

National Institute of Occupational Safety & Health (NIOSH)

Guidelines For Contributors (Journal of Occupational Safety and Health)

Document No : NIOSH-R09-C

Category: : Circular

Department : Innovation and Technology Division (INTD)

Revision : 0

Effective Date : 01-09-2016

Expiry Date : Not Applicable

Prepared By

Rohaida

Reviewed By

Muhammad Syaidan,
Azhar, Wan Muhammad
Syahrilfahmi, Mohd Esa,
Amirrudin, Fadzil, Zarina,
Roslina

Approved By

Ayop

Note : Printed copy is not valid to use unless signed and/ or stamped.

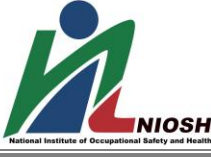
Nota : Cetakn dokumen tidak sah digunakan tanpa tandatangan dan/ atau cap.

Guidelines For Contributors (Journal of Occupational Safety and Health)

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

General Guidelines

- *Manuscripts should be sent to the Secretariat, Journal of Occupational Safety and Health, Innovation and Technology Division (INTD), NIOSH, Lot 1 Jalan 15/1, Section 15, 43650 Bandar Baru Bangi, Selangor, Malaysia (fax: 6 03-8926 9842, tel: 6 03 87692200 / 87692190, email: journal@niosh.com.my . Please send hardcopy and/or softcopy of original submissions.*
- Prepare manuscripts in accordance with the guidelines given below;
 - 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 in double spacing on A4-sized paper using 11-point type with bold for headings (font: Times New Roman) and 10- point (font : Times New Roman) for the paragraph after heading and with page numbers.
 - Organisation of material for original research should follow standard reporting format - "Introduction", "Methodology", "Results", "Discussion" and "Conclusion".
 - 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 should 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.
 - Authors must include five keywords or phrases for indexing.
 - Each author should complete a Article Submission Form (NIOSH-A134-C).
 - Define all abbreviations.
 - Permission to reproduce published material must be obtained in writing from the copyright holder and acknowledged in the manuscript.
 - Keep a copy of the manuscript for reference.
 - The editorial office retains the customary right to style.
 - All material submitted for publication is assumed to be submitted exclusively to the journal unless otherwise stated.
 - Copyright of all material published lies in NIOSH Malaysia.



- Once your manuscript is accepted for publication, it may be reproduced with the consent, stored in the retrieval system or transmitted in any form or by any means, electronic, mechanical and photocopying with the consent and permission by the publisher. Application for permission should be addressed to :INTD, NIOSH, Lot 1, Jalan 15/1 Section 15, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia. e-mail: journal@niosh.com.my
- Please refer to Appendix A (Author's checklist) and Appendix B (format of the paper) for more details/further information.

References:

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

For example:

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 (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.

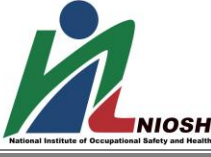
Title for table should be above table.

Illustrations:

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. All photographs submitted must be of good quality and printed on glossy paper. 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 below figure.

Mathematical Notation and Equations:

All equations must be clearly typed, tripled-space and should be identified or numbered accordingly.



Computer Disks:

If you send a computer disk with your submission, please label it with the author(s) name(s) and manuscript title. Disks will not be returned. Only Microsoft Word format is accepted.

Contributor's copy:

Each author will receive 1 copy of the journal.

Subscription Information

Journal of Occupational Safety and Health (ISSN 1675-5456) is published bi-annually by Innovation and Technology Division (INTD), NIOSH, Malaysia. Subscription prices are available upon request from the publisher or from www.niosh.com.my Issues are sent by standard mail. For orders, claims, product enquiries and advertising information, contact Ms Siti Nazhatul Marina/ Ms Noorhasimah / Mr Muhammad Zaki at 603-8769 2200 / 2190 / 2191 or journal@niosh.com.my

Advertising Rates

Enquiries to be directed to the secretariat

Secretariat Address

*Innovation and Technology Division
National Institute of Occupational Safety and Health
Lot 1, Jalan 15/1, Section 15
43650 BANDAR BARU BANGI
SELANGOR DARUL EHSAN, MALAYSIA.
Tel: 603-8769 2200 / 2190 / 2191 Fax: 603-8926 9842*

APPENDIX A: JOSH CHECKLIST FOR AUTHOR

| No. | Activities | Action |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | 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. | |
| 2. | Manuscripts must be in double spacing on A4-sized paper using 11-point type with bold for headings (font: Times New Roman) | |
| 3. | Manuscripts must be in double spacing on A4-sized paper 10- point (font : Times New Roman) for the paragraph after heading and with page numbers. | |
| 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 | |

APPENDIX B : FULL PAPER / CONCEPTUAL PAPER / SHORT COMMUNICATION / REPORT

Paper title (bold 16)

Author1,^{a,*} Author2,^a Author3,^b Author4^c (9)

^a Address1 (8, italic)

^b Address2

^c Address3

*Corresponding author: email@utm.my

ABSTRACT : 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). It is imperative that the margins and style described below 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.

Keywords - About five key words in alphabetical order, separated by comma

All rights reserved.

1.0 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.

2.0 HEADING S

The **headings** and **subheadings**, starting with "**1. Introduction**", appear in upper and lower case letters and should be **set in bold and aligned flush left**. All headings from the Introduction to Acknowledgements are numbered sequentially using 1, 2, 3, etc. 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 **heading** is **11 points bold face** and **subsections with 10 points and not bold**. Do not underline any of the headings, or add dashes, colons, etc.

■3.0 INDENTATIONS AND EQUATIONS

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.

■4.0 FIGURES AND TABLES

To ensure a high-quality product, diagrams and lettering **MUST** be computer-drafted. Figure captions appear below the figure, are flush left, and are in lower case letters. 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.

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.

Table 1 Catalytic alkylation of resorcinol to 4-*tert*-butyl resorcinol and 4,6-di *tert*-butyl resorcinol ^a

| Entry | Catalysts | Conversion / % | Product yield / mmol | Selectivity / % | | Ratio of Lewis acid to Brönsted acid ^b |
|-------|--------------------------------------------------|----------------|----------------------|---------------------------------|--------------------------------------|---------------------------------------------------|
| | | | | 4- <i>tert</i> butyl resorcinol | 4,6-di <i>tert</i> -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 ₂ SO ₄ ^c | 6.5 | 2.6 | 96.0 | 4.0 | contain only Brönsted acid |
| 7 | MA + H ₂ SO ₄ ^d | 6.0 | 2.4 | 96.0 | 4.0 | 1.0 |

- ^a 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.
- ^b The ratio of Lewis acid to Brönsted acid is calculated by using the peak area of peaks at wavenumber of 1540 cm⁻¹ and 1450 cm⁻¹ for Brönsted and Lewis acids, respectively (see Fig. 1).
- ^c The amount of H₂SO₄ is 25 µmol.
- ^d The MA in a solution containing H₂SO₄. The amount of MA and H₂SO₄ are similar as entries 1 and 6, respectively.

■ 5.0 CONCLUSION

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.

ACKNOWLEDGEMENTS

An acknowledgement section may be presented after the conclusion, if desired.

REFERENCES

This heading is not assigned a number.

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

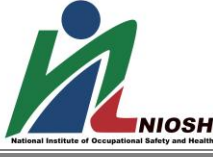
For example:

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.

Government Publication:

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



On-line Publication:

National Institute of Occupational Safety and Health. Sick Building Syndrome.

www.niosh.com.my/safetytips.asp?safetyid=1 (accessed October 2004)

Book:

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