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## GUIDELINES FOR CONTRIBUTORS (JOURNAL OF OCCUPATIONAL SAFETY AND HEALTH)

The Journal of Occupational Safety and Health (JOSH) covers areas of current information in Occupational Safety and Health (OSH) issues in Malaysia and throughout the world. This includes Occupational Safety, Occupational Health, Ergonomics, Industrial Hygiene, Chemical Safety, OSH Management System and other related research title in OSH.

### GENERAL GUIDELINES

Manuscripts should be emailed to the Secretariat, Journal of Occupational Safety and Health (JOSH), NIOSH, Lot 1 Jalan 15/1, Section 15, 43650 Bandar Baru Bangi, Selangor, Malaysia (Tel: +603 – 87692100 ext. 3915, 3875, 3873 or Fax: +603 – 79574124) Email: [journal@niosh.com.my](mailto:journal@niosh.com.my). Please send softcopy (word formats) of original submissions.

Prepare manuscripts in accordance with the guidelines given below:

- (a) Manuscripts must be written using a template provided. Please use TIMES NEW ROMAN font throughout the manuscripts.
- (b) Organisation of material for Original Article should follow standard reporting format - "INTRODUCTION", "METHOD", "RESULT", "DISCUSSION" and "CONCLUSION".
- (c) For Review Articles/ Book, Short Communication and Case Report, appropriate headings should be inserted to provide a general outline of the material.
- (d) Clarity of language and presentation are essential, and should avoid unnecessary technical terminology. The manuscript can be used either English or Malay. Manuscript in English must be consistent either UK or USA in the whole manuscript. Author is required to submit the Proofreading evidence.
- (e) Each author should complete a declaration form in JOSH Article Submission Form (NIOSH-A134-C).
- (f) Define all abbreviations and acronyms used.
- (g) Permission to reproduce published material must be obtained in writing from the copyright holder and acknowledged in the manuscript.
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Kindly refer to Appendix A (Template of the Article) for more details/ further information.

### TYPE OF ARTICLE:



**Original Article:** Original Article is a report on findings from original unpublished research. The article follows the format provided in the Guideline for Contributors. The content includes Abstract, Introduction, Method, Result, Discussion and Conclusion.

**Review Article:** Review Article summarise and describe new developments of interdisciplinary significance as well as proposing new future research directions based on their reviews. Reviews contain Abstract, Introduction that outlines the main theme, subheadings and the future direction for resolving research questions. Conceptual paper addresses a question that cannot be answered simply by getting more factual information. A purely conceptual question is one to which factual information is not even relevant.

**Short Communication:** Short Communication includes article of importance, preliminary observations, findings that extends previously published research, data that does not warrant publication as a full paper, small-scale clinical studies, and clinical audits. Short communications generally should not exceed 1,000 words and shall consist of a Summary and the Main Text.

**Case Report:** Case Report must follow these rules: Case reports generally should not exceed 1,000 words; with only maximum of one (1) table; two (2) photographs; and up to five (5) references. It shall consist of a Summary and the Main Text. The summary should be limited to 100 words and provided immediately after the title page.

**Book Review:** Book review aims to provide a summary of the book's content and share the reviewer's thoughts, opinions and insight about various aspects of the book. Book review contain Introduction (provide essential details about the book, including the title, author and genre), Summary (explain content of the book and avoid major spoilers), Evaluation (discuss any unique standout elements of the book such and strength and weakness) and Conclusion.

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## STRUCTURE OF PAPER

**Title Page:** Submit a cover sheet including: article title, author(s) name(s), affiliation(s) and complete mailing and e-mail address of the corresponding author. If at any time during the review or publication process this contact information changes, please contact the secretariat with the updated information.

**Abstract and Keywords:** An abstract should accompany the manuscript. This should summarize the content of the paper and include Introduction, Method, Result and Discussion. It may not be necessary for all subheadings to be included, based on the nature of the manuscript. Authors must include up to five keywords or phrases in alphabetical order and separated by comma.

**Introduction:** The introduction of the paper should explain the nature of the problem, previous work, purpose, and the contribution of the paper. The contents of each section may be provided to understand easily about the paper. Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

**Method:** Method is proposal of new or an overviews of recent technical and methodological developments. Articles should present a new experimental, engineering, scientific or computational method, test or procedure. The method described may either be completely new, or may offer a better version of an existing method. Methods must be proven by its validation, its application to an important research question and results illustrating its performance in comparison to existing approaches. Articles should possess thorough assessments of methodological performance and comprehensive technical descriptions that facilitate immediate application by researchers in the field.

**Result:** Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations, or both: emphasise or summarise only important observations.

**Discussion:** Emphasise the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

**Conclusion:** Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. Please state new hypothesis when warranted, and clearly label them as such. Recommendations, when appropriate, may be included.

**Acknowledgement:** Acknowledge grants awarded in aid of the study (state the number of the grant, name and location of the institution or organisation), as well as persons who have contributed significantly to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may infer their endorsement of the data.

