Intended for healthcare professionals

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Submit Manuscript

WORKPLACE HEALTH & SAFETY AUTHOR GUIDELINES

Workplace Health & Safety (*WH&S*) is the official journal for the American Association of Occupational Health Nurses, Inc. (www.AAOHN.org). WH&S is published by Sage Publishing.

WH&S is a peer-reviewed journal that follows the publishing standards set by the International Committee of Medical Journal Editors (http://www.icmje.org/), the Committee on Publication Ethics (COPE) (https://publicationethics.org), and Sage Publishing (https://us.sagepub.com/en-us/nam/manuscript-submission-guidelines#Authorship).

The goal of WH&S is to support the vision of AAOHN that work and workplace community environments will be healthy and safe. The WH&S contributes to AAOHN's mission by supporting the evidence-based practice of occupational and environmental health nurses concerning health, safety, productivity and disability management for worker populations. AAOHN achieves its mission by providing education, research, public policy, and practice resources for occupational and environmental health nurses through education and research, professional practice, ethics, communications, governmental issues, and alliances. The benefits offered to AAOHN members can be found at http://aaohn.org/page/member-benefits.

WH&S welcomes the submission of original manuscripts of interest to occupational and environmental health nurses that includes original research, literature reviews, professional practice (evidence-based practice updates, clinical case reports and clinical updates, leadership and management, legal/regulatory, successful programs), current topics, editorials, and letters to the editor.

Editorial services are not provided by WH&S editors. Authors who feel that their papers could benefit from being edited for matters of grammar and language, are welcome to explore Sage Language Services which offers a fee-for-service option to have their papers edited by a professional, experienced editor. Completion of the editing service does not guarantee manuscript acceptance by WH&S.

All journal articles must conform to the Manual of the American Psychological Association (APA), 7th ed. (2020). Details about APA referencing style is included throughout this document and at the APA website (https://www.apa.org) including the APA blog (https://www.apastyle.org).

There are no fees payable to submit or publish in this Journal. Open Access options are available - see section below.

WH&S offers optional open access publishing via the Sage Choice program and Open Access agreements, where authors can publish open access either discounted or free of charge depending on the agreement with Sage. Find out if your institution is participating by visiting Open Access Agreements at Sage. For more information on Open Access publishing options at Sage please visit Sage Open Access. For information on funding body compliance, and depositing your article in repositories, please visit Sage's Author Archiving and Re-Use Guidelines and Publishing Policies.

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I. QUERY LETTERS

Authors are encouraged to familiarize themselves with *WH&S* prior to submission. Query letters should be sent via email attachment in a Microsoft Word formatted document. All

queries should include one to two paragraphs that describe the manuscript including the purpose of the professional practice project, research study or current topic, the worker population and the approach employed. In addition, please indicate the details about the study team and setting. Please do not send the manuscript; rather, send your query to the editor designated for the manuscript type that you are inquiring about, as outlined in the table below.

Manuscript Type	**Contact Editor**
Letter to Editor, Editorial	Bonnie Rogers, DrPH, COHN-S, LNCC, FAAN rogersb@email.unc.edu
Professional Practice Clinical Case Report Clinical Update	Beverly M. Hittle, PhD, RN, FAAOHN neltnebm@ucmail.uc.edu
Original Research Systematic/Literature Review	Karen Heaton, PhD, COHN-S, FNP-BC, FAAN, FAAOHN kharnp@uab.edu
Current Topics	Marie-Anne S. Rosemberg, PhD, MN, RN, FAAOHN, FAAN sanon@umich.edu

II. MANUSCRIPT SUBMISSION TYPES

Submission Type	Abstract Format (Words)	Text Word Count	Tables/Figures
Professional Practice	Structured (250)	2,500 – 4,500[1]	5
Original Research	Structured (250)	2,500 – 4,500[1]	5
Brief Report (Pilot/Small Studies)	Structured (250)	1,500 – 2,500[1]	3
Literature Review	Structured (250)	3,500 – 5,000[1]	5
Occupational Health Clinical Update	Structured (250)	1,500 – 2,500	3
Clinical Case Report	Unstructured (150)	1,500 – 2,500[1]	3
Current Topics	None	700 (this includes references)	None
Letter to the Editor/ Editorial	None	700[1]	None
[1]not including tables, figures or references			

Professional Practice:

These are reports about the innovative application of professional practice initiatives as they pertain to occupational health nursing practice. Topics could include: development and implementation of occupational health and safety programs; monitoring health of employees with special focus on assessment, diagnostic, and therapeutic interventions; development of disease-prevention programs such as smoking cessation, weight management, exercise, and nutrition; Total Worker Health™ (physical, mental, psychosocial); global health; case management; practice improvement; hazard assessment of workplace exposures and management/changes made within the work environment based on evidence/findings; communicable disease/infection control; implementation of disaster preparedness programs; workplace exposures; occupational health and safety regulations; outreach programs; evaluation of policy outcomes; special worker populations (e.g., hard to reach workers, aging workers);review and evaluation of best practices; collaborative work with other professions to improve health outcomes for employees; ethical issues and decision-making in occupational health and safety; and more.

