**DO!**

1. Use Times New Roman 12-point font EXCEPT for section headings.

2. Use 5-space indent to indicate new paragraphs.

3. Double-space everything (including REFERENCE section) EXCEPT title page and figure/table legends. These should be single-spaced.

4. Only place page breaks between
   - Title page and ABSTRACT
   - REFERENCE section and FIGURE 1
   - Individual FIGURES
   - Individual TABLES

5. Ensure your figures are at least 300 dpi and text is legible.

6. Include manufacturer info for major equipment, software, and supplies critical to the study methods: (Company name, City, State or Country).

7. Follow formatting requirements for each section.

8. Embed fonts in documents before uploading to preserve symbols and special characters.


10. All copy must be written in third person English.

11. Define abbreviations using parentheses on first mention.

12. Include KEY WORDS and WORD COUNT on title page

The JOEH reserves the right to edit material to improve readability, decrease verbosity, or eliminate redundancies.

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**FORMATTING REQUIREMENTS**

Click on menu items to learn about additional formatting requirements for each section.

- TITLE PAGE
- ABSTRACT
- INTRODUCTION
- METHODS
- RESULTS
- DISCUSSION
- CONCLUSIONS
- RECOMMENDATIONS
- ACKNOWLEDGMENTS
- REFERENCES
- FIGURES AND TABLES

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**Section Headings Example**

**RESULTS**

Detector Results

Limit of Quantitation

Section headings: ALL-CAP BOLD text and 16-point font

Subheadings: Title-Case Bold text and 14-point

Sub-subheadings: Title-Case Italic and 14-point font

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**COLOR REPRODUCTIONS**

- No cost for reproducing art in online publication.
- Authors are required to pay full cost for color art reproduction and reprints can only be ordered if print reproduction costs are paid.
- Print rates:
  - $400 per figure for the first four figures
  - $75 per figure for five or more figures
- Art must be at least 300 dpi to be considered for print.
- Color figures and images must render clearly in a black & white conversion for print.

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**DO NOT!**

1. Use “Styles” to format your document.

2. Embed figures and tables in your document.

3. Use page numbers, footnotes, line numbers, watermarks, headers or footers.

4. Include author, affiliations or correspondence info on title page.

5. Insert line breaks between paragraphs and headings.
TITLE PAGE
The title page should be single-spaced (Times New Roman 12-point font) and include

- Title (in sentence case with only the first word and proper nouns capitalized)
- Keywords: minimum of three, no more than six to assist in cross-indexing the article. Do not repeat words used in the manuscript title).
- Word count of the exposition only (introduction through conclusion, do not count the words included in abstract, acknowledgements, references, tables/figures, or in supplemental materials)
- A page break inserted before the ABSTRACT section (do not use paragraph breaks)

Important! Do not include author, affiliations or correspondence info on title page due to the double-blind review process.

Back to top

ABSTRACT
The ABSTRACT should be double-spaced (12-point Times New Roman) and limited to 325 words.

The ABSTRACT must include:

- Purpose of work
- Brief description of methods
- Concise summary of results
- Short statement of conclusions

Do NOT:

- Use abbreviations or acronyms
- Cite references in this section
- Use headings within the abstract. It should read as a paragraph

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INTRODUCTION
The INTRODUCTION should be double-spaced (12-point Times New Roman) and include:

- Summary of study’s purpose and rationale.
- Pertinent cited references.

The INTRODUCTION should NOT include data or discussion of the current study in this section.

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METHODS
The METHODS section should be double-spaced (12-point Times New Roman) and include:

- Sufficient detail to allow other investigators to reproduce the study.
- References to and brief descriptions of published methods, as needed.
- Measurements that are normally expressed in English units (e.g., feet per minute) should also be expressed in metric units. Abbreviate units of measure.
Number equations/formulae sequentially using Arabic numerals enclosed in parentheses, flush right on the same line as the equation. We recommend that authors use the mathematical equation typographic systems built into Microsoft Word; they produce a more readable equation that is much easier to proofread and edit.

Methods used to select subjects and controls.
Manufacturer information for major equipment and supplies critical to the methods: (Company name, City, State or Country).
Software information: (Version Number, Company Name, Location).
Descriptions of statistical methods can be discussed here or, if more appropriate, in the RESULTS section.

RESULTS
The RESULTS section should be double-spaced (12-point Times New Roman font). You may use figures and/or tables to supplement text.
Number figures and tables sequentially and refer to them in the text (e.g., See Table 1).
Do NOT embed figures and tables within the text or indicate where they belong (e.g., do not state “INSERT Table 1 here”).

DISCUSSION
The DISCUSSION section should be double-spaced (12-point Times New Roman font) and include:

- An evaluation of your study’s hypothesis as well as a discussion of how the results contribute to the field and support or refute other studies.
- A statement about the study’s limitations and their impact on the conclusions, where appropriate.
- Implications of the findings and authors’ opinions may be presented; take care to qualify statements that are not supported by the data (cite direct quotes in the REFERENCES section with page numbers).

CONCLUSIONS
The CONCLUSIONS section should be presented concisely and include supporting data. Use double-spaced 12-point Times New Roman font.

RECOMMENDATIONS
The RECOMMENDATIONS section (if relevant) should show how the information can be used directly by
occupations and environmental hygienists to solve problems in, or arising from the workplace. Use double-spaced 12-point Times New Roman font.

