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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 references^{3,4}).

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:

Houdmont J, Kerr R, Addley K. Psychosocial factors and economic recession: the Stormont Study. Occupational Medicine 2012; 62: 98–104. doi:10.1093/occmed/kqr216.

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:

Suff P, Ballard J. Training in occupational health. Occupational Health [at Work]. In press.

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

Giri P, Basu S, et al. Pre-placement screening for tuberculosis in healthcare workers. Occupational Medicine 2014; online first: doi:10.1093/occmed/kqu107

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:

Acas. Code of practice on disciplinary and grievance procedures. London: The Stationery Office, 2015. <http://www.acas.org.uk/media/pdf/f/m/Acas-Code-of-Practice-1-on-disciplinary-and-grievance-procedures.pdf>

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

Electromagnetic fields at work: a guide to the Control of Electromagnetic Fields at Work Regulations 2016. Bootle: HSE, 2016. www.hse.gov.uk/pubns/priced/hsg281.pdf

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.

Porru S, Scotto di Carlo A, Arici C. Idee, riflessioni e strumenti operativi per un nuovo ruolo del medico competente vo. [Ideas, reflections and tools for a modern role of the occupational physician.] Giornale Italiano di Medicina del Lavoro ed Ergonomia 2010; 32(4): 437–40 [in Italian].

Books should be referred to as follows:

Smith AL, Jones P. New directions in occupational health. 2nd edition. London: ANO Publishers, 2004.

Davis P, Stewart TE, editors. Landmarks in occupational virology. London: ANO Publishers, 2004.

Chapters in books:

Aronsal J. Hepatitis C diagnostic techniques. In: Davis P, Stewart TE, editors. Landmarks in occupational virology. London: ANO Publishers, 2004; pp.116–131.

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

Wright M, Antonelli A, et al. An evidence based evaluation of how best to secure compliance with health and safety law. HSE Research Report 334. Bootle: HSE, 2005, available at hse.gov.uk/research/rrhtm/rr334.htm

Conference proceedings:

Corbett D, Ukon J, editors. Stress 2006. Proceedings of the 99th world conference on stress in public transport; 1–4 April 2006; Peterborough. Oxford: ANO Press, 2007.

Papers published in conference proceedings:

Smith PE. CBT in stress management. In: Corbett D, Ukon J, editors. Stress 2006. Proceedings of the 99th world conference on stress in public transport; 1–4 April 2006; Peterborough. Oxford: ANO Press, 2007.

Newspaper or magazine articles with author:

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

Teather D. Health costs force Ford to abandon \$7bn profit target. Guardian 2005; 9 April: 27.

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) .

Carpenter L. Why doctors hide their own illnesses. Guardian 16 May 2014. [Accessed 20 /8/2014]. theguardian.com/society/2014/may/16/why-doctors-hide-their-own-illnesses

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

The NHS Practitioner Health Programme patient confidentiality Policy. NHS Practitioner Health Programme. 12 May 2013. [Accessed 19/6/2014]. php.nhs.uk/confidentiality-and-patient-safety

LEGAL REFERENCING STYLE

Case reports:

Sutherland v Hatton. [2002] IRLR 263.

Court judgements:

Wong v Igen Ltd and others. [2005] EWCA 142. courtservice.gov.uk/judgmentsfiles/j3106/igen-v-chamberlin_solicitors.htm [Accessed 14 /9/2011]

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.

European Directives should be referred to only in the text with their short title and directive number, ie: *Physical Agents (Noise) Directive (2003/10/EC)*. *Electromagnetic fields Directive 2013/35/EU*.

PUBLISHING AGREEMENT

Authors will grant the At Work Partnership First British Serial Rights for the submitted article – the copyright of the original text remains with the author. The rights cover distribution of the journal in print and electronic form. We may also reproduce whole articles for inclusion in the documentation packs for At Work Partnership conferences. It is the policy of the At Work Partnership not to seek to own the intellectual property of authors and illustrators, however out of courtesy to the publishers we ask contributors to inform us if the work has appeared in the submitted or similar form in other publications – this does not include peer-reviewed papers based on the same research.

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.