Professional practice articles should include the following designated sections:

Abstract: This should be structured with the following subheadings: Background, Methods/Project , Findings, Conclusions/Application to Practice. Please include the

abstract in the body of the manuscript, in addition to providing it in the ScholarOne system (the online manuscript submission portal).

- ***Background:*** Provide the reader with what is currently known about the topic. State the problem/gap in practice with supporting literature/research as a basis for the project. Relevance to occupational and environmental should be stated. The purpose statement should be made at the end of the Background section. Use updated references and avoid references which were published more than five years ago.
- ***Methods/Project :*** Explain to the reader the specifics of the professional practice innovation/project plan, with attention to the assessment, plan and execution of the project as it was implemented in the occupational health setting. This should include the methods or evaluation employed for project performance/outcome innovation. We suggest ordering this section as follows: an overview description of the project/initiative; a description of the intervention/program, practice initiative or improvement; a description of the worker population involved and how they were invited or included; project outcome/results; and if the project involved data collection, a description of the data collected and how data were collected and analyzed.
- ***Results:*** Describe measurable outcome indicators such as the impact on health and/or economic costs. Explain what was learned or recognized in relation to this professional practice topic. Describe the generalizability that this professional practice holds and what benefits it affords to occupational and environmental nursing and the workplace. Quotes may be used and must be structured (varies based on number of words) and referenced according to the APA Guidelines; https://blog.apastyle.org/apastyle/direct-quotations/
- ***Discussion:*** This section should discuss the more relevant findings and related impact on occupational health and safety of the worker population and/or policy directives. Describe strengths and limitations of this professional practice, and include implications for additional opportunities for innovation.
- ***Insert Box titled "Applications to Professional Practice":*** This includes a 150-word summary of the professional practice innovation as it applies to occupational health and environmental nursing practice. This is different from the Abstract and does not include sub-headings. The Insert/Box is a very brief narrative description of the project.

Clinical Update: Articles that summarize the latest evidence and clinical care or preventive guidelines are sought for clinical update articles. The article topics can range from acute and chronic diseases and injuries for which there are specific work-related implications. Examples include acute or chronic health conditions or diagnoses and the clinical guidelines and best practices for occupational health providers. For example, such as, updates for screening, diagnosis, and management of Type II Diabetes with implications for the occupational health provider in a variety of workplace settings.

- Abstract – The abstract should summarize the main points of the article focusing on the primary implications for occupational health providers and pointing to any updated clinical guidance that is reviewed. It must be limited to 250 words.
- Background - Describe the health condition or medical surveillance type and include links to the latest clinical guidelines and best practices. If there is an OSHA Medical Surveillance program requirement provide links to the standard and latest fact sheets.
- Recognition/Diagnosis - Focus on the manifestation of the condition as experienced by the worker, their family and/or their supervisor. Describe the screening or preventive tests results that may give rise to recognizing the condition. Finally, describe the referral criteria and diagnostic tests that confirm the diagnosis.
- Interventions - Describe the treatments (which may or may not be done by the occupational health clinician at the worksite) including physical therapy, psychologic, medical, nursing and pharmacologic and other acute and long-term therapies required to control the condition and prevent exacerbations. For clinical surveillance or clearance programs include referral criteria, clearance criteria as applicable.
- Implications for occupational health nursing practice - Describe the work monitoring and adaptation, safety implications and consideration for ADA/EEOC.
- Guidelines and Resources - Include websites and links to Clinical Care Guidelines and Worker Education materials.

Original Research:

A report of an original research study (quantitative, qualitative, mixed-methods) includes the following sections: background, methodology, results, discussion, and implications for occupational health nursing practice/implications for occupational health practice. Authors submitting observational research reports are encouraged to follow the STROBE checklist.