**References:** All references must be formatted in accordance with the Publication Manual of the American Psychological Association (APA), Latest Edition.

## EXAMPLE REFERENCES

### Journal Articles:

Smith, A.B., Adams, K.D., & Jones, L.J. (1992). The hazards of living in a volcano. *Journal of Safety Research*, 23(1),81-94.

### Book:

Perez, A.K., Little, T.H., & Brown, Y.J. (1999). *Safety in numbers*. Itasca, IL: National Safety Council.



### On-line Publication:

National Institute of Occupational Safety and Health. Sick Building Syndrome. [www.niosh.com.my/safetytips.asp?safetyid=1](http://www.niosh.com.my/safetytips.asp?safetyid=1) (accessed October 2004)

### Government Publication:

Ministry of Health Malaysia & Academy of Medicine Malaysia (2003). *Clinical Practise Guidelines on Management of Obesity 2003*.

**Tables:** All tables should be kept simple and clear, and should be referred to in the text. They should be numbered, titled, and typed using double spacing on separate pages in the order of which they are referred to in the text. Title for table should be written above the table.

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**Illustrations:** Illustrations including diagrams and graphs should be sharp and good contrast. Line drawings should be in black ink on a white background and lettering size must be large enough to permit legible reduction whenever necessary. All photographs submitted must be of good quality. The author's name, short title of the paper and figure number must be written on the reverse side of each illustration submitted. Title for figures should be written below the figure.

**Mathematical Notation and Equations:** All equations must be clearly type, tripled-space and should be identified or numbered accordingly.

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## APPENDIX A

### Original Article/ Review Article/ Short Communication/ Case Report/ Book Review

## Paper Title (16 Bold)

Author1,<sup>a,\*</sup> Author2,<sup>a</sup> Author3,<sup>b</sup> Author4<sup>c</sup> (9)

<sup>a</sup> Address1 (8, italic)

<sup>b</sup> Address2

<sup>c</sup> Address3

\*Corresponding author: email@niosh.com.my

#### Article history

Received xx/xx/xxxx

Accepted (Panel 1) xx/xx/xxxx

Accepted (Panel 2) xx/xx/xxxx

**ABSTRACT (11 BOLD) :** *The abstract should summarize the content of the paper. Try to keep the abstract below 200 words. Do not make references nor display equations in the abstract. The journal will be printed from the same-sized copy prepared by you. Your manuscript should be printed on A4 paper (21.0 cm x 29.7 cm). Leave margins at 2.54 cm at the top & bottom and 1.9 cm at left & right sides of each page. The margins and style described below must be adhered to carefully. This will enable us to keep uniformity in the final printed copies of the Journal. Please keep in mind that the manuscript you prepare will be photographed and printed as it is received. Readability of copy is of paramount importance. (10 Italic)*

**Keywords (11 Bold) :** *About five key words in alphabetical order, separated by comma (10 Italic). Please capitalize each word.*


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## 1.0 INTRODUCTION (11 BOLD)

The introduction of the paper should explain the nature of the problem, previous work, purpose, and the contribution of the paper. The contents of each section may be provided to understand easily about the paper. Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively. (Font size 10)

## 2.0 HEADINGS (11 BOLD)

The first **headings** should be started with "1.0 INTRODUCTION", appear in upper case, set in bold and aligned flush left. All headings from the Introduction to Conclusion are numbered sequentially using 1.0, 2.0, 3.0, etc. The font size for **heading is 11 points bold face**. Do not underline any of the headings, or add dashes, colons, etc.

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## 2.1 Subheadings (10)

The subheading should be stated with “1.1 Subheadings”, lower case letters and aligned flush left. Subheadings are numbered 1.1, 1.2, etc. If a subsection must be further divided, the numbers 1.1.1, 1.1.2, etc. The font size for **subheading** is **10 points and not bold**. Do not underline any of the subheadings, or add dashes, colons, etc.

## 2.2 Indentations and Equations (10)

The first paragraph under each heading or subheading should be flush left, and subsequent paragraphs should have a five-space indentation. A colon is inserted before an equation is presented, but there is no punctuation following the equation.

All equations are numbered and referred to in the text solely by a number enclosed in a round bracket (i.e., (3) reads as "equation 3"). Ensure that any miscellaneous numbering system you use in your paper cannot be confused with a reference [4] or an equation (3) designation. For example:

$$RII = \frac{\sum w}{AN} = \frac{5n_5 + 4n_4 + 3n_3 + 2n_2 + 1n_1}{5N} \quad (3)$$

## 2.3 Figures and Tables (10)

To ensure a high-quality product, diagrams and lettering **MUST** be computer-drafted. Figure captions appear below the figure, are centered below the figure and are in upper and lower case letters (9). When referring to a figure in the body of the text, the abbreviation "Fig." is used. Figures should be numbered in the order they appear in the text.



Figure 1: OSHECT Brochure

Table captions appear centered above the table in upper and lower case letters. When referring to a table in the text, no abbreviation is used and "Table" is capitalized. (9). Symbols and abbreviations are defined immediately below the table.

