

INSTRUCTIONS TO AUTHORS

LA MEDICINA DEL LAVORO - MEDICINE, HEALTH AND WORKING LIFE publishes original papers, reviews, short notes and letters on subjects of occupational and environmental medicine and industrial hygiene. The contributions should not have been previously published or submitted to other journals. The manuscripts, written in English, should be submitted using the journal's website <http://www.lamedicinadelavoro.it>

Manuscripts are submitted to external reviewers and the editorial board reserves the right to suggest alterations or reject any article. Responsibility for the information and views set out in the articles lies entirely with the authors.

MANUSCRIPTS - Manuscripts should be written using Microsoft Word for Windows, 12 font character, double spacing and wide margins. All pages, including references, must be numbered consecutively. The surname of the corresponding author and the running title should appear at the top of all pages, including references and tables. Articles written in English need to be reviewed by English language professional editors specialized in scientific English. Letters to the editor, if they comment on, complete or review works already published in *La Medicina del Lavoro - Medicine, Health and Working Life*, may be answered by the authors of the cited work. No further replies by the author of the letter will be accepted for publication.

FIRST PAGE - The first page of the manuscript should contain: title of the article, first name and surname of the author or authors, affiliation of each author, indication of any financial support for the research, and complete address of the author responsible for correspondence. On the same page a running title must be provided and at least 3 keywords; the running title must also be repeated at the top of each page of the manuscript. If the article has already been the subject of a personal communication, a footnote should be added giving the date and place.

TABLES - Tables should be included at the end of the text and should be numbered consecutively with Arabic numerals. Each table must be accompanied by a legend. Legends must contain sufficient information to render the table self-explanatory. In the text, tables must be cited in full (e.g. table 1). Tables should be prepared using Microsoft Word for Windows. They should be incorporated in the same file as the text along with legends.

FIGURES - Figures should be numbered consecutively with arabic numerals. Each figure must be accompanied by a legend. In the text, the figure must be cited in full (e.g. figure 1). The figures can be embedded in the manuscript and should be placed at the end, after the tables, along with their legends. If figures are prepared in jpeg or tiff (or high resolution pdf) format, they should be loaded separately as supplementary files. Photographs, drawings, graphs, diagrams must have a minimum size of 10x15 cm. A minimum resolution of 300 dpi is required. Figures will be printed in black and white or on greyscale. Colour figures will be printed in colour only if the authors agree to pay printing costs. If figures or graphs are taken from other journals or books, the contributor must obtain prior written authorization from the author and the publisher. A copy of this authorization should be sent to the editorial board of the Journal and the source of the material should be quoted in the article.

ARRANGEMENT OF MANUSCRIPT - Articles should be divided into Abstract, Introduction, Methods, Results, Discussion, References. Repetition in the text under Results of data already given in tables and figures should be avoided. Only standard symbols, acronyms and abbreviations must be used. For units of measure authors should refer to the International System of Units. When appropriate, authors should provide effect estimates (e.g. ratios or differences of means, rates or risks) with their confidence intervals. Please avoid using terms like "statistically significant", " $P < 0.05$ ", " $P > 0.05$ ", "NS" or "statistically not significant". When P values are calculated, exact values should be provided (e.g. $P = 0.16$, $P = 0.02$). The use of " $P <$ " is acceptable if P is very small (e.g. $P < 0.001$).

ACCOMPANYING LETTER - The author responsible for correspondence should declare that all the authors have read and agreed with the content and interpretation of the submitted article. The accompanying letter should also contain a declaration signed by the corresponding author also on behalf of all the other authors concerning potential conflict of interest. Authors are welcome to suggest up to two reviewers for their work. The Journal may consider such suggestions, but editors reserve the right to make the final decision.

TITLE - The title must be typed in the space provided in the web site.

ABSTRACT - The abstract should describe the study concisely but clearly, highlighting only significant details; it should be divided into: background, objectives, methods, results, discussion, and should not exceed 250 words. It must be typed in the web site in the space provided.

KEYWORDS - In the space provided, at least 3 key words should be inserted using capital letters only for the first letter of each key word and for proper names.