Research articles should include the following designated sections:

- **Abstract**: This should be structured with the following subheadings: Background, Methods, Findings, Conclusions, and Application to Practice. Please include the abstract as the first page in the body of the manuscript, in addition to providing it in the ScholarOne system (the online manuscript submission portal).
- **Background**: This should include an overview or the epidemiology of the issue, as well as details about the gaps in the literature that the research intended to address. The purpose of the study (e.g., purpose, aims, and/or hypotheses) should be stated in paragraph format at the end of the Background section. This should also include something about the relevance to occupational and environmental health nursing. Use updated references and avoid references which were published more than five years ago unless there are no more current references or they provide important classic, seminal, or context information.

- **Methods:** This should include an introductory paragraph describing the overall approach of the study, study design and study setting. This should be followed by sub-sections including: the study population and recruitment/sampling of participants (including methods employed for obtaining informed consent, if applicable); the study protocol, including the data collection methods and instruments, and the construction of study variables; data analysis which should provide a chronological description of the data management and analysis approach including descriptive statistics (e.g., frequencies, means, standard deviations), as well as inferential statistics (e.g., Student's t test, ANOVA, linear/logistic regression). The inferential statistics employed should include a description of the measures of effect that were calculated (e.g., odds ratio; 95% confidence interval; etc.). The data analysis should include a description of the approaches used for all data presented in the data tables.
- **Results**: This should include a description of the participants (their rate of participation), descriptive findings of participants, descriptive findings about the main study exposures, explanatory variables, and outcome(s) followed by findings of inferential analyses. For qualitative studies that include participant quotes, please include the quotes within the body of the text (rather than separating the quotes by placing them in stand-alone tables). Quotes must be structured and referenced according to the APA Guidelines; https://blog.apastyle.org/apastyle/direct-quotations/.
- **Discussion:** This should include a comparison of study findings with the current and relevant literature. This section should not repeat the study findings in its entirety, or report numeric findings. This section should highlight the salient, more relevant findings, along with an integration of the current literature. In addition, it should discuss the implications for further research and education.
- **Implications for Occupational Health Nursing Practice or Implications for Occupational Health Practice**: This should provide the reader with information regarding how the study findings are relevant to current occupational and environmental health practice, including how the findings can be reasonably applied to the frontline occupational health nurse or other occupational health practitioner.
- **Insert Box titled "Applying Research to Occupational Health Practice":** This includes a 150-word summary that provides a brief overview of the findings and how the findings apply to occupational health nursing practice or general occupational health practice. This is different from the Abstract and does not include sub-headings. The Insert/Box is a brief narrative description of the project.

Brief Report for Research or Professional Practice: This article format is ideal for presenting Pilot or small research studies (e.g., with smaller sample sizes) or pilot or small professional practice programs. These are short reports in which the findings are preliminary and/or narrowly focused. Please refer to the descriptions for Professional Practice and Original Research for more details on the manuscript outline and approach. The article should be structured per the instructions provided for the Research or Professional Practice

article descriptions provided above. This manuscript format includes the Insert Box : **“**Applying Research to Occupational Health Practice”.

Literature Review: Literature review articles should include a complete review of the literature focusing on a defined period of published literature. An assessment of the quality of the evidence is encouraged including the use of the PRISMA methodology http://www.prisma-statement.org/PRISMAStatement/Checklist. Literature review articles should include the following sections:

- ***Background:*** This should include an overview of the issue and research question.
- ***Methods:*** This should include a description of the literature search conducted (i.e., keywords, criteria for inclusion and exclusion) and a description of how the review of manuscripts was conducted.
- ***Results:*** This should include tables that provide a summary of the findings from the included articles. Content of the tables is described below.
- ***Discussion/Conclusion:*** This should include a synthesis and integration of findings of the reviewed literature. The manuscript should provide conclusions based on the review and recommend new approaches for occupational and environmental health nursing practice, research, and/or education.
- ***Implications for Occupational Health Nursing Practice or Implications for Occupational Health Practice:*** This should provide the reader with information regarding how the study findings are relevant to current occupational and environmental health practice, including how the findings can be reasonably applied to the frontline occupational health nurse or other occupational health practitioner.
- ***Tables:*** Evidence tables that outline the selected research articles should be included. Tables should include details about the following: author/year of publication, study population and sample size, primary exposures/interventions and primary outcomes measured, variables considered, and main findings. Table details should stand alone with regard to completeness.

- ***Insert Box titled "In Summary":*** This box includes 3 to 4 bulleted sentences that cover the salient professional practice findings.

