

Guidelines For Contributors

The Journal of Occupational Safety and Health is concerned with areas of current information in occupational safety and health issues in Malaysia and throughout the world.

General Guidelines

- Manuscripts should be sent to the Secretariat, Journal of Occupational Safety and Health, Information Services, Communication and Technology Unit (ISCTU), NIOSH, Lot 1 Jalan 15/1, Section 15, 43650 Bandar Baru Bangi, Selangor, Malaysia (fax: 6 03-8926 5900, tel: 6 03 -8769 2195, email: journal@niosh.com.my). Please send hardcopy and softcopy of original submissions.
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- Submit a cover sheet including: article title, author(s) name(s), affiliation(s), and complete mailing address, phone, fax, 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.
- Manuscripts must be printed double spaced on A4-sized paper using 12-point type (font Times New Roman). Include page numbers.
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- For editorials, review articles, short communication and case studies, appropriate headings should be inserted to provide a general outline of the material.
- Clarity of language and presentation are essential, and care should be taken to avoid unnecessary technical terminology. The publication uses English spelling (UK).
- An abstract, up to 250 words, should accompany the manuscript. This should summarize the study and include the subheadings "Introduction", "Methodology", "Results" and "Conclusion". It may not be necessary for all subheadings to be included, based on the nature of the manuscript.
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References:

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For example:

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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 (accessed October 2004)

Government Publication:

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Tables and figures should be on separate sheets from the text, in accordance with APA style, numbered consecutively and given a short but explicit title. Title for table should be above table. Title for figures should be below figure, Figures must be supplied as glossy photographs or professionally or electronically drawn artwork using heavy white paper and black ink. A notation should be made in the text showing approximately where each table or figure should appear (e.g., Insert Table 3 here). When referring to a particular table or figure in the text always use its number. All tables will be re-set in the production process. All figures will be scanned from the original.

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