I. Aims and Scope
Ergonomics and Human Factors researchers and practitioners are concerned with understanding and improving human interactions in and with diverse systems. Through the development and application of knowledge regarding human capabilities and limitations, they seek to improve human-system performance and enhance human health and safety. While ergonomics and human factors research and application span diverse aspects of daily life, the IIE Transactions on Occupational Ergonomics & Human Factors (IIE TOEHF) has a primary and fundamental emphasis on people at work.

The IIE TOEHF is devoted to compiling and disseminating knowledge on occupational ergonomics and human factors theory, technology, application, and practice, across diverse areas and using a variety of approaches. The journal has a primary and fundamental emphasis on people at work. Papers will cover a wide range of topics including, but not limited to the major domains of physical, cognitive, and organizational ergonomics and human factors. Multidisciplinary investigations are particularly encouraged, and the journal welcomes a variety of submissions, including those that are analytical, experimental, applications, or viewpoints. Submissions from practitioners are also strongly encouraged (e.g., case reports, emerging issues, applications, and letters to the editor).

IIE TOEHF is committed to enhancing communication and information transfer between researchers and practitioners in the occupational ergonomics and human factors discipline. Manuscripts are reviewed and accepted based on the importance of the topic, originality, methodological relevance and rigor, clarity and conciseness of presentation, and interest to the readership. A streamlined peer-review system is used that allows for rapid and fair review and publication decisions. All submitted manuscripts are subject to initial appraisal by the Editor, and, if found suitable for further consideration, to peer review by independent, anonymous expert referees. All peer review is double blind and submission is online via ScholarOne Manuscripts.

II. Submitting Manuftsripts
Use the online manuscript submission and tracking system, Scholar One's Manuscript Central, at http://mc.manuscriptcentral.com/tandf/oehf. If you have an account, enter your username and password and click “Author Center”. Otherwise, follow the system prompts to create an account. To upload a new manuscript for review, click “Submit a Manuscript”. At any time, you may logout and return later to complete the submission process. To open a manuscript and complete the submission, login and click “Unsubmitted Manuscripts” under “My Manuscripts”.

Additional information is available at the Manuscript Central cite indicated above (see “Resources”), or by clicking on the following: a) Submission Checklists; b) Author Templates; c) Reviewer Guidelines.

The Manuscript Central helpline is (434)817-2040 or mc3support@ScholarOne.com. Visit our Author Services website for further resources and guides to the complete publication process and beyond.

III. Information Needed During the Submission Process
During the submission/resubmission process, the following items and information will be required.

A. Letter of Transmittal. Direct the letter to the Managing Editor and address the following items:
1. Manuscript title and type of manuscript submitted (Original Research; Methods, Models, and Theories; Review; Position Paper; Viewpoint; Historical Perspective; Emerging Issue; Application; Case Report; or Letter to the Editor).
2. All authors should have made substantial contributions to the manuscript. The IIE TOEHF uses authorship criteria indicated by the International Committee of Medical Journal Editors (ICMJE): “Uniform requirements for manuscripts submitted to biomedical journal”, New England Journal of Medicine (1991) 324:424-428. Based on these criteria (see http://www.icmje.org/ethical_1author.html), all authors should have made substantial
concerns to all of the following: (a) study conception and design, or data acquisition, or data analysis and interpretation; (b) drafting or critically revising the manuscript; and (c) final approval of submitted manuscript. The letter must state whether these criteria are met, and also whether each of the authors approves the manuscript content. Other contributors to the manuscript can be listed in an Acknowledgements section (e.g., those who provided technical or writing assistance).

3. Manuscripts submitted to the IIE TOEHF will only be reviewed and published if the same or similar manuscript has not been published earlier and is not simultaneously submitted elsewhere. Two manuscripts may be considered similar if they address the same hypothesis or specific research question, or use the same methods or similar data. The letter must indicate that the manuscript (or its contents): (a) is not under review at any other journal and will not be submitted to another journal until the IIE TOEHF makes an editorial decision regarding the manuscript; and (b) has not been published in any other journal. Authors must disclose relevant publications (journals, conferences, etc.) that are closely related to this submission, either published, in press, or submitted. Final decisions regarding overlap with prior publications will be made by the journal editors. Note that submissions of studies previously reported in conference proceedings are welcomed, as long as the current submission represents a substantive expansion and modification, and copyright issues are addressed if needed. Further, substantial duplication of text will not be accepted (see "Self-Plagiarism" in Section V.E. below).