Clinical Case Report: A succinct report of a clinical case affecting or involving occupational health practice and occupational and environmental health nursing. We recommend following the CARE Case Report guidelines, which offers a checklist for structuring the report that can be found at: https://static1.squarespace.com/static/5db7b349364ff063a6c58ab8/t/5db7bf175f869e581293/1572323098501/CARE-checklist-English-2013.pdf. The structure of the report should include the following: introduction, worker/patient information provided so that the worker

is unidentified, clinical findings, timeline, diagnostic assessment, therapeutic intervention, follow-up and outcomes, discussion, worker/patient perspective (if obtained), and informed consent, if obtained). This clinical case should reference established professional clinical practice guideline(s) relevant to the clinical case.

Current Topics: This back-page manuscript of *WH&S* focuses on a specific current topic relevant to occupational and environmental health nursing or occupational safety and health that is addressed in a single page. Each manuscript should be no more than 700 words including references and should include no more than 3 authors. This article should not include tables, figures, or photographs. This article hits the salient points of the topic while providing the reader with relevant and up-to-date references and recommended resources for further inquiry that are provided at the end of the article prior to the references . Topics vary and may cover areas such as health promotion, disease and injury prevention, innovative disease and injury treatments, regulatory issues, leadership and business, professional development, or nursing education. The piece does ***not*** include an abstract. Manuscripts should be written in the third person.

Letter to the Editor or Editorial: These features should pertain to previously published articles in this Journal or other topics relevant to occupational and environmental health nursing. Letters/editorials are not processed through the *WH&S* peer-review system and should not be used as a substitution for a peer-reviewed manuscript. Submit letters and editorials through the online ScholarOne system in accordance with the instructions and format outlined in Author Guidelines for all manuscripts . Do not email letters or editorials directly to the editing team. Include a statement on Conflict of Interest and a statement on use of Artificial Intelligence (AI) as described in the Author guidelines.

Continuing Education Credits

The Journal currently offers Continuing Nursing Education credits through the American Association of Occupational Health Nurses Inc. an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. The American Association of Occupational Health Nurses, Inc. is additionally approved as a CNE provider by the California Board of Registered Nursing (#CEP9283). Articles for continuing education credits are selected by the Editor/Associate Editors that support evidence-based practice of occupational and environmental health nursing concerning health, safety, productivity, and disability management for worker populations and provide innovative application of professional practice initiatives as they pertain to occupational health nursing practice. Continuing education articles are currently offered quarterly in the Journal.

III. MANUSCRIPT PREPARATION FOR ALL ARTICLE FORMATS

WH&S adheres to a double-anonymized peer review policy in which the identity of both the reviewer and author are always concealed from both parties. Please ensure that the details about the identity of the authors are not revealed in the text of the manuscript. Write the manuscripts in primarily in third person . They must conform to the following style guidelines:

Typing

Text, tables, and figures must be in Arial font, pt. 11 throughout. The main text must be double-spaced throughout with left margin alignment, including acknowledgments, abstract, text, references, and figure legends. The tables should be single spaced. All pages should be numbered.

Title Page

The requirements include:

- Submit the title page as a separate file from the main text document.
- Provide the title.
- Include the author(s) names and credentials (e.g., PhD, MA, CDE, etc.). Do not use titles (Dr., Ms., Mr.).
- For the corresponding author only, provide the contact email, phone number, and a physical mailing address.
- Provide the author contribution/biographies (no more than 1-2 sentences each). For guidance, refer to: http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html
- Conflict of Interest (see the section on the Declaration of Conflicting Interests below).
- Human subjects review details including the approval date and identification number as well as the name of the institution that provided approval or indicated the study was exempt from review. (Human subjects' details must also be provided in the body of the manuscript).

Main Document

In this order, the main text should include:

- Abstract
- Key Words
- Main Text
- Reference List
- Tables

Figure Legends
Funding

- Acknowledgments

Figures should not be included in the main text; rather they should be uploaded as separate files (please refer to the instructions below). All pages should include line numbering. (In Microsoft Word, under the “Layout” tab, select “Line Numbers” that “Restart on Each Page”).

Abstract

WH&S requires a structured abstract of no more than 250 words for Professional Practice, Original Research , Literature Reviews, and Brief Reports. Unstructured abstracts (no headers) are required for Case Reports (150 words). Current Topics does not include an abstract. Please refer to the instructions for the respective article format for detailed instructions on the required abstract structure.