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ACKNOWLEDGMENTS

• If you wish to acknowledge individuals whose support and cooperation were essential to your research, but do not qualify as co-authors, please do so here. Use double-spaced 12-point Times New Roman font.
• Include any disclaimers or special notes about this paper in this section.
• Clearly indicate the project’s funding source (funding agency, employer, other). See Author Declarations form for more information.

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REFERENCES

Use only published, accessible peer reviewed references. Requests for exceptions will be considered by the Editor-in-Chief in unusual cases where they are deemed essential by the author. Extreme care should be taken when citing non-peer reviewed material.

Any unpublished data (including company-specific literature) must be submitted in PDF format with the manuscript files or e-mailed to jennifer-j-patterson@uiowa.edu prior to acceptance of the manuscript.

The corresponding author will be asked to supply any missing bibliographic information.

REFERENCE FORMATTING

References must be double-spaced. Use 12-point Times New Roman font. Examples of citation formats are available below. For any references not covered by these examples, please contact the Associate Editor at jennifer-j-patterson@uiowa.edu. Please be aware of the following:

Cite a resource in the text by (1) the surname(s) of its author(s); (2) its publication year; and (3) a page number or page numbers, when necessary (e.g., with a direct quotation). These elements of citation can be formatted in two ways. A resource can be cited with the author surnames incorporated into the running text and the publication year and page number(s) set inside parentheses, with a comma after the year and before the page number(s):

• This phenomenon occurs frequently, according to Smith and Jones (2018).
• Smith and Jones’s (2018) landmark study offers valuable insights.
• Smith and Jones (2018, 67) consider “indulgent parenting… a danger to the average child.”

If website addresses are used as references, the date of access by the authors should be included with the reference; if judged necessary by the Editor-in-Chief, electronic copies of the data obtained from those websites must be provided, since website addresses change periodically.
Avoid citing a "personal communication" unless it provides essential information not available from a public source. In this case, the name and affiliation of the person and the month and year of the communication should be cited in parentheses in the text. Personal communications should not be included in the reference list.

Software should not be listed as a reference. Include in text with version number, company name, and location enclosed in parentheses.

ORDER REFERENCE ENTRIES ALPHABETICALLY BY AUTHOR SURNAMES. ENTRIES WITHOUT AUTHORS SHOULD BE ORDERED ALPHABETICALLY AMONG OTHER ENTRIES BY THEIR TITLE.

REFERENCES: EXAMPLES
For any references not covered by these examples, please contact Jennifer-j-patterson@uiowa.edu.

Article, journal

Article, journal (periodical paginated by issue; e.g., weekly or biweekly, bimonthly, quarterly)

Article in Press

Book

Chapter in a Book

Code of Federal Regulations

Congressional hearing

Company Report

Conference Presentation

Federal Register
Cite the same way as a standard journal article. Abbreviate the title to Fed Regist.
**Government Report**

**Internet Sources**

**Laboratory Report**

**Standards**

**Translation of Foreign Titles**
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FIGURES AND TABLES

FIGURES

Figures are any items not reproducible via text alone:

- Illustrations
- Graphs
- Artwork
- Maps
- Photographs

Insert a page break and add figures after the REFERENCE section

- Style
  - Type the Figure number and caption below each figure (do not create a caption as a part of the image)
  - Single-space figure legends and use sentence case
  - Use Arabic numerals to identify figures: Figure 1. Figure 2. Figure 3.
- Formatting Instructions
  - Paste each image file (.tif, .eps, or .psd ONLY) in Word doc, limit one per page (insert page breaks between each figure)
  - Use high resolution (300-600 dpi) publication quality, camera-ready images.
  - Size for maximum legibility (less than 40 megapixels).
  - Crop excess white space around images before pasting into Word.
  - Do not place borders, lines, or boxes around images.
  - Hard to read shading or colored graphics that lose meaning when printed in black-and-white are strongly discouraged and may be rejected.
  - Page orientation: portrait or landscape

Important: If you do not paste high-resolution image files in the main document, please upload each figure as an individual high-resolution image file (.tif,.esp, or.psd).

TABLES

Add tables after the figures. Tables should be brief.

- Style
  - Single-space table legends
  - Title should be placed above each table
  - Use Arabic numerals to identify tables (e.g., Table 1, Table 2, Table 3).
  - Title briefly with info that is not duplicated in column headings. Use sentence case capitalization (e.g.,
Table 3. Summary of correlation results).

- If using footnotes, identify with a superscript capital letter
- Render only in black-and-white

- Formatting Instructions
  - Convert tables generated in Excel or other formats to Word
  - Avoid shading. Use borders to delineate cells, columns, or rows.
  - Page orientation: portrait or landscape. Size for maximum legibility

Important: If you do not paste high-resolution image files in the main document, please upload each figure as an individual high-resolution image file (.tif, .esp, or .psd).

SUPPLEMENTAL FILES

Supplemental files may include more extensive data or spreadsheets. While they will not appear in the print journal, they will be available as part of the electronic journal if the paper is accepted for publication. Please visit [http://authorservices.taylorandfrancis.com/enhancing-your-article-with-supplemental-material/](http://authorservices.taylorandfrancis.com/enhancing-your-article-with-supplemental-material/) to learn more about providing supplemental materials for your article.