

JOSH CHECKLIST FOR AUTHOR

No.	Activities	Action
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4.	Organisation of material for original research should follow standard reporting format - "Introduction", "Methodology", "Results", "Discussion" and "Conclusion".	
5.	For editorials, review articles, short communication and case studies, appropriate headings should be inserted to provide a general outline of the material.	
6.	Clarity of language and presentation are essential, and should avoid unnecessary technical terminology. The publication uses English spelling (UK).	
7.	An abstract, up to 250 words, should accompany the manuscript. This should summarize the study and include the subheadings "Introduction", "Methodology", "Results" and "Conclusion".	
8.	Authors must include five keywords or phrases for indexing.	
9.	All references must be formatted in accordance with the Publication Manual of the American Psychological Association (APA), Sixth Edition.	
10.	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 above table.	
11.	Illustrations including diagrams and graphs should be sharp, noise free and of good contrast. They should accompany the manuscript on separate sheets and numbered consecutively in the same order as they are referred to in the text. Line drawings should be in black ink on a white background and lettering size must be large enough to permit legible reduction whenever necessary.	
12.	All equations must be clearly typed, tripled-space and should be identified or numbered accordingly	
13.	Manuscript in Microsoft Word format	
14.	Complete a declaration form.	
15.	Define all abbreviations	

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

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