

Instruction to Authors

1. Aims and Scope

Journal of Environmental Health Sciences (JEHS) is an official journal of the Korean Society of Environmental Health.

The mission of the Journal of Environmental Health Sciences is to promote research, policy, education, and practice in the field of environmental health, i.e., exposure assessment, toxicology or environmental epidemiology, risk assessment or management, indoor or outdoor air pollution, environmental measurement methods, engineering treatment techniques, food safety or environmental microbiology, occupational health, environmental health policy by publishing papers of high scientific quality.

The journal is issued six times a year (February, April, June, August, October, and December).

2. Ethics

Any investigation under review in Journal of Environmental Health Sciences must be in accordance with the Declaration of Helsinki of the World Medical Association (www.wma.net). Careful attention should be paid to participant confidentiality. Information identifying participants should not be used. It is the authors' responsibility to verify that any research involving human subjects has been approved by the committee on human research ethics (institutional review board, IRB) that has reviewed the study's protocols. The authors should state in the manuscript's Methods section that such approval was received or have received a statement from the IRB that IRB approval was unnecessary and, where applicable, that appropriate informed consent was obtained. When reporting results of animal studies, authors should specify whether appropriate national or institutional guides for the care and use of laboratory animals were followed. All manuscripts submitted to Journal of Environmental Health Sciences should be free of plagiarism and data fabrication. Authors should be aware that instances of documented plagiarism and allegations of data fabrication will be brought to the attention of the authors' host institution and retraction of the paper. Journal of Environmental Health Sciences follows the Good Publication Practice Guidelines

for Medical Journals of the Korean Association of Medical Journal Editors.

3. Type of manuscript

Manuscripts in any one of the categories of research or opinion on environment health, i.e., original articles, reviews, short communication, perspectives, correspondence, and editorial are welcome. The manuscript has not already been published or submitted elsewhere. More instructions to authors are found in 'General guidelines of manuscript preparation' at the journal home page.

4. Special issue

4.1 Special topics raised in an academic conference or specific occasion could organize a special committee of guest editors after approval of the editor-in-chief of JEHS. The special committee should participate in inviting and reviewing the manuscripts related with the topics. Special issues can be published separately from regular issues.

5. Authorship

5.1 A corresponding author or first author who are members of the society are eligible to submit to this journal.

5.2 All authors must fulfill the criteria of authorship as specified in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org). Authors are responsible for verifying that the content of a submitted manuscript has not been published elsewhere and do not overlap previously published work. Authors must also verify they have: (a) significant participation in study conceptualization and design, acquisition of data, or data analysis and interpretation of results, (b) contribution to writing a draft or major intellectual modification or improvement in the manuscript, and (c) approval of the final version. The addition of an author to a manuscript under review is possible only with the editor's approval. Changes in authorship cannot be made after the manuscript is accepted for publication. Contributions submitted to Journal of Environmental Health Sciences

must be original works of the author(s) and must not have been previously published in print or online or simultaneously submitted to another publication. The contents which were published as the proceedings or presentations in academic conference but not as the whole papers can be submitted to Journal of Environmental Health Sciences.

6. Submission of manuscript

Submission of manuscript should be made via e-mail (kseh1971@gmail.com). Manuscripts can be submitted at any time. Original source files (MS Word or Hwp files) are required for submission; PDF files will not be accepted. A manuscript should be submitted in duplicate with one original manuscript file containing author name(s) and affiliation(s) and one blinded file without name(s) and affiliation(s). Manuscripts will not be returned after submission.

7. Review Process

The editorial committee of the Journal of Environmental Health Sciences assign the given volume and page numbers to the manuscripts after peer-review. The committee decides whether or not the submitted papers of 800 words or more will be reviewed: originals, reviews, short communications, perspectives. Articles that pass this preview are then reviewed by three experts in the field. The board of editors reserves the right to edit a manuscript for phrasing, style, and overall length at any stage prior to publication, while maintaining the scientific accuracy of the manuscript. Based on comments from reviewers and editors, authors may be asked to revise their manuscript. Authors are required to submit a letter of explanation regarding how they dealt with all comments and questions raised by reviewers and editors. If revisions cannot be submitted within two weeks, author(s) may request two weeks grace period. If the revised manuscript cannot be submitted within two weeks, the submission deadline may be extended by one more week with the consent of the editor-in-chief. If the manuscript is not submitted within the deadline, it will be carried over to the next issue.