Word Count

Please include the word count for the main text and references separately, as follows:
Word Count Main Text: #

Word Count References: #

Key Words

Authors should list at least 3 to 5 keys words (no more) at the end of the abstract for all paper types except for the Letters to the Editor and Editorials.

Main Text Headings

Professional Practice, Original Research, Brief Report and Literature Review articles have defined main headings as described above in their respective sections. Authors are welcome to include additional sub-headings relevant to the article type and topic.

Artificial Intelligence

Include a statement regarding use of Artificial Intelligence (see Section V in these instructions: Artificial Intelligence).

Conflict of Interests

Include statement regarding Conflict of Interest (see Section V in these instructions: Declaration of Conflicting Interests)

IV. APA CITATIONS AND REFERENCING, TABLES, FIGURES, PERMISSIONS, ACKNOWLEDGEMENTS, FUNDING

Authors are expected to provide accurate and proper sourcing throughout their documents. Primary sources should be used. Manuscripts must conform to the guidelines for manuscript preparation as per the Publication Manual of the American Psychological Association, 7th ed. (2020). Additional details can be found in the APA Blog. The authors are responsible for the accuracy of references. The following includes examples of in-text APA citations, followed by APA formatting for the reference list.

APA In-text Citations:

Work by one author:

- First and subsequent citations: Author (year); parenthetical (Author, year)

Work by two authors:

- First and subsequent citations: Smith and Walker (1997); parenthetical (Smith & Walker, 1997)

Work by three or more authors:

- First citation: Smith et al. (1997); parenthetical (Smith et al., 1997)
- Subsequent citation: Smith et al. (1997); parenthetical (Smith et al., 1997)

Groups (readily identified through abbreviation):

- First citation: National Institute for Occupational Safety and Health (NIOSH, 2010); parenthetical (National Institute for Occupational Safety and Health [NIOSH], 2010)
- Subsequent citation: NIOSH (2010); parenthetical (NIOSH, 2010)

Groups (no abbreviation):

- First and subsequent citations: University of Texas (2008); parenthetical (University of Texas, 2008)

APA formatted Reference List

The reference list should be double-spaced, in alphabetical order by author and same-author references should be in chronological order. Up to six authors should be listed followed by “et al” for the remaining authors.

Include author names up to 20 authors. When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but not ampersand), and then add the final author's name.

nples:

Journal article:

More than 20 authors:

Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., Juárez, U., Riyaziyyat, E., Wang, C., Zhang, I., Li, P., Yang, R., Kumar, B., Xu, A., Martinez, R., McIntosh, V., Ibáñez, L. M., Mäkinen, G., Virtanen, E., . . . Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. *Journal of Improbable Mathematics*, 27(1), 1935–1968. https://doi.org/10.0000/3mp7y-537

Book:

Voet, D., & Voet, J. G. (Eds.). (1990). Basic biochemistry (3rd ed.). J. Wiley.

(No publisher location details required)

Chapter in a book:

Kuret, J. A., & Murad, F. (1976). Hormones. In A. G. Gilman & P. Taylor (Eds.), *The pharmacological basis of therapeutics* (8th ed., pp. 1334-1360). Grune & Stratton.

Paper at conference:

Eisenberg, J. (1995, October 28-30) *Market forces and physician workforce reform*. Paper presented at the annual meeting of the Association of American Medical Colleges, Washington, DC.

Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30-April 2) *If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States

Web site:

Food and Drug Administration (FDA) Resources Page. (n.d.). http://vm.cfsan.fda.gov/;aplrd/sodium.txt

(Retrieved from/Available from are not required)

Newspaper article:

Schwartz, J. (2004, September 5). Always at work and anxious: Employees' health is suffering. *The New York Times*, pp. A1, A23.

p., not required)

Unpublished doctoral dissertation:

Wilfley, D. E. (1989). *Analyses of Bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Victoria, British Columbia, Canada.)

Description (e.g. Unpublished doctoral dissertation, Unpublished manuscript, etc.) should be mentioned within square brackets

Yoo, J. Miyamoto, Y., Rigotti, A., & Ryff, C. (2016) *Linking positive affect to blood lipids: A cultural perspective* [Unpublished manuscript]. Department of Psychology, University of Wisconsin-Madison.

Article retrieved from database:

Friedman, R. (2005). Resilient children. *PsycCRITIQUES*, 50, n.p. PsycINFO database.

