

INSTRUCTIONS TO AUTHORS*

Profile of the journal

Archives of Industrial Hygiene and Toxicology (abbr. *Arh Hig Rada Toksikol*) is a peer-reviewed biomedical scientific quarterly that publishes contributions relevant to all aspects of environmental and occupational health and toxicology. Manuscripts are accepted on the understanding that they are contributed to this journal alone.

The journal publishes scientific papers, professional papers, reviews, short communications, case reports, observations, technical papers and letters to the editor. Scientific papers should be written in English, and manuscripts in other categories may be in either Croatian or English. Announcements, book reviews and meeting reports are also accepted, and may be written in Croatian, English or Slovene.

The journal is indexed in *SCI Expanded*, *Medline/PubMed*, *Scopus*, *AGRIS*, *Animal Science Database*, *Biological Sciences (CSA)*, *BIOSIS Previews*, *EBSCO Academic Research Complete*, *Ergonomics Abstracts*, *FSTA*, *GreenFile*, *INIS*, *Pollution Abstracts*, *ProQuest*, *TOXLINE*, *Veterinary Science Database*, *Water Resources Abstracts*.

Full-text articles are available online at Versita (<http://www.versita.com/science/medicine/aiht>) and on the Portal of Scientific Journals of Croatia – HRČAK at <http://hrcak.srce.hr/aiht>.

Preparation of manuscripts

Detailed instructions about how to prepare a manuscript are given in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication issued by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

Scientific (research) papers should follow the conventional structure: introduction, methods, results, discussion and conclusions.

Manuscripts involving studies on humans should contain a statement that the studies have been approved by the appropriate bioethical committees, and have been performed according to the Declaration of Helsinki. Manuscripts involving studies on animals should contain a statement that specific national law on the protection of animals was observed.

The text of the manuscript should be typed with margins wide enough for annotations, and pages should be numbered. The paragraph line space should be 1.5. Units should be quoted according to the International System of Units (SI), and abbreviated terms should be written in full when first mentioned.

While processing the text, authors should avoid unnecessary formatting such as auto-numbering (of references, numbers of chapters, etc.), bullets, tabs, and indent. Preferred fonts are Arial or Times New Roman (size: 12 dots).

Tables and figures should be included at the end of the document. Each should have a legend and should be numbered (in Arabic numbers) in the order of appearance in the text. Tables and figures must be intelligible without reference to the text, and their number should be kept to a minimum. Authors must not use the keyboard tab function to create tables, but the existing functions in the table menu of a text processor. Figures can also be saved in appropriate electronic formats (e.g. .xls, .tif, .gif, etc.) in separate files, as it warrants reproduction quality (recommended resolution is 300 dpi or more).

References should be numbered in the order they appear in the text, and should conform to the examples given below. Titles of journals should be abbreviated according to the List of Journals Indexed for MEDLINE (<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>). The list should only include references cited in the text, tables or figures. Personal communications or unpublished data may be mentioned in the text, but should not be included in the list of references. Below, you will find examples of the most common types of references used in *Archives*. Detailed examples available at http://www.nlm.nih.gov/bsd/uniform_requirements.html.

Conflicts of Interest

A conflict of interest may exist when an author or the author's institution has a financial or other relationship with other people or organizations that may inappropriately influence the author's work. A conflict can be actual or potential and full disclosure to the journal is the safest course. All submissions to the *Archives* must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest. The journal may use such information as a basis for editorial decisions and may publish such disclosures if they are believed to be important to readers in judging the manuscript. A decision may be

* Revised in February 2011

made by the *Archives* not to publish on the basis of the declared conflict.

Submission of manuscripts

To simplify and expedite the procedure, authors are encouraged to e-mail manuscripts as attachments in Microsoft Word (.doc) or Rich Text format (.rtf) and other relevant picture and graph formats as needed, and accompany them with a cover letter in the message body. The cover letter must include the full title of the manuscript, the statement that the manuscript has not been submitted for publication or published elsewhere, and, to facilitate the reviewing process, authors may propose two or more competent referees (including their e-mail addresses). This proposal is not binding for the Editorial Board.

On submission, manuscripts should include the following information: the title, names of all authors (first and last names in full) and their institutional affiliations, the name and mailing address of the corresponding author (including phone and fax, and e-mail address), an abstract of up to 250 words, and 5 to 10 key terms not contained in the title. Croatian-speaking authors should also provide the title, abstract, and keywords in Croatian and Slovene authors in Slovene. For authors not speaking Croatian, the Editorial Office will provide the translation.

Authors who choose to submit their manuscript by regular mail should include a signed cover letter, one original printout of the manuscript and the corresponding file on a diskette, CD, DVD or flash memory stick. These will not be returned.

Manuscript screening for originality



Since early 2009, *Archives of Industrial Hygiene and Toxicology* has joined an initiative by CrossRef (<http://www.crossref.org>) to prevent scholarly and professional plagiarism in scientific publications. This initiative is known as CrossCheck and provides its members a service to screen received content for originality against a vast database of relevant published material. To find out more about CrossCheck visit <http://www.crossref.org/crosscheck.html>.

All manuscripts submitted to *Archives* are screened using CrossCheck, not because *Archives* wishes to police authors, but because we are aware of the

difficulties they encounter in presenting their own research, non-native English speakers in particular. Our role here is to help by making them aware of the problem.

Copyright

By submitting the manuscript, authors give up all publishing rights to the publisher of the *Archives of Industrial Hygiene and Toxicology*, including online (Internet) publishing rights. Authors of manuscripts accepted for publication will receive a Copyright Transfer Agreement to this effect, which they need to sign and return immediately.

Parts of the journal's content, such as figures and tables, may be reproduced without prior permission, provided reference is made to their source. For other types of reproduction, publisher's express permission in writing is needed.

Correspondence between authors and the journal

The receipt of the manuscript will be acknowledged by the Editorial Office, and the corresponding author will receive a reference number for the manuscript to be used in all further correspondence.

The Editorial Board will inform the corresponding author about the peer reviews and about the acceptance/rejection of the manuscript. If accepted, the manuscript will be further edited as needed. At this point, the Editorial Office will ask the corresponding author to authorise/review changes made, resolve remaining issues, should there be any, and sign and return the Copyright Transfer Agreement form.

Finally, the corresponding author will receive proofs, as the last opportunity to review the manuscript before publication. Corrections must be kept to a minimum, and proofs returned immediately.

Address of the Editorial Office:

Archives of Industrial Hygiene and Toxicology
Institute for Medical Research and Occupational Health

P.O. Box 291, HR-10001 Zagreb, Croatia

Phone: (+385 1) 4682 517

Fax: (+385 1) 4673 303

E-mail: arhiv@imi.hr

Internet links:

www.imi.hr (publisher),

<http://versita.com/aiht/> (online publishing),

hrcak.srce.hr/aiht (Portal of Scientific Journals of Croatia)