8. Publication

Upon acceptance for publication, one file of the original manuscript should be submitted to the journal office.

9. Consideration of Sex/Gender

In basic and preclinical biomedical research using cells and animals or clinical studies (all human subject research), sex (a biological variable) or gender (a social, cultural, and psychological trait) should be factored into research designs and analyses and reported in a manuscript as follows.

9.1 Cell or animal experiments

- 1) Cell line or animal's source, authentication, and biological characteristics should be described.
- 2) Both sexes should be included in the studies using cells or animals, and the results caused by sex differences should be reported.
- 3) If only one sex is reported, or included in the study, the reason the other sex is not reported or included should be explained based on reasonable and scientific basis.

9.2 Human subject research

- 1) Sex and gender should be described separately and correctly.
- 2) Both sexes/genders should be included in the human studies, and the differences between the sexes/genders should be analyzed and reported.
- 3) If only one sex/gender is reported, or included in the study, the reason the other sex/gender is not reported or included should be explained based on reasonable and scientific basis.

10. Preparation of manuscript

10.1 Manuscripts written in Korean or English are acceptable. Manuscripts should be written and numbered in the following sequence: title page, abstract, keywords, manuscript body, acknowledgements, references, tables and figures. All part of the manuscript, except tables, must be double-spaced with A4 size of paper having margins of 3.5 cm both sides and 5 cm upper and lower sides. Font must be Arial type and 10-pt size. Manuscript pages must

be numbered consecutively, beginning with the title page.

10.2 Title page

The title page should include the following: (a) manuscript title, (b) full author(s) names and affiliations, (c) description of funding source(s), and (d) the name and address of the corresponding author in Korean and English. Do not use abbreviations in the title. Word counts for the abstract and text should be provided. Number of tables and figures should also be noted on the title page. The abbreviations should not be used in the manuscript title. Multiple authors should be numbered at the ends of the names in superscript format of 1, 2, 3, and also numbered with the same numbers in front of their affiliations. If author's current affiliations are different from those at the time the study performing, write the past affiliation first followed by the current one. Corresponding author(s) should be noticed with * superscripted.

10.3 Abstract

Abstract should be written in English. Abstracts should appear on a separate page and be no more than 300 words in length. For original articles and reviews, a structured abstract with headings for Background, Objectives, Methods, Results, and Conclusions is required. Additionally, a graphical abstract and 3 or 4-sentenced highlights are recommended.

10.4 Key words

Authors should provide a list of no more than five keywords in alphabetical order below the abstract. Authors are recommended to select keywords from main headings listed in the Medical Subject Headings in Index Medicus published by the U.S. National Library of Medicine (www.nlm.nih.gov/mesh/MBrowser.html).

10.5 Text

Manuscript body should include introduction, materials and methods, results, discussion and conclusions. All word limits include tables, figures, and references. Article lengths should not be more than 7,000 words in case of original articles, 10,000 words in case of reviews, 800 words in case of short communication, 750 or 5,000 words in case of perspectives, 400 words in case of correspondence, 2,000 words in case of editorials. However, exceptions may be made for special issues. For other detailed format, follow

the submission guideline of the journal homepage.

The manuscript body should follow the requisites of each category of paper. Roman numerals are used to divide the main body in manuscripts (e.g., I, 1, 1.1, 1.1.1).

10.6 References

Authors are responsible for the accuracy and completeness of references used in the manuscript. All references should be written in English. References written in other languages are indicated by writing (Korean, Spanish, French, Chinese, Japanese etc.) at the end. References should be numbered sequentially and cited in their order of use in the main body of the manuscript. No more than 40 references are recommended except special articles and reviews.

References should be cited according to the system in the Index Medicus used by the US National Library of Medicine as shown in the following examples. Those not shown in the examples should be cited according to "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (www.icmje.org).

- Article within a journal

For six or fewer authors, list the surnames and initials of all authors; for seven or more list the first six authors and add et al., title of article, name of journal abbreviated according to Index Medicus style, year, volume, issue, first and last page numbers.

Mendez MA, Garcia-Esteban R, Guxens M, Vrijheid M, Kogevinas M, Goni F, et al. Prenatal organochlorine compound exposure, rapid weight gain, and overweight in infancy. *Environ Health Perspect.* 2011; 119(2): 272-278.

- Books

Baker D, Nieuwenhuijsen MJ. *Environmental Epidemiology*, 1st ed. New York: Oxford University Press; 2008. p.73-91.