4. List all authors. All authors should sign the letter, though the corresponding author may sign on behalf of others.

B. Title Page. In a separate document, include the following:

1. Manuscript Title
2. Author information (name, title/position, affiliation, email)
3. Conflict of Interest Statement: The peer-review process and the quality of published articles requires careful consideration be given to conflict of interest. All participants in the IIE TOEHF peer-review process must disclose all relationships that may be potential conflicts of interests related to the manuscript. Authors must disclose all financial and personal relationships with other people or organizations that might have inappropriately influenced (e.g., biased) their work. Examples include consultancies, employment, patents, royalties, grants, etc. Authors are encouraged to review International Committee of Medical Journal Editors (ICMJE) recommendations (http://www.icmje.org/ethical_4conflicts.html). If no conflicts of interest are relevant, authors should indicate this. Conflict of interest statements will be included in accepted papers after the review process (though are withheld from reviewers to facilitate the blinded review process). Reviewers will similarly be required to report potential conflicts of interest regarding manuscripts they are asked to review. The journal editors will seek to avoid any conflicts of interest in the review process and decisions regarding submitted manuscripts.
4. Acknowledgments: Authors can optionally acknowledge any other contributors to the work presented in the manuscript
5. Funding: All sources of funding for the submitted work should be declared. Authors must describe any role of sponsors in the design or conduct of the study, analysis or interpretation of results, manuscript preparation, or the decision to submit the manuscript for publication. If no such involvement occurred, authors should indicate this. Conflict of Interest, Acknowledgments, and Funding statements will be included in accepted papers after the review process (though are withheld from reviewers to facilitate the blinded review process).

C. Additional Information. The following will be required when submitting online:

1. Keywords. Provide 3 – 6 keywords, using the list provided online or enter them manually.
2. Number of Words. Provide the number of words in the body of the manuscript (Introduction through Discussion; not including the abstract, references, and figure/table captions). Submissions exceeding the guidelines will be considered on a case-by-case basis.

IV. Preparing Manuscripts

A. Manuscript Types and Lengths. IIE TOEHF welcomes diverse submission types, with a summary of each and typical maximum word counts indicated below:
Original Research: Papers presenting original research in occupational ergonomics and human factors, and using diverse methods that are scientifically sound and justified. Both laboratory and field research are welcomed. Standard sections should be included (Introduction, Methods, Results, and Discussion). Maximum Word Count: 5000 (with up to 10 data illustrations = tables + figures); longer articles will be considered by the editorial staff.

Methods, Models, and Theories: New methods, models, and/or theories can facilitate advances in future research and practice. In occupational ergonomics and human factors, new approaches related to simulation, measurement, conceptual and empirical modeling, and theory development and implementation are critical to advancing the field. IIE TOEHF encourages submission of papers on methodological, procedural, conceptual, theoretical, and related advances. These papers do not necessarily need to generate new results, but must demonstrate or evaluate relevant issues such as utility, reliability, verification and validation. Most submissions should include Introduction, Methods, Results, and Discussion sections, where each section is focused on the relevant aspects of the new approach, though it is recognized that alternative structures may be more effective in some cases. Maximum Word Count: 5000.

Reviews: Review papers help to summarize and evaluate the state of the science regarding a given topic, identify weaknesses and gaps in collective understanding, and recommend actions to improve the scientific knowledge base. Such papers include literature reviews, systematic reviews, and meta-analyses, and can be reviews of results or methods. These submissions should include Introduction, Methods, Results, and Discussion sections. Methods sections should, as relevant, include all data necessary to duplicate the review, including databases searched, years searched, Boolean search strings, any search limitations used (e.g., English language only), and other search techniques such as cited reference searches or reference section reviews. Methods should also include, again as relevant, specific inclusion and exclusion criteria, as relevant, for each phase of the filtering process. For systematic reviews and meta-analyses, Results should include the number of papers that met the inclusion criteria for each filtering phase. Maximum Word Count: 6000.

