

Instruction to Authors

I. General Guidelines for Manuscript

1. Content and publication type

The Journal of Korean Society of Occupational & Environmental Hygiene(JKSOEH) accepts editorial, review, original research article, brief report, case report, technical report, letter to editor, book review, educational materials in the field of industrial hygiene and related scientific/engineering disciplines.

2. Qualification as authors

The submission to KIHA are allowed only to members of the KIHA(Korean Industrial Hygiene Association). The first author and corresponding author should be a member of the KIHA. If they are not members, they should apply for membership at the KIHA homepage(<http://www.kiha.kr>) before submission. In addition, there are no restriction for review article.

3. Research and publication ethics

Paper that have been published elsewhere in the open literature in the same form will not be accepted. The published papers to this journal should not be submitted to any other journal.

For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

4. Submission of manuscript

Manuscript should be sent to the following address with a statement copyright transfer and author's checklist via e-mail only. Copyright transfer statement should be signed by corresponding author.

All manuscripts should be submitted via the online KIHA website(<http://www.jksoeh.org/jksoeh>). Review fee should be paid upon submission(see the 8th code of this guideline). Accept decision of submitted article should follow the review guideline of the JKSOEH. Upon accept notice, authors should provide the final revised version of manuscript electronically with publication fee. Author can send their inquiries related to submission and publication to the JKSOEH using the address below or to the Editor in chief.

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5. Publication schedule and receipt of manuscript

The JKSOEH is published quarterly on the last days of March, June, September, and December each year. Manuscripts can be submitted at any time. The manuscript that does not follow the Instruction to authors may be rejected before review. Certificate of receipt of manuscript is issued to the corresponding author via email.

6. Peer review process

All submitted manuscripts are peer-reviewed by two reviewers. Reviewers are unaware of the identify of the authors, and authors are also unaware of the identify of reviewers. Usually the first review process ends within on month. After two reviewers agree to accept an manuscript it may proceed to the publishing process. If two disagree to accept, the manuscript is returned to the author. Final decision is made by the editorial board member. Reviewers may ask the author to revise or re-review for the revised manuscript. Accepted and timely revised manuscripts are often published within 2 to 4 months.

7. Manuscript editing

The finally accepted manuscript is reviewed by manuscript editor and the members of manuscript Committee for the consistency of the format and the completeness of references. The manuscript may be revised according to the opinion of the manuscript editor and the member of the Committee.

8. Review fee and Publication fee

Review fee is KRW 60,000(Express review fee is KRW 200,000) and publication fee for the accepted manuscript is KRW 30,000 for each page. However, for ones exceeding 10 page, fee is KRW 40,000 for each additional page. If Acknowledgments is in a manuscript, publication fee is added 50%.

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9. Copyright

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II. Guidelines for writing manuscripts

Guidelines for writing manuscripts not stated in these instructions can be found on the homepage of the JKSOEH (<http://www.kiha.kr>)

1. Preparing manuscript

All manuscripts should be prepared according to the editing rules of JKSOEH. Manuscript will not be considered for publication unless they are prepared according to these rules. Use the manuscript template provided by the website of JKSOEH(<http://www.ksoeh.org/jksoeh>) for the first and the final(only after acceptance for publication) manuscript. The prepared manuscript should be submitted only through the website with the address above. Enter the corresponding author's name with contact information and upload the prepared manuscript file in Hangul or MS Word format with a filename like 'short version of the article title.hwp or title.doc' at the same website.

2. List of content

The list of content is as followings: Title page, Main text, Appendix, Acknowledgment, and References.

3. Title page

In manuscript written in Korean, title, author name, and affiliation should be written in Korean. The same information should also be presented in English. The Corresponding author should provide phone and email information in bottom left side of the first manuscript page.

4. Format of manuscript

Manuscript written in Korean should comprise its content in the following order: Abstract, Introduction, Material and Methods, Results, Discussion, Conclusion, Acknowledgment, and References, Tables, and Figures. Abstract may prepare a structured abstract of no more than 250 english words, with information arranged under the following subheadings - Objectives, Methods, Results, and Conclusions. Key words should contain at least 6 key words or phrases.

5. Tables and Figures

For all manuscripts, all Tables and Figures should be written in English. Title should start with Capital letter and end with non period. When citing Table and Figure, it should be written as Table 1 or Figure 1. Tables and Figures are placed after the references section. Figure should be prepared in a high resolution file.

6. References

All the references should be written only English and be sorted in alphabetical order. The abbreviated name of each journal should be given in the references. In the main text, reference should be cited by name and year in the parenthesis. If two or more references are cited, they should be divided by semicolon. Some examples of the references are as follows;

1) Periodicals

Ex 1) Schlessinger RB, Bohning DE, Chan TL, Lippmann M. Particle deposition in a hollow cast of the human tracheobronchial tree. *J Aerosol Sci* 1980;8(2):429-445

Ex 2) Ko WK, Phee YG, Roh YM, Kim HW. Performances of the direct-on-filter and transfer methods for the analysis of crystalline silica with FTIR. *J Korean Soc Occup Environ Hyg* 2002;12(3):155-161

2) Textbooks and others

Ex 1) Burgess WA. Recognition of health hazards in industry, 2nd ed. New York: John Wiley and Sons Inc.; 1995. p. 227-24

Ex 2) Ministry of Employment and Labor(MoEL). Exposure limits for chemical substances and physical Agents(MoEL Public Notice No. 2012-31); 2012. p. 27

3) Internet media

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1996 Jun 5]; 1(1):[24 screens]. Available from: URL:<http://www.cdc.gov/ncidod/EID/eid.htm>