

## INSTRUCTIONS FOR CONTRIBUTORS

### THE CENTRAL EUROPEAN JOURNAL OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE

welcomes manuscripts dealing with:

- *Adverse health effects arising from work, work environment, created (in-door and out-door) and natural environmental hazards, as well as living conditions, life events and lifestyle and the prevention thereof,*
- *Identification, managing and prevention of distresses and their consequences caused by the societal, physical and psychological stressors (physical agents, maltreatment, harassment, discrimination, unemployment, etc.) of workplace and dwelling,*
- *The etiopathogenesis, prevention of occupational and work-related diseases as well as diseases related to various environmental factors,*
- *Epidemiological studies of morbidity and mortality as well as the estimation of health risks,*
- *Animal and other experimental studies to analyse the adverse health effects caused by etiological factors (physical, chemical, biological) of occupational and environmental origin,*
- *Research on new methods related to the above topics.*
- *English versions of recent articles on topics above that were published only in a non-English language beforehand.*

The Journal will quickly, following a peer review, publish articles that describe original research findings on current topics of significance, preliminary communications, viewpoints, reports on conferences as well as proceedings, which may be published as Journal articles at the expense of the submitting organization.

**Manuscript Preparation** – Articles must be written in English. The entire manuscript should be typed single-sided, on standard A4 size paper, maximum length should be 20 consecutively numbered pages. Margins should be 3 cms on both sides, 1.5 line spacing and Arial, Times New Roman or Verdana font type should be used. The cover page should contain the following items:

- *Title of manuscript*
- *Running head*
- *Key words (5-10)*
- *Full name(s) of author(s) (first name, middle initial, last name)*
- *Institutional affiliation of author(s)*
- *Corresponding author's name, mailing address, telephone number, email address)*
- *Abbreviations used in the manuscript, listed alphabetically*

**Layout of articles:** Abstract, Key Words (5-10), Introduction, Methods, Results, Discussion, Acknowledgements and References

**Structure of Abstracts: Introduction, Objective, Methods, Results, Conclusions.**

**Figures and Tables** – All Figures must accompany the manuscript at the time of submission, either in the same file or in a separate file. They should be properly identified with the authors'

names, Figure number, place of insertion and the top of the figure clearly marked. Figures should be numbered in their titles (e.g. Figure 1), noted and explained; notations should also be explained in the line below. Warning: we are unable to make corrections to the text, notations of Figures during the printing process. Tables should be numbered above the upper right hand corner using Roman numerals and headed with a short title; commentary may not be included under the headings. Each Table should be submitted on a separate page and the preferred point of insertion should be indicated in the manuscript. (Should the Tables and Figures be contained in the text, please place them as appropriate.)

**References** – CEJOEM referencing is based on the Harvard style. *Citations in the text* are by the name of the first (and, in case of two authors, the second) author and the year of publication. Where there are more than two authors, only the first author should be named, followed by “et al.” and the year of publication. In the case of multiple citations, the order should be chronological, and the citations should be separated by a semi-colon (;). *In the References section* the references should be organized in alphabetical order, providing complete bibliographical data, including a complete list of all co-authors up to 3 authors at the most, with an “and” before the last author. In case of more than 3 authors the “et al.” formula must be used. (Exceptionally, in case of 4 authors the fourth name can be listed instead of the “et al.” formula). Journal titles should be abbreviated according to PubMed.

#### *Examples*

##### *References in English Language Journal Articles:*

ANINDITA, M. and RUMILA, M. (2013). Hand anthropometry and body composition of industrial workers from West Bengal, India. *Centr. Eur. J. Occup. Environm. Med.* 19(1-4): 43-61.

TAKALA, J., HÄMÄLÄINEN, P., NENONEN, N. et al. (2017). Comparative analysis of the burden of injury and illness at work in selected countries and regions. *Centr. Eur. J. Occup. Environm. Med.* 23(1-2), 16-31.

##### *Books:*

JEDRYCHOWSKI, W., PEZZAGNO, G. and MAUGERI, U. (1993). *Research Methods on Occupational Health Hazards Population Approach*. Pavia: Fondazione Clinica del Lavoro, pp. 1-178.

##### *Edited Books:*

UNGVÁRY, G. and MORVAI, V., eds. (2010). *Occupational Health*. (In Hungarian). Budapest: Akadémiai Könyvkiadó Zrt., pp. 1-936.

##### *Chapters in Books:*

MARBURY, M.C. and WOODS, J.E. (1991). Building-related illnesses. In: J.M. Samet, and J.D. Spengler, eds., *Indoor Air Pollution. A Health Perspective*, 1st edition. Baltimore and London: The Johns Hopkins University Press, pp. 306-322.

##### *References in other languages*

should be translated into English as per example below:

SZAKMÁRY, É., BÓNÉ, E., HEGEDŰS, I. et al. (2007). Equal opportunity of the inhabitants of Roma colonies. (In Hungarian). *Foglalkozás-egészségügy*. 11(1): 25-29.

*Online References:*

NIOSH – National Institute for Occupational Safety and Health, (1996). *Preventing Silicosis and Deaths in Construction Workers*. [online] Available at: <http://www.cdc.gov/niosh/docs/96-112/> [accessed: 28. 07. 2015.]

**Submission of Manuscripts** – Manuscripts received will be sent for review if they have not been previously published and have not been reviewed elsewhere. This fact should be stated in the cover letter.

The date of receipt of each manuscript will be recorded in the Editorial Office and prompt acknowledgement will be provided. The submitted draft is sent to an expert in the field who provides feedback and may suggest amendments. The peer-reviewer will remain anonymous and it is the Editorial Office that will communicate any request to the author. The final decision of acceptance for publication will be made by the Editor-in-Chief.

The Journal follows the “Recommendations for Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” issued by the International Committee of Medical Journal Editors.

Statements that are condition of paper acceptance:

Authors are kindly requested to fill in and sign the Conflicts of Interest document (<http://www.icmje.org/conflicts-of-interest/>) and provide it as separate pdf file together with their submitted article.

In the Methods section a statement should be made that specifies whether the research was approved by the responsible (institutional/national) review committee, or if it was exempted. Please provide the identifier of the committee decision. When there is no appropriate ethical body available, a statement should indicate that the research followed the principles of the latest version of the Declaration of Helsinki.

If animal testing was involved in the research, the author must clearly state in the Method section that the guidelines of the International Association of Veterinary Editors (<http://www.veteditors.org/consensus-author-guidelines-on-animal-ethics-and-welfare-for-editors/>) were adhered.

The Journal does not publish materials that contain elements requiring an informed consent statement (e.g. recognisable photographs on patients, personal identification numbers, any other in relation to patients’ right to privacy).

Manuscripts should be submitted electronically to the Editorial Office at:

[rudnai.peter@nnk.gov.hu](mailto:rudnai.peter@nnk.gov.hu)

or on a CD by mail to:

Dr. Péter Rudnai Managing Editor

National Public Health Center

P.O. Box 777, H-1437 Budapest, Hungary