Brief Reports: These are primarily intended to present interesting research results on a smaller scale and/or with more limited coverage than Original Research submissions. Examples include results from narrowly-focused studies, those with smaller samples, proof-of-concept evaluations, new interpretations or re-analyses of old data, and incremental extensions or improvements to theories, techniques, or devices. Maximum Word Count: 2500.

Position Papers: These papers offer the position of some official body or organization on topics related to occupational ergonomics and human factors. Such submissions may come from official groups or task forces, for example within IIE, IEA, IEHF, HFES, ISO or similar organizations. Section headings are at the discretion of the authors, but should help the reader to understand the importance of the position statement, why it was undertaken, methods used to formulate the position, and the position itself. Maximum Word Count: 2500.

Viewpoints: These papers provide the viewpoint, or opinions, of the author(s) on a relevant topic, with a primary purpose of provoking or facilitating subsequent discussion. Viewpoints may be provided on matters of science, policy, or practice. Viewpoints are the opinions of the author(s), but those opinions must be supported with relevant evidence. Submission review will be based on the importance of the topic, timeliness, national/international import, and position justification. Reviewers need not agree with the viewpoint offered, but rather must agree that it is reasonably defended. Section headings are at the discretion of authors, but should address the importance and timeliness of the topic, provide justification for the viewpoint, and should also provide a call or recommendation for future work. Maximum Word Count: 2000.

Historical Perspectives: As fields mature, important history may be lost in the increasing rapidity of new developments. These submissions provide historical perspectives on topics relevant to
occupational ergonomics and human factors. Included here can be interviews with leading figures in the field or mémoire-style contributions from such individuals on the development of particular topics relevant to occupational ergonomics and human factors. Maximum Word Count: 2500.

**Emerging Issues:** New policies, technologies, or markets often bring new occupational ergonomics and human factors challenges. Such emerging issues may require new methods, models, or theories to address them. Emerging Issues submissions should be technical reports on emerging scientific issues and/or issues from the field. These papers should describe the issue in sufficient detail that a reader unfamiliar with the problem can understand it, explain what is new or emerging about the problem, and provide recommendations for specific actions needed. Maximum Word Count: 1500.

**Applications:** Many important evaluation studies take place in the field, and are conducted by occupational ergonomics and human factors practitioners. While topics of application may not be inherently novel, such studies are often original in the type of design or evaluation. Though application papers are not research papers per se, they should include Introduction, Methods, Results, Discussion sections, and must also provide some form of evaluation. Applications papers need to demonstrate the field application of occupational ergonomics and human factors methods or techniques, report on the results of these applications, and discuss lessons learned. Maximum Word Count: 2500.

**Case Reports:** These papers explore interesting or novel issues in occupational ergonomics and human factors through an encountered example. Case Reports differ from Emerging Issues in that the latter is focused on something new whereas the former is judged by the interesting aspects of the case regardless of whether the case is something emerging. Case Reports should focus on describing the case to demonstrate the issue. The example must be clearly described and the interesting and/or novel aspect explained. Maximum Word Count: 1500.

**Letters to the Editor:** These letters may address several topics. One example is a letter that provides a critique of a recent article in IIE TOEHF. Such critiques should be objective and constructive, and must be submitted within six months of publication of the original article. The article’s authors will be given the opportunity to respond. Other examples may discuss issues of general interest to the readership, or provide commentaries of issues relevant to occupational ergonomics and human factors. Maximum Word Count: 1000.

**B. Format.** Submit editable files (e.g., .doc or .docx, but not PDF). Use 11-point font, 1-inch margins, left-justification, and double-spacing for the manuscript including references, tables, figures and appendices. Do not use footnotes. To facilitate the review process, line numbers must be included in the body of the manuscript; these may be either continuous or restarted on each page. Do not add page numbers, as these are inserted automatically.

**C. Mathematical expressions and units.** Number expressions (e.g., equations) that are referred to in the text. Use consecutive Arabic numerals in parenthesis, on the same line, flush right. Use SI (metric) units for all quantities.

**D. Nomenclature and Symbols.** In cases where extensive nomenclature or abbreviations/acronyms are needed, a separate nomenclature section should be provided at the end of the manuscript. All symbols must be clear and relevant, and conventional symbols used where possible.

**E. Grammar/Spelling.** All submissions must be in English. Please follow U.S. English spelling and grammar conventions.