- Chapter in books

Soskoline C. Ethics and environmental epidemiology. In: Baker D, Nieuwenhuijsen MJ. editors. *Environmental Epidemiology*, 1st ed. New York: Oxford University Press; 2008. p.307-318.

- Data found on the Internet

National Centers for Health Statistics.

National Health and Nutrition Examination Survey Analytic Guideline. Available: http://www.cdc.gov/nchs/data/nhanes/nhanes_03_04/nhanes_analytic_guidelines_dec_2005.pdf [accessed 28 February 2011].

- Theses

Cha ES. Prevalence and changes in chronic diseases among Korean farmers, 1998-2005 [dissertation]. [Seoul]: Korea University; 2009

10.7 In text, tables, and legends, identify references with Arabic numerals in superscription, such as 1), 2).

10.8 Tables and figures

Tables and figures should be presented in English. Tables and figures are placed at the end of the manuscript body and should be numbered (Arabic numerals) in the sequence in which they appear in the text. Approximate locations should be marked in the manuscript body. Titles for tables and figures should be self-explanatory with the first word written with an upper case letter and the rest in lower case letters. The same principle is applied to the content of a table or figure. Tables are prepared with no vertical dividing lines. Each table and figure should be presented in a separate page and do not exceed one page for each as possible. If the table covers more than one page, note "(continued)" at the end of title of the successive tables. Explanations for and abbreviations used in tables and figures are included as footnotes. For footnotes, use the following symbols in the following order: * (asterisk), † (dagger), ‡ (double dagger), § (section mark), || (parallel), ¶ (paragraph mark), **, ††, ‡‡, etc.

At the below of the figure, provide the figure title (e.g., Figure 1) and put the period at the end of the title. Figure titles, figure legends and footnotes should be provided separately as a supplement attached at the end of the manuscript.

10.9 Abbreviations

Abbreviations should be spelled out in full the first time they appear in the manuscript body with the abbreviations in parentheses. Avoid over-use of abbreviations except for abbreviations of standard measurement units. All references in the text should be cited in English. When reporting drug names, generic names should be used. Commercial drug names can be used only when it is important for the study purpose. All measurement

numbers should be written in Arabic numbers. When reporting probability, a lowercase p should be used. Percent should be written as % throughout. Lengths are expressed according to the metric system. Temperature is expressed in degrees Celsius, and blood pressure as mmHg. All other measures should be reported in International System of Units (SI Units). A space is placed between a measured value and its unit.

11. Page Proofs

Page proofs are carried out by the author only for the first proofs, and the editorial board is in charge of the second proofs. Page proofs will be transmitted to corresponding authors. Authors are responsible for the content of page proofs. All page proofs should be read carefully, corrected if necessary, and returned within 48 hours of receipt. The author is responsible for the content of the final proof.

12. Fee Charges

All submitted papers are subject to fees for peer-review fee: 60,000 KRW (120,000 KRW for fast-track). All accepted papers should pay publication fee 35,000 KRW per page as in offprint (double for fast-track) and editing fee 50,000 KRW per paper. In case beyond 10-page (15-page for review articles) of offprint, overcharge (10,000 KRW per page) should be paid for the additional pages. For fast-track review, authors should submit the manuscripts at least a month before publication.

Invited articles are requested by the editorial board, and are subject to peer-review fees above. With color printing, the author should pay the actual costs.

13. Reprints

Reprint of the published papers can apply from 50 copies, and authors should pay additional cost.

14. Copyright

The Korean Society of Environmental Health owns all copyrights of manuscripts published in Journal of Environmental Health Sciences. Authors will be asked to sign the journal's "Authorship Responsibility and Copyright Transfer" form. After the manuscript is accepted for publication, it will not be published elsewhere, in any other language, without the written consent of the copyright-holder.

15. Conflict of interest

All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations relevant to the subject of their manuscript. The corresponding author is responsible for confirming the conflict of interest of all co-authors and providing information to Journal of Environmental Health Sciences editorial board.

16. Terms of reference

Subjects not exemplified above follow the decision of “Uniform Requirements for the Manuscripts Submitted to Biomedical Journals ([http://www. icmje.org](http://www.icmje.org))” and the editorial board.

17. Errors correction

In case of finding error typing, authors should send table of errors correction in a month to the editorial board which will be publish at the following issue.

28. Feb., 2017, Amendment
29. Mar., 2019, Amendment
1. May, 2019, Amendment
20. Dec., 2020, Amendment
11. May, 2021, Amendment