Ho, H.-K. (2014). Teacher preparation for early childhood special education in Taiwan (ED545393). ERIC. https://files.eric.ed.gov/fulltext/ED545393.pdf

Internet version of journal:

Kersting, K. (2003, September). Lessons in resilience. *APA Monitor on Psychology*, *32*(8), 30-31. http://www.apa.org/monitor/sep03/lessons.html

DSM-V and DSM-V-TR

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed., text revision). Washington, DC: Author.

American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5th ed.). American Psychiatric Publishing.

URLs

When a DOI or URL is long or complex, you may use short DOIs or shortened URLs if desired. Use the short DOI service provided by the International DOI Foundation (http://shortdoi.org/) to create short DOIs.

Referencing preprint articles

- Use the following format: Authors. (Date of posting). Title of the work **[*Preprint]**. Name of the preprint server. “Preprint” indicator, version, DOI or URL (American Psychological Association, 2020, p. 335–336; Izzo et al., 2020).
- The following will be added following the text of the article: ***Editor’s Note**: A preprint has not been peer reviewed or edited, so it is not considered evidence and cannot be

used to guide practice.
- It is essential that authors do not overstate the results of any study that is non-peer reviewed and that they provide the reader with a statement about the preliminary nature of these reported findings. For example, “Smith (2020) reported preliminary non-peer reviewed findings about …”.
- Non-peer reviewed studies should only be cited if there is not sufficient peer reviewed work available on the subject.
- Authors choosing to use non-peer reviewed research as references must take extra care to assess the scientific rigor and soundness of the research, as this has not been done previously through peer review.
- *WH&S* may independently assess the quality of a non-peer reviewed reference to ensure that it is not problematic or grossly flawed.
- Authors may be asked to remove non-peer reviewed references prior to acceptance if they are deemed unnecessary to the paper or if they are of exceptionally poor quality.

Tables

Each table should be created in Microsoft Word "Portrait Mode" and placed on a separate page in the main text of the document. **Do not submit tables as separate files**. The requirements for table formatting include:

- Number the tables consecutively using Arabic numbers.
- Table titles should be brief, but describe the content of the table, the population to which the table refers, and other pertinent information (e.g., sample size, study year), so that the table is interpretable by the reader with minimal reference to the text.
- Tables should adhere to the APA formatting outlined in the Publication Manual of the American Psychological Association, 7th ed. (2020). Additional details can be found in the APA Blog, but should be single spaced. Editors may recommend that some data or tables be placed in Supplemental Materials rather than the body of the text.
- Notes and footnotes for the table should be typed immediately below the table. The notes section begins with the word “Note” and a period (e.g., Note.). This section first includes general notes including abbreviations, followed by footnotes (e.g., superscript letters a, b, c as reference marks; do not superscript in the Notes section). The p-values appear last, beneath the footnotes, and use corresponding asterisks (*p<.05) with table data.

Figures

Figures should not be included in the main text; but should be uploaded as separate files.

Figure legends (titles) should not be included in the figure. Include figure legends in the main text after the tables.

Figures: Please use the following formatting for all figures.

- Arial Font, size no smaller than 9 pt.
- Digital images should be of high resolution (at least 300 dpi) and saved in JPEG or TIFF format.
- Figure legends should not be included in the figure. The figure legend should be included in the main document (see above).
- Figures/Images embedded in Word files and PowerPoint® slides are not acceptable.

Figure Legends

- The figure legends should not be included in the graphic files.
- Use the following format for the figure legends (e.g., LEGEND: Figure 1: The Prevalence of Back Pain in 2019)
- Arial Font, size 11 pt.
- Use Arabic numbering

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nowledgements

This is an optional section that should be no longer than two lines for the acknowledgement of contributing colleagues (non-authors) to the submitted work.

Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

Funding

Provide the name of the funding agency and provide the grant number (if applicable). If no funding was received, then indicate that the work was conducted without external funding.

V. MANUSCRIPT SUBMISSION

Submit manuscripts to https://mc.manuscriptcentral.com/whs

Manuscripts are triaged for suitability for *WH&S.* Some manuscripts may be returned without peer review at the sole discretion of the Editor-in-Chief and Associate Editors. Manuscripts are considered for review with the understanding that they are submitted solely to *WH&S* and have not been previously published. Authors must indicate during the submission process if they have a financial interest in, or serve as a consultant, reviewer, or evaluator for any product or company mentioned in the article. Manuscripts meeting the stated guidelines undergo anonymized blind, peer review by the Editorial Review Panel and experts in the content field. Following this review, the author will be notified of the publication decision. For more information, contact the editorial office at drew.editorialasst.whs@gmail.com.

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