**F. Writing Style.** Writing should be clear and concise. The presentation should be as accessible as possible to both researchers and practitioners. Where possible, non-specialized language should be used (especially in the Abstract, Introduction, and Discussion sections). The text should be carefully proofread prior to submission. Submissions with substantial writing concerns may be returned without review.

**G. Reviewing.** All manuscripts submitted will undergo a double-blind review (reviewers are anonymous to authors and vice versa). As such, author identities should not be indicated anywhere in the submitted manuscript (other than in Letter of Transmittal and Title Page), and identifying
V. Manuscript Organization

A. The first page(s) of the manuscript should contain the following:

1. Article Title. Should indicate the main focus or contribution of the material presented in the manuscript. Use of questions as titles should be avoided.

2. Occupational Applications. This is required for all manuscript types other than Letters to the Editor and is not to exceed one paragraph of 150 words. Start with a brief but clear summary of the major results, then address the actual and/or potential implications/applications of these results for ergonomics and human factors practice. This material is intended for, and should be written to, an ergonomics and human factors practitioner, and should be intelligible without reference to the rest of the manuscript. Avoid abbreviations.

3. Technical Abstract. Include a structured abstract for the following manuscript types: Original Research; Methods, Models, and Theories; Reviews; and Brief Reports. Include short subsections as follows: Background (or Rationale), Purpose, Methods, Results, and Conclusions. Authors should avoid mathematical notation or literature citations in the abstract, and provide quantitative results where possible. Should not exceed 300 words total. Avoid abbreviations.

4. Keywords. Include 3 – 6 keywords, which will be included in the final publication. These should be commonly used terms, and reflect major aspects of the manuscript.

B. Sections. Most manuscripts will contain one or more of the following sections, in the order given. Sections should be numbered with Arabic numerals (e.g., 1. Introduction). Subsections may be included and should be numbered accordingly (e.g., 2.1. Participants); avoid excessive or brief subsections. For more specific guidance regarding papers on Original Research, authors are encouraged to review the guidelines for manuscript preparation provided by the ICMJE and to follow the recommendations provided therein: (http://www.icmje.org/manuscript_1prepare.html).

1. Introduction. Provide a background to and a rationale for the work submitted and a review of the most relevant existing evidence. A final paragraph should explicitly state the research questions, hypotheses, and/or purposes, and may indicate any innovative or novel aspects of the work.

2. Methods. This section should begin with an overview of the approach (e.g., Study Design) and end with statistical analysis. All experimental methods (e.g., surveys, instrumentation, and models) should be appropriate to the experimental design and study objectives. All statistical methods should be fully described. An informed reader should be able to reasonably duplicate the methods based on the material in this section. For established methods, the presentation should be relatively brief and references made to accessible literature. For novel, less established, or controversial methods, authors should clearly justify their approaches.

3. Results. Where possible, results should be presented in direct correspondence with the questions and/or hypotheses posed in the Introduction. Duplicate presentation of results (e.g., in Figures and in the text) should be avoided. Authors should provide specific statistical results (e.g., specific p values) as well as effects sizes and/or confidence intervals where relevant.

4. Discussion. This section should begin with a brief restatement of the study rationale and questions/hypotheses. Important limitations in the study should be discussed. Appropriate synthesis of relevant literature should be given for those not expert in the specific field. Relevance to occupational ergonomics and human factors should be indicated clearly. In brief, an effective Discussion should achieve (at a minimum) three “I”s: Interpret (what happened and why?); Integrate (how do the current results support or diverge from existing evidence or theories?); and provide Implications (what does the current work suggest regarding future research and/or practice in this or related fields?).

C. References. References should be to published materials (ideally, peer-reviewed), and authors should avoid sources that are not generally available to readers (e.g., theses/dissertations, research reports, and submitted manuscripts). References cited in the text should be listed chronologically, and with “et al.” used to indicate more than two authors. List references alphabetically by author in a References section at the end of the article. References must follow...
the American Psychological Association (APA6th) style. Samples of the correct style follow.