**Table 1 Catalytic Alkylation of Resorcinol to 4-tert-butyl Resorcinol and 4,6-di tert-butyl Resorcinol <sup>a</sup>**

Entry	Catalysts	Conversion / %	Product yield / mmol	Selectivity / %		Ratio of Lewis acid to Brönsted acid <sup>b</sup>
				4-tert butyl resorcinol	4,6-di tert-butyl resorcinol	
1	MA	0	0	0	0	0
2	3% Ga-BEA	38.0	15.6	97.4	2.6	0.5
3	8% Ga-BEA	54.4	21.7	95.8	4.2	0.7
4	10% Ga-BEA	59.1	23.6	100	0	1.0
5	25% Ga-BEA	32.2	12.9	100	0	1.5
6	H <sub>2</sub> SO <sub>4</sub> <sup>c</sup>	6.5	2.6	96.0	4.0	contain only Brönsted acid
7	MA + H <sub>2</sub> SO <sub>4</sub> <sup>d</sup>	6.0	2.4	96.0	4.0	1.0

<sup>a</sup> All reactions were carried out at 80 °C for 8 h with resorcinol (40 mmol), MTBE (60 mmol) and catalyst (0.2 g) with vigorous stirring.

<sup>b</sup> The ratio of Lewis acid to Brönsted acid is calculated by using the peak area of peaks at wavenumber of 1540 cm<sup>-1</sup> and 1450 cm<sup>-1</sup> for Brönsted and Lewis acids, respectively (see Fig. 1).

<sup>c</sup> The amount of H<sub>2</sub>SO<sub>4</sub> is 25 μmol.

<sup>d</sup> The MA in a solution containing H<sub>2</sub>SO<sub>4</sub>. The amount of MA and H<sub>2</sub>SO<sub>4</sub> are similar as entries 1 and 6, respectively.

### 3.0 METHOD (11 BOLD)


Method is proposal of new or an overviews of recent technical and methodological developments. Articles should present a new experimental, engineering, scientific or computational method, test or procedure. The method described may either be completely new, or may offer a better version of an existing method.

Method must be proven by its validation, its application to an important research question and results illustrating its performance in comparison to existing approaches. Articles should possess thorough assessments of methodological performance and comprehensive technical descriptions that facilitate immediate application by researchers in the field.

### 4.0 RESULT (11 BOLD)

Present your result in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations, or both: emphasise or summarise only important observations.



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## 5.0 DISCUSSION (11 BOLD)

Emphasise the new and important aspects of the study and conclusion that follow from them. Do not repeat in detail data given in the Result section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

## 6.0 CONCLUSION (11 BOLD)

A conclusion section must be included and should indicate clearly the advantages, limitations, and possible applications of the paper. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Link the conclusion with the goals of the study but avoid unqualified statement and conclusion not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. Please state new hypothesis when warranted, and clearly label them as such. Recommendation, when appropriate, may be included.

## ACKNOWLEDGEMENT (11 BOLD)

(This heading should be aligned center and is not assigned a number.)

An acknowledgement section may be presented after the conclusion, if desired. Acknowledge grants awarded in aid of the study (state the number of the grant, name and location of the institution or organisation), as well as persons who have contributed significantly to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may infer their endorsement of the data. (9)

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All references must be formatted in accordance with the Publication Manual of the American Psychological Association (APA), Latest Edition.

For example:

### Book:

Strunk, W., Jr., & White, E. B. (1979). *The guide to everything and then some more stuff*. New York, NY: Macmillan.

Gregory, G., & Parry, T. (2006). *Designing brain-compatible learning* (3rd ed.). Thousand Oaks, CA: Corwin.

### Chapter of a Book:

Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), *Multiculturalism in the United States: A comparative guide to acculturation and ethnicity* (pp. 53-76). New York, NY: Greenwood.

### Journal Article with DOI:

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647. doi:10.1037/0278-6133.24.2.225

### Journal Article without DOI (when DOI is not available):

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37(2), 1-7.


Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2(2), 38 -48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/fdo>

### Online Newspaper Articles:

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

### Encyclopedia Articles:

Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York, NY: Wiley.

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Developmental genetics. (2005). In *Cambridge encyclopedia of child development*. Retrieved from [http://0-www.credoreference.com.library.muhlenberg.edu:80/entry/cupchilddev/developmental\\_genetics](http://0-www.credoreference.com.library.muhlenberg.edu:80/entry/cupchilddev/developmental_genetics)

**Technical and Research Reports (often with corporate authors)**

Hershey Foods Corporation. (2001, March 15). *2001 Annual Report*. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>

**Book Reviews:**

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book *Models of cognitive development*, by K. Richardson]. *American Journal of Psychology*, *114*, 126-133.

*NOTE: For articles that have a DOI, see Journal Article with DOI example.*

**Data Sets:**

Simmons Market Research Bureau. (2000). *Simmons national consumer survey* [Data file]. New York, NY: Author.

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