.7357.184*

Where an organisation is given as the author, references should be written as follows:

However, if the organisation is also the publisher it should be written as follows:


Note: please supply the full URL for any reports – *Occupational Health at Work* has its own custom URL shortener eg: ohaw.co/HSG281 for the above, and we will convert long URLs accordingly.

**Non-English publications**

Articles in languages other than English should include an English translation of the full title of the publication in square brackets after the original title.


**Books should be referred to as follows:**


**Chapters in books:**


**Technical reports – for example HSE contract research reports (include the URL):**


**Conference proceedings:**


**Papers published in conference proceedings:**

Newspaper or magazine articles with author:

Author. Title. Newspaper/magazine year; Date: page number.


Newspaper or magazine articles without author:

Title. Newspaper/magazine year; Date: page number.

Man bites dog. Sussex Chronicle 1888; 1 April: 5.

Web pages:

Blogs, online newspaper and magazine articles should follow the same format as print articles but including date accessed and URL (we will shorten the full URL using own custom URL shortener).


Other web pages: Author (if stated). Title of page. Publisher. Website name (if different to publisher). Date published (if stated). Date accessed. URL.


LEGAL REFERENCING STYLE

Case reports:

Sutherland v Hatton. [2002] IRLR 263.

Court judgements:


Bills in Parliament:

Serious Organised Crime and Police Bill 2004, parliament.the-stationery-office.co.uk/pa/cm200405/cmbills/005/05005.i-vii.html

Acts of Parliament, Regulations, Orders etc should not be cited in the reference list; however, their full title should be used in the text followed by an abbreviated title thereafter.
For example: *Control of Substances Hazardous to Health Regulations 2002 (COSHH)* – with the legislation title in italics. Thereafter, they should be referred to as the COSHH Regulations (not in italics).

Our abbreviation for the *Health and Safety at Work etc Act 1974* is HSW Act; and *Management of Health and Safety at Work Regulations 1999* is MHSW Regulations.


**PUBLISHING AGREEMENT**

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The At Work Partnership strives to publish within an ethical framework. Our fee systems distinguishes between articles by practitioners and those written by professional journalists:

- for self-employed journalists we will pay the rate recommended by the National Union of Journalists for small specialist publications (*NUJ freelance guide band d*);
- for employed practitioners we can offer a choice of three options, either:
  
  i. a fee of £115 per 1,000 published words; or  
  ii. a 12-month subscription to the journal; or  
  iii. a free place for the author, or his/her colleague, at an At Work Partnership one-day seminar.

We hope that employed/practitioner contributors will accept either the lower fee rate or the offer of a subscription or conference place. We feel it is important to offer higher rates for professionals whose earnings rely solely on freelance journalism. (Please note that in exceptional circumstances, where an article requires substantial editing and/or rewriting by The At Work Partnership editorial team, fees may be reduced by up to 50%.)

Contributors are responsible for ensuring the accuracy of the material provided to the publisher. An edited manuscript will be sent to the contributor for approval before publication.

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