



Journals' Mission

The Persian quarterly journal of Occupational Health is one of the key areas for the exchange of scientific findings among practitioners and researchers who are interested in occupational health and safety issues in academic and industry contents. In order to achieve this, the following goals are considered in this Quarterly:

- Publication of scientific, research, and analytical studies as well as research results in the field of safety, health, and related issues
- Establishment of communication with educational, scientific, research centers, and researchers to promote the health of workers and working community and to solve the related issues in Iran.
- Introduction and exchange of ideas, innovations, as well as scientific and technical creativity in the fields of safety and health

Accepted Articles

- **Original/ Research Articles** which are the result of author(s) research findings.
- **Review Articles** include a general review of a scientific subject. The author of such articles should be a professional and have an adequate scientific background in the context of discussion. The review article is required to be written using authoritative and new sources and references; at least five cases of the references should be original articles published by the author(s).
- **Short Communication** should have an independent, but brief summary of research findings. Its core consists of personal ideas and claims.
- **Letter to the Editor** can be called the shortest non-scholarly article, which is the subject of one article in the journal.

How to write different articles

1. Research paper

The volume of each abstract should not exceed 250 words and each article should contain these items in the following order:

Front Page:

Persian abstract of the article including the title and abstract (Introduction, Methods, Results, Conclusion, and Key words), Author(s) name(s), Position, Academic rank, and Related organization, as well as the Corresponding author's E-mail address and telephone number (in Persian).

Second page and the rest:

The body of paper including the Introduction, Methods, Results, Discussion, Conclusion, Acknowledgement, Authors' contributions, and References. The body of article, except for references, should not exceed 4,000 words.

The last page:

The English abstract of the article should include: Title; Abstract of the article containing Introduction, Methods, Results, Conclusion, Keywords; Author(s) name(s); Position and academic rank; E-mail address and telephone number of the corresponding author (in English).





2. Review articles

Review articles can be divided into three general categories:

- A) Narrative review articles
- B) Systematic review articles
- C) Meta-analysis articles

The review articles have a similar structure to original research papers. The only difference is that there is "search strategy" instead of "Methods". The title of review articles is usually shorter than the title of original research papers; they are more general.

The Abstract of Review Articles: should not exceed 250 words.

The body of Analytical or Systematic review: has the same structure as the research papers.

The body of Non-systematic Review Articles: includes title page, Persian abstract, introduction, research method and review, article description (explaining about important findings of the articles under review), conclusion, acknowledgement, authors' contributions, references, and English abstract.

The body of review articles should not exceed 4,000 words.

3. Short articles

Abstract of short article: is similar to the research papers. The structure of short articles is the same as original papers; however, they should not have more than 2000 words.

4. Letter to the editor

It is in the form of a letter and should not exceed 1000 words. These articles do not need a structure, but they must have an English abstract.

General Principles of Writing

- ♣ Articles should be written in Persian; use of Latin words having appropriate Persian equivalents should be avoided.
- ♣ The manuscript's full text should be written in one column in A4 paper. The manuscript should be typed with 1.15 centimeters space between lines and must not exceed 13 pages. The margins of pages from top and bottom should be 2.5 cm and 2 cm from left and right.
- ♣ The title of all tables should be above them, while the charts and figures' titles should be written under them; added explanations should come after table, charts, and figures. References of tables and figures adapted from other sources should be mentioned at the end of their titles.
- ♣ Sent figures must be accurate and clear in JPEG, GIF, or TIF formats. Tables, charts, and figures should be numbered and placed within the text orderly.
- ♣ Type and size of Persian and English fonts should be according to the following table:





Situation of use	Name, form, and size of the font
Persian and English abstract titles	B Titr 13
Persian abstract text	B Nazanin 12
English abstract text	Times New Roman 11
Manuscript text	B Nazanin 12
English phrases within the text	Times New Roman 11
Titles of different parts of the article (abstract, introduction, method, etc.)	B Nazanin / Bold 12
References	Times New Roman 11
Tables' texts	B Nazanin 10
Titles of tables, figures, and charts	B Nazanin 10
tables and charts' footnotes (the entries below the tables describing the symbols or abbreviations in the table)	B Nazanin 10
Persian footnotes (Organizational Affiliation of Individuals)	B Nazanin 10
English footnotes (Organizational Affiliation of Individuals)	Times New Roman 10
Authors' names in Persian	B Nazanin 10
Authors' names in English	Times New Roman 10

Writing tips:

- ♣ Avoid using footnotes in the text. If additional explanations are required, bring them in parentheses and in front of the intended expression in the text.
- ♣ In the case of using scientific terminologies that their English equivalents are required, the original words should be written in parentheses.
- ♣ The decimal symbol should be written by (/).
- ♣ Use quotation marks ("") for quotations.
- ♣ Inline numbers should be in Persian.
- ♣ After presenting the number of tables and charts, colon symbol (:) should be used, for example (Table 1:).
- ♣ All individuals, except the author(s), who contributed in scientific aspect or composition of the manuscript and etc., as well as the organizations that provided the required funding and facilities should be appreciated.
- ♣ It is necessary to provide the contribution of each author (research design, data aggregation, data analysis, writing and modification of the article) at the end of the manuscript in "Authors' contributions" section.
- ♣ Authors can upload their manuscripts through the journal website at <http://ohhp.ssu.ac.ir>. To do this, authors are required to login to the journal's website, read the article submission guide from the "For authors" icon, and submit their manuscript.



