

## Proceedings and Special Issue Policy:

### *Journal of Occupational and Environmental Hygiene*

#### **Guidelines for the Publication of Meeting Summaries, Topical Reviews, Monographs, and Special Supplements**

##### **Introduction**

The sponsors or organizers of symposia and conferences often desire to generate written proceedings to serve as a record of the scientific information presented at these events. Under pre-defined conditions and limited circumstances, the *JOEH* may accept for review and possible publication manuscripts that report on research findings and other information presented at meetings, symposia and conferences.

The options available for the reporting of information from these types of events include the following formats. The editor in chief has the final authority on the choice of format.

*Meeting Summary* - A concise article (limited to 5,000 words), appearing in the non-peer-reviewed section of the *JOEH* that summarizes the objectives, presentations, findings, or recommendations of a meeting, workshop, symposium, or conference.

*Topical Review* - A peer-reviewed manuscript (limited to 8,000 words) that presents a balanced description, critique, and analysis of research information presented at a scientific meeting, symposium, or conference.

*Monograph* - A collection of approximately four to eight manuscripts (each manuscript limited to 7,000 words) on a related topic developed from research and information presented at a scientific meeting, symposium, or conference. The *Monograph* will appear in a separate section as part of a regular issue of the *JOEH*.

*Supplement* - A collection of up to a maximum of 15 manuscripts (each manuscript limited to 7,000 words) on a related topic developed from research and information presented at a scientific meeting, symposium, or conference. The *Supplement* will appear in a special issue of the *JOEH*

The publication of a *Topical Review*, *Monograph*, or *Supplement* by *JOEH* will be considered only for **openly attended** events that address contemporary issues in occupational or environmental hygiene, present evolving research and other current information that is on the forefront of science, and focus on a topic where the science is not yet conclusive. The *JOEH* recognizes that such proceedings can be useful to practitioners in the fields served by the *JOEH* for purposes of education, the exchange of research information, and access to content that is focused on a current topic.

Manuscripts that are submitted as part of the proceedings of a symposium or conference must be of the same high scientific quality as other information appearing in the *JOEH*. In view of the extraordinary editorial effort that is necessary to produce proceedings, the *JOEH* strongly encourages the submission of a *Meeting Summary* or *Topical Review* manuscript where such a format would meet the needs of the journal's readership.

##### **Monographs and Supplements**

The following guidelines shall be applicable to the development of *Monographs* or *Supplements*.

**Originality and Scientific Merit.** The symposium or conference organizers (e.g., the technical program committee) must submit a written proposal to the editor-in-chief well in advance of the event. The proposal must contain sufficient information to demonstrate the following: apparent need for the *Monograph* or *Supplement*, timeliness of the subject matter, significance to occupational or environmental hygiene, completeness in covering the proposed topic, avoidance of redundant or duplicate publication, and appropriateness and scientific credibility of the proposed contributors.

**Peer-Review and Editorial Coordination.** A guest or special editor must be appointed to manage the manuscripts for any *Monograph* or *Supplement*. The use of external editors and reviewers must be fully identified and described in the written proposal, and approved by the *JOEH* editor in chief. The role of

the guest or special editor will include establishing and enforcing deadlines, arranging for peer review if desired, and ensuring that the accepted papers meet, in general, the standards for the *JOEH*. If peer review is not conducted, there must be a clear statement to this effect in the invitation to presenters, and in the prefatory statements to the final publication. Potential contributors must explicitly agree and commit to submit a manuscript in the required format (i.e., *JOEH* Instructions for Authors). Any manuscript received after the established submittal deadlines will not be considered. If possible, manuscripts should be submitted by the conclusion of the symposium or conference. Potential contributors must understand that there is no guarantee that their submission will be accepted for publication.

**Conflicts of Interest.** Authors of manuscripts must disclose sources of funding (private and public sector organizations) for the research. Author affiliations must be clearly stated. All authors, guest editors, and ad hoc reviewers must adhere to the **JOEH** procedures for conflict of interest and bias disclosure.

The *JOEH* editor in chief retains the full responsibility for the policies, practices, and content of proceedings, including the authority to send manuscripts for external peer review and to reject manuscripts submitted for a Monograph or Supplement.