REFERENCES - Responsibility for the accuracy and completeness of references lies with the author. References should be listed in alphabetical order (and in chronological order if the same authors are listed more than once) and numbered consecutively. References in the text should be indicated by the corresponding Arabic numeral in brackets. If there are more than 4 authors, only the first 3 must be cited followed by et al; if there are 4 or less than 4, all must be cited. References should be compiled following the examples below.

Journal papers:

- Kalliomaki PL, Kalliomaki K, Korhonen O, et al: Respiratory status of stainless steel and mild steel welders. *Scand J Work Environ Health* 1986; 8 (suppl 1): 117-121

Book, book chapters and monographs:

- McMahon B, Pugh TF: *Epidemiology. Principles and methods*. Boston (MA): Little Brown and Co, 1970

- Fogari R, Orlandi C: Essential hypertension among workers of a metallurgical factory. In Rosenfeld JB, Silverber DS, Viskoper R (eds): *Hypertension control in the community*. London: Libbey J, 1985: 270-273

- International Agency for Research on Cancer. *IARC Monographs on the Evaluation of Carcinogenic Risk to Humans. Some Non-heterocyclic Polycyclic Aromatic Hydrocarbons and Some Related Exposures*. Lyon, France: IARC, 2010: 92.

Personal communications and conference proceedings:

- Galli DA, Colombi A, Antonini C, Cantoni S: Monitoraggio ambientale e biologico dell'esposizione professionale a pigmenti e coloranti azoici. In Foà V, Antonini C, Galli DA (eds): *Atti del convegno Materie coloranti ed ambiente di lavoro*. Milano, 14-15 marzo 1984. Fidenza: Tipografia Mattioli, 1985: 129-137

Documents available on the web:

- NIOSH, National Institute Occupational Safety and Health. (2003). *Hydrocarbons, Aromatic*. Method 1501. Available on line at: <http://www.cdc.gov/niosh/docs/2003-154/pdfs/1501.pdf> (last accessed 31-12-2010)

Names of journals should be abbreviated according to Index Medicus. Unpublished personal communications and unpublished communications at congresses should not be included in the References but quoted in full in the text.

CONFLICT OF INTEREST - A conflict of interest exists when professional judgement on a matter of primary interest, such as the interpretation of one's own results or of those obtained by others, might be influenced, even unknowingly, by a secondary interest, such as an economic advantage or personal rivalry. A conflict of interest is not in itself anti-ethical. Nevertheless, it must be publicly and openly acknowledged. Such acknowledgement shall have no bearing on the decision to publish. Therefore, in conformity with the recommendations of the International Committee of Medical Journal Editors (ICMJE) of October 2008, when sending an article for publication in *La Medicina del Lavoro - Medicine, Health and Working Life*, enclosed with the manuscript, the corresponding author, also on behalf of all the other authors, should declare the existence or otherwise of financial connections (consultancies, ownership of shares, patents, etc.) or of other relationships that might constitute a potential conflict of interest in relation to the subject matter of the article. In the case of existence of any such financial connections, the authors concerned must declare them in a brief but complete definition. On the web site the possible presence of conflict of interest must be declared in the space provided. If no conflict of interest exists type: NONE.

PROOFS - The corresponding author of an accepted manuscript will receive one set of proofs for correction of printing errors. No substantial alterations may be made to the proof. Correction of proofs by authors relieves the editorial board of all responsibility for any errors in the printed text.

REVIEWS - Books and other publications on occupational health and industrial hygiene which authors or publishers wish to be reviewed in the Journal should be sent to the Editorial Board.

ADVERTISEMENTS, BACK ISSUES AND REPRINTS - Advertisers and persons interested in back issues and reprints should contact: MATTIOLI 1885 - Casa Editrice, Strada di Lodesana 649/sx, Loc. Vaio 43036 Fidenza (Parma), Tel. 0524/530383, Fax 0524/82537, e-mail: edit@mattioli1885.com

La Medicina del Lavoro - Medicine, Health and Working Life is protected by international copyright law.

As part of the submission process, on the Journal's website, authors are required to verify their submission's compliance with a detailed checklist. Submissions that do not adhere to these guidelines may be returned to authors.