Writing references

All references should be in English. Persian references should be translated into English and then the phrase [Persian] should be added in front of them. References should be arranged in the order used within the manuscript's text. The Vancouver instructions should then be applied to set the references as follows:

Journals

Up to six authors: Surname Name. Title of manuscript. Title of the journal; Year of publication, Period (number); Page numbers

Chaudhari L, Tandon OP, Vaney N, Agarwal N. Auditory evokes responses in gestational diabetics. Indian J Physiology Pharmacology. 2003; 47 (1): 75-80.

More than six authors: a comma (,) should be placed after the sixth author's name followed by Et al. The rest of bibliographic information should be set as mentioned above.

The organization as the author or publisher: in the case that an organization is introduced as a book or journal's author or publisher. The rest of bibliographic information is set as the above.

Berlin CI, Bordelon J, Jhon PS, Wilensky D, Hurley A, Kluka E, et al. Reversing click polarity may uncover hearing neuropathy in infants. Ear hear 1998; 19 (1): 37-47.

Book

Up to six authors: Surnames and names of all individuals in sequence. Title of the book, Issue number. Place of publication: Publisher; Years; Pages (names of authors should be separated with commas).

Gelfand SA. Essential of audiology. 2nd ed. New York: Thieme; 2001, 54-67.

More than six authors: A comma (,) should be used after the sixth author and then Et al. should be added. The rest of bibliographic information is as above.

Editor as the author: Surname and Name should be followed by a comma (,) and then the word "editor" should be added. The rest of bibliographic information is set as above.

Gelfand SA. Essential of audiology. 2nd ed. New York: Thieme; 2001, 54-67.

Thesis

Surname Name. Thesis title, [Thesis]. Place of publication: Name of school and university; Year.

Gelfand SA. Essential of audiology, [Thesis]. New York: California; 2007

Citation to electronic resources

Electronic resources refer to Web Pages and Databases used in the preparation of the manuscript.

1) If the web page has a writer:

Writer. Title of page (Document). Publication year. Web site title. Insertion of the phrase "Available at" and then the Internet address. Date of visiting page.





Kilmartin M. Women in GP: a strategy for women GPs. 2003. RACGP Online. Available at: URL: <http://www.racgp.org.au/>. Accessed Jul 30, 2003.

2) If the web page does not have an author:

Title of page (Document). Publication year. Web site title. Insertion of the phrase "Available at" and then the Internet address. Date of visiting page.

High blood pressure in pregnancy. 2003. RACGP Online. Available at: URL: <http://www.racgp.org.au/>. Accessed Jul 30, 2003.

Legal and ethical standards in publication of articles

The authors should consider the following issues when submitting their manuscripts to this Quarterly:

- This Quarterly is committed to publish articles that have neither been published in, nor submitted to any other journals.
- If it becomes evident that the data, figures, or any other item contained in a manuscript are manipulated or distorted, the manuscript will then be removed from the publish process.
- All the authors mentioned in a manuscript should have a significant scientific contribution in it. They are also required to confirm the findings of the study. According to the criteria provided by the International Committee of Medical Journal Editors (ICMJE), the criteria for a person to be known as an author include:

A) Sufficient participation in the design, perception, collection, analysis, and interpretation of research data

B) Composition of the original text or critical review to investigate its important information content

- Authors are responsible for the article's content and should be responsive to the claims of those who cooperated in research conduction and composition process.
- The corresponding author should be responsive to any legal claims regarding the copyright.
- To observe ethical standards in trials, clinical researches, and studies conducted on animals the Helsinki Declaration (International Association for Medical Practice) should be considered. Issues such as protection of medical secrets, patients' satisfaction and anonymity, as well as conflict of interests are also crucial.
- The authors should disclose all affiliations considered as conflict of interests. Since authors' conflict of interest is part of the research ethics, the journal will have the right to make any decision about articles that did not mention conflict of interests. The journal will not respond to disputes and complaints from authors and sponsors in this case.
- The corresponding author is legally responsible for not including all authors' names.
- The journal is not responsible for any claims among authors or authors with other authorities.
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- The journal reserves the right to make any corrections to the structure and content of the submitted articles.





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- All manuscripts are confidential and are reviewed by professionals (at least 3 referees) selected by the editor in chief. The corresponding author will be notified as soon as possible about the rejection, acceptance, or required modifications. If the submitted text is completely prepared according to the criteria of this manual, it will be accepted and published in the next issues of the journal.
- The authors of manuscript should present their written and signed acceptance letter for the order of authors' names. They should also provide the journal with the Copy Right.
- The submitted manuscript must contain the Article Publishing License letter signed by all authors. In this letter all authors warrantee that the manuscript has neither been published (in Persian or English) nor sent to other journals for publication.
- All submitted manuscripts will be reviewed and those with possible unethical and illegal issues will be specified and removed from the publication process.

