

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 original (research) articles, reviews, case reports, viewpoints, and letters to the editor. Original (research) articles and reviews of international relevance should be written in English, whereas other articles may be in either Croatian or English. Announcements, book reviews, meeting reports, and obituaries are also accepted, and may be written in Croatian, English or Slovene.

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

Full-text articles are available online at De Gruyter Open (<http://www.degruyter.com/view/j/aiht>) and 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>).

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

All manuscripts should be arranged in the following order: title page, text, references, and figures with their corresponding legends and tables.

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. 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). Please use British English spelling.

The Abstract should be a single paragraph and limited to 250 words. It should state the aim of the study, basic procedures (study subjects/animals, and methods), main findings, and principal conclusions.

Below the abstract provide a list of 5 to 10 key terms that will be useful for indexing or searching. They should not be taken from the title of the manuscript but rather reflect the content of the entire article and the field of study. Use terms from the Medical Subject Headings (MeSH) list of the Index Medicus (www.nlm.nih.gov/mesh/), whenever possible. Key words should be listed in alphabetical order and separated by semicolons.

The introduction is the key to your entire article, as it sets the framework for your presentation. You should first establish what information is currently known and what is missing and then define the questions that your study is going to answer (objectives). Even more importantly, you should clearly say why you think doing the study was important.

The Materials/Subjects and Methods section is to be as clear and as detailed as necessary for the intended audience to understand study design and to allow for the experiment to be repeated. Feel free to use subheadings if they help in this respect. Instead of describing standard methods in detail, you may reference to literature sources for as long as it does not affect the narrative or understanding.

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. Indicate that the subjects gave informed consent.

Manuscripts involving studies on animals should contain a statement that the specific national law on the protection of animals was observed.

Describe the selection of experimental animals or subjects, including controls. Full binominal Latin names should be included for all experimental animals other than common laboratory animals. State the species, strain, and number of animals used in the experiment. When describing treatments with chemicals or drugs, the amounts, concentrations, routes, and frequency of administration should be identified. The source, and if possible the composition, of the diet of the laboratory animals should be specified.

The original names of the equipment and reagents should be specified, and the manufacturer's name and location should be given in parentheses. Generic names of drugs and pesticides are preferred. If trade names are used, the generic name should be given at

* Revised in February 2014

first mention. If applicable, provide the CAS Registry Number for each chemical used. At first mention, the names of enzymes should be supplied with the commission number (EC number) in brackets according to the classification of the International Union of Biochemistry and Molecular Biology (IUBMB) (<http://www.chem.qmul.ac.uk/iubmb/enzyme/>). Also provide a publication reference for the methodology used in kits.

Units should be quoted according to the International System of Units (SI). Measurements of length, height, mass, and volume should be reported in metric units (metre, kilogram, or litre) or their decimal multiples. Temperatures should be in Kelvin or degrees Celsius.

Names of inorganic and organic compounds should conform to the nomenclature of the International Union of Pure and Applied Chemistry (IUPAC) (<http://www.chem.qmul.ac.uk/iupac/>).

Abbreviated terms should be written in full when first mentioned. Abbreviations should not be used in the title, key words, or at the beginnings of sentences, except when they are widely known throughout science (e.g., DNA, RNA) or are terms better known by their abbreviation (e.g., IgG, CD, HPLC).

Journal style

The journal style for time units is: s, min, h, day, week, month, year. Use “L” for litre; not “l”, to avoid confusion with ‘one’.

Use italics for genus and species names, names of genes, and other Latin expressions (e. g., *in vitro*, *in vivo*, etc.). Use the following abbreviations: per os = *p.o.*; subcutaneous = *s.c.*; intraperitoneal = *i.p.*; and intravenous = *i.v.*, in italics.

Do not use the slash to indicate “per”; use negative exponents to indicate units in the denominator; write mg L^{-1} , not mg/L .

Numbers from one to nine should be spelled out except when used with units (e.g., two legs but 5 °C, 4 years and 8 kg). Write out all numbers or fractions that begin a sentence, or rephrase the sentence to avoid beginning with a numeral.

Observe the following order for brackets: $\{[()]\}$; do not use parentheses within parentheses.

Use a space between the numeral and the unit of measure: (5 °C, 10 %).

Decimals are preferred over fractions; however, when simple fractions are used, write them out as a hyphenated unit: “two-thirds”. In decimal fractions, use a decimal point and not a comma.

Do not use the ambiguous parts per million (ppm) or parts per billion (ppb) to denote liquid concentrations and solid mass fractions. For instance: express liquid concentrations as micrograms per millilitre ($\mu\text{g mL}^{-1}$)

and solid mass fractions as micrograms per gram ($\mu\text{g g}^{-1}$).

To indicate gas concentrations, use milligrams per cubic metre (mg m^{-3}) or micrograms per cubic metre ($\mu\text{g m}^{-3}$) rather than ppm or ppb.

Concentrations of solutions should be described in terms of molarity; ‘normality’ (N) is not acceptable. For molar concentrations, use mol L^{-1} , mmol L^{-1} , or $\mu\text{mol L}^{-1}$, not M, mM or μM .