D. Figures and Tables. Provide a caption for every Figure and Table and refer to each Table and Figure in the text. Captions should be written so that a reader can reasonably understand the material presented in the Figure or Table, without reference to the text. All figure and table captions must be in editable form (e.g., include text within the manuscript and not within an image file). All tables must also be in editable form (e.g., not images). Number Figures and Tables consecutively in the order in which they appear in the manuscript, using Arabic numerals. Figures should be of good resolution with digital image files of 300 dpi or higher. Keep in mind that papers are often printed in black and white. Use font sizes that are readable even after figures or tables are photo-reduced. Authors should use an appropriate mechanism for data presentation (e.g., Figures to indicate patterns or trends, Tables when specific values are of interest or relevant). Avoid using Figure or Tables when data can be presented concisely in the text, and avoid redundant data presentation (e.g., the same data in both a Table and Figure). General guidance/recommendations for data presentation can be found in the “APA Publication Guidelines” and in Gillan, D. J. et al. (1998) Human Factors, 40, 28-41.

1. Prior to approval: both Figures and Tables should be included in the body of the manuscript, and inserted after the paragraph in which they are first referenced. Captions should be placed above Tables and below Figures.

2. Submitting the final version of a manuscript: If not provided earlier, authors are encouraged to include separate electronic files for each Figure to ensure the highest quality reproduction. These should use the following guidelines: 300 dpi or higher; sized to fit on the journal page; EPS, TIFF, PSD, or JPEG format.

3. Color Reproduction. Color art will be reproduced in color in the online publication at no additional cost to the author. Color illustrations will also be considered for print publication; however, the author will be required to bear the full cost involved in color art reproduction. Print Rates: $US900 for the first page of color; $US450 per page for the next three pages of color. A custom quote will be provided for articles with more than four pages of color. Please note that color reprints can only be ordered if print reproduction costs are paid. Art not supplied at a minimum of 300 dpi will not be considered for print. Please ensure that color figures and images submitted for online publication can be easily translated into black and white so that the intention of those figures is clear in the print version as well.

E. Ethics.

Human Subjects. Research involving human participants should follow procedures in accordance with the principles described in the Declaration of Helsinki of 1975, as revised in 2008. If human participants were involved, the manuscript must contain a statement indicating that the procedures were approved by the responsible institutional or national committee on human experimentation. For studies involving animals, the authors must state that procedures followed relevant institutional or national guidelines for the care and use of laboratory animals.

Guidelines and Procedures. The journal is a member of the Committee on Publication Ethics (COPE), and supports and strives to adhere to the standards outlined in the COPE Code of Conduct and Best Practices Guidelines. Authors are encouraged to familiarize themselves with these standards (http://publicationethics.org). IIE TOEHF will use these Guidelines to address suspected misconduct, by both authors (see below) and reviewers (see the journal’s Reviewer Guidelines). Authors are also encouraged to review the Taylor & Francis Guidelines on Publication
Plagiarism. IIE TOEHF considers plagiarism to be a serious violation of professional and ethical standards. While plagiarism has diverse definitions, most sources agree that it involves the use, as one’s own and without proper crediting (e.g., citation), of the words, ideas, data, or other creative work by others. Self-plagiarism is also considered unacceptable. The journal considers self-plagiarism to occur when authors republish and/or reuse the work of one or more of these same authors without proper procedures to acknowledge the prior publication. Authors should also be aware that self-plagiarism can be an infringement of a prior publisher’s copyright. The journal expects authors to avoid self-plagiarism, for example by rewriting, rephrasing, and using citations otherwise, and more generally to not re-present their own published material as if it were new material. Additional guidance and references are available in a white paper provided by iThenticate® (http://www.ithenticate.com/self-plagiarism-free-white-paper/). Note that submissions to the journal are routinely screened for unoriginal material using CrossCheck™ software.

F. Supplemental Content. Authors can provide supplemental materials (e.g., multimedia, spreadsheets or other data documents, questionnaires), which will be hosted by Taylor & Francis. Any supplemental files will be linked to an accepted paper online (www.tandfonline.com). Instructions for submitting such content are available at: http://journalauthors.tandf.co.uk/preparation/multimedia.asp

VI. Review and Publication Processes

A. Manuscript Screening. After completing the online submission process, manuscripts will be screened by the editorial and/or administrative staff. Submissions may be declined or revisions requested at this stage, based on several criteria, including whether: all necessary information was provided; the presentation, including writing style and grammar, is considered adequate and complete; experimental studies are sufficiently well conceived, justified, executed, analyzed, and interpreted; submissions of any type (e.g., reviews, experiments, case studies) make an important contribution to occupational ergonomics and human factors and are likely to be of interest to researchers and/or practitioners in this domain; manuscript length is appropriate; and no ethical concerns are evident. For submissions that are not successful at this stage, an explanation will be provided and authors may be offered the opportunity for resubmission. This stage will typically require less than one week.

B. Manuscript Reviews. Individuals with relevant expertise will review manuscripts critically. Typically two peer-reviews will be solicited, with a third (or more) added in cases where needed (e.g., reviewer opinions are divergent). Reviewers will be asked to evaluate the manuscript based on different criteria, depending on the type of submission, including: potential impact on the field or significance of the work; originality; technical quality (e.g., design, measurement, and analysis methods); presentation quality (writing, data presentation, graphics); length; integration with existing evidence; and any ethical concerns. The journal’s editors consider reviewer misconduct to be a serious issue, and will pursue any relevant allegations of issues such as: breach of confidentiality, non-declaration of conflicts of interest (financial or otherwise), inappropriate use of confidential material, delay of peer review for competitive advantage, and plagiarism. Additional information can be found in the “Reviewer Guidelines” available at the journal website. For submissions by the journal’s editorial staff, the review process will be managed by one of the Associate Editors. This stage will typically require 3-4 weeks.

C. Editorial Decisions. Based largely on the peer-review comments, editorial decisions will be made regarding manuscripts as follows: accept (manuscript accepted as submitted); minor revision, no re-review (authors will be asked to revise their submission, which will only be reviewed by the editorial staff); minor revision, re-review needed (authors will be asked to revise their submission, and it will be sent again to reviewers); major revision (authors will be asked to substantially revise their submission, and it will be sent again to reviewers); reject (the submission will not be further considered for publication in this journal). Along with the editorial decision, authors will receive a copy of the review comments. This stage will typically require less than one week. As a final step in the review process, most papers that have been accepted based on traditional peer-review will then
be reviewed by a member of the journals’ Advisory Panel. This review will focus on applied aspects, specifically the actual or potential occupational relevance/applications, and authors may be asked to address any comments provided. This final step will typically require less than one week. Authors may appeal editorial decisions to the Managing Editor, who will evaluate the appeal in consultation with the journal’s Associate Editors.

D. Submitting revised manuscripts. In all cases requiring revisions, authors will need to provide point-by-point responses to all review comments. If the editorial staff finds that authors are insufficiently responsive, revised manuscripts may be declined or authors asked to provide a modified revision. In most cases, only one major revision will be accepted for a given manuscript. If changes are made to the manuscript, these should be highlighted (e.g., by underlining or colored text). Authors will need to submit minor revision within 4 weeks of receiving reviews, and major revisions within 3 months of receiving reviews. Manuscripts received later than these limits may be considered new submissions. If authors anticipate requiring more time to meet these deadlines, they should contact the Managing Editor. Manuscripts for which no activity has occurred for 4 months may be deleted from the system.

E. Page Proofs. For accepted papers, the corresponding author will receive notification of page proofs via email and is responsible for checking and approving the manuscript on behalf of all coauthors. This step is for corrections, not for rewriting material. Authors will be required to secure permission to reproduce any figure, table, or text extracted from another sources; this need for permission applies to direct reproduction and new figures or tables that derive substantially from a copyrighted source.

F. Accepted Manuscript Online (AMO). This is Taylor & Francis’ proprietary early-online-publication system, which makes new knowledge available to researchers in the shortest possible time. When a valid copyright form has been received and all major paper elements are included, the accepted paper will be available on Taylor & Francis Online in a section on the journal’s page entitled “Forthcoming Articles.” Posted papers will be clearly labeled as the “Accepted Author Version” and will include DOI numbers so that they can be cited and referenced. Authors will receive notification from Taylor & Francis Online when the raw manuscript is posted, and once again when the final version is posted. The papers in this section will be removed once the final typeset version is posted online.

G. Complimentary Policy. Corresponding authors will receive a PDF file of the article by email. This file is for personal use only and may not be copied or disseminated in any form without prior written permission from Taylor & Francis Group, LLC.