Write ions as follows: K^+ , Ca^{2+} , Cl^- , PO_4^{3-} . Atomic weights of isotopes are to be indicated by superscripts preceding the element symbol: ^{14}C .

Centrifugal force should be provided in g, not rpm, and duration and temperature of centrifugation must be included.

Statistics

Numerical data should be analysed using appropriate statistical tests. Define all statistical measures and models unambiguously and include a relevant analysis of the statistical probabilities and software or statistical packages used. Identify the number of independent replications of experimental treatments and the number of times individual experiments were duplicated. Provide detailed information for each statistical test applied including: the type of test; degrees of freedom; population size; definition of population (e.g., number of individual measurements, number of animals, number of slices, number of times treatment was applied, etc.); and what correction, if any, was used to adjust for multiple pair wise comparisons. Probability values should be denoted as *P*. Do not report *P*-values to more than three places after the decimal. Actual *P*-values are preferred to the use of the terms “significant” and “highly significant”, for $P < 0.05$ and $P < 0.01$, respectively. Avoid the ambiguous use of $P > 0.05$ to declare non-significance.

Results and discussion

Present your results in a logical sequence in the text, tables, and figures, giving the main or most important findings first. The text should not repeat table or figure data but emphasize or summarize the most important observations.

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, spaces, and hard returns 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 (the recommended resolution is 300 dpi or more). Even though the printed version of the journal is printed in black and white, the online version can accommodate for figures in colour.

The Results and discussion section can be written as two separate sections or one combined section. answer the questions asked in the introduction. It is not a place for showing off erudition or cramming references for their own sake. Start from the most important findings and build your way to a general conclusion with practical implications.

Describe the limitations of the study and/or analysis, and discuss the possible implications on the conclusions. Emphasise the new and important aspects of the study. Try to explain contradictory or unexpected results, or discrepancies with previous findings. Make sure that the conclusions are consistent with the results and relevant to the research question.

References

Reference citations in the text should be identified by numbers in parentheses in the order they appear in the text and conform to the examples given below. Reference numbers in text should appear in parentheses with a space between each item, e.g., (1, 4, 7). Titles of journals should be abbreviated according to the List of Journals Indexed for MEDLINE (<ftp://nlpubs.nlm.nih.gov/online/journals/ljiweb.pdf>). All referenced articles should include their corresponding Digital Object Identifier (DOI) or PubMed Identifier (PMID). 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 are 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 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 submit manuscripts through our online editorial system at <http://arhiv.imi.hr> or 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. PDF is not an acceptable format. The e-mail address of the Editorial Office: arhiv@imi.hr.

The cover letter is what "sells" your manuscript, so you should be able to say why your article (and/or research) is important enough to be published. Otherwise it may be rejected even before we forward it for peer review. Be it in the form of accompanying e-mail or a separate document, 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 CD, DVD or flash memory stick. These will not be returned.

The postal 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

Changes to authorship

Before an accepted manuscript is published, requests to add or remove an author, or to rearrange the name of the authors, must be sent to the Editorial Office from the corresponding author of the accepted manuscript and include: (1) the reason the name should be added or removed, or the author names rearranged and (2) written confirmation (e-mail, fax, letter) from all authors that they agree with the proposed addition,

removal or rearrangement. In case an author is added or removed, confirmation from the author being added or removed must be given. After the accepted manuscript is published, any requests to add, delete, or rearrange author names in a published article will follow the same policies as noted above and result in a corrigendum.

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 do not give up copyright. Instead, authors of manuscripts accepted for publication will be asked to sign a Licence to Publish agreement whereby they grant to the publisher exclusive licence to publish their article in print and online in accordance with the Creative Commons Attribution-NonCommercial-ShareAlike (CC-BY-NC-SA) licence.



Charges

No charge will be imposed on the authors for publication. Exceptions may apply for authors who withdraw their manuscripts after extensive editing and acceptance for publication to cover editing services.

Offprints

The corresponding author will be provided with a PDF file of the article via e-mail and receive one free copy of the journal by regular post. A PDF of each article is available without charge online at: <http://www.degruyter.com/view/j/aiht> and hrcak.srce.hr/aiht.

Corrections and Retractions

If deemed necessary, corrections of major errors in the published articles will be published in a later issue of the journal. Authors are requested to bring any errors to the attention of the Editor-in-Chief as soon as possible. A correction published in the print journal will also be published as a correction online and linked to the original article. Articles may be retracted by their authors, academic or institutional sponsor, editor, or publisher because of plagiarism or unsubstantiated or irreproducible data. In case of an editor/publisher retraction, COPE Guidelines will be followed (<http://publicationethics.org/>) A correction or retraction will appear in a prominent section of the journal, listed in the contents page, and include the title of the original article. The text of a retraction will explain why the article is being retracted and include a bibliographic reference to it.

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. Editorial work includes linguistic and technical editing, as well as editing the References section. All authors may opt to withdraw their manuscript without any charge, but only PRIOR to the commencement of linguistic and technical editing. All withdrawals after this point shall be charged in accordance with the Editorial Board's assessment of the time and effort invested. 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 Licence to Publish 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://www.degruyter.com> (online publishing),

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