information for authors

MISSION STATEMENT AND PURPOSE

The American Association of Occupational Health Nurses, Inc. (AAOHN) is dedicated to advancing and maximizing the health, safety, and productivity of domestic and global work forces by providing education, research, public policy, and practice resources for occupational and environmental health nurses through education and research, professional practice/ethics, communications, governmental issues, and alliances.

Workplace Health & Safety (formerly *AAOHN Journal)* welcomes the submission of original manuscripts of interest to occupational health nurses. The Journal adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (2010) of the International Committee of Medical Journal Editors. International submissions are welcome. They must relate to the mission of the Journal and meet the Journal's standards for manuscript preparation. Authors are encouraged to seek an expert in translation to assist with the manuscript's final development before submission to facilitate the review process. Authors may submit manuscripts in the following categories:

TYPES OF ARTICLES

Research study—A report of an original study, including methodology, results, and discussion; a substantive section at the end of the article "Implications for Practice"; and a brief summary of practical applications/implications of the research for the reader to be highlighted in a sidebar "Applying Research to Practice." Requires an unstructured abstract of 50 to 150 words.

Review article—A review of existing occupational health nursing or related literature using a research approach (i.e., research question, keywords, criteria for inclusion and exclusion) to define the articles included in the review. The manuscript should provide conclusions based on the review and recommend new approaches for occupational health nursing practice, research, or education. Requires an "In Summary," consisting of three or four items, each one or two sentences in length, that summarize the article. Requires an unstructured abstract of 50 to 150 words.

Clinical article—A report of new techniques, interventions, or program implementation in clinical practice. Requires an "In Summary," consisting of three or four items, each one or two sentences in length, that summarize the article. Requires an unstructured abstract of 50 to 150 words.

Case report—A report of a clinical case affecting or involving occupational health nursing. Requires an "In Summary," consisting of three or four items, each one or two sentences in length, that summarize the article. Requires an unstructured abstract of 50 to 150 words.

Successful programs article—A report of the planning, implementation, and evaluation of successful programs in the workplace. Requires an "In Summary," consisting of three or four items, each one or two sentences in length, that summarize the article. Requires an unstructured abstract of 50 to 150 words.

Business and leadership article—A discussion of a business or leadership theory, issue, or process of interest to occupational health nurses. Requires an "In Summary," consisting of three or four items, each one or two sentences in length, that summarize the article. Requires an unstructured abstract of 50 to 150 words.

Continuing education article—A "state-of-the-art" report of a current topic (e.g., occupational health, safety, or leadership) conducive to the continuing education format. Requires an unstructured abstract of 50 to 150 words.

Professional Practice article—A short (6 to 10 typed pages) manuscript focused on current issues in occupational health nursing practice, education, or research with particular interest in advance practice, global health, case management, hospital employee health, occupational safety, and occupational health and safety regulation, law, and ethics. Requires an unstructured abstract of 50 to 150 words.

Letters to the Editor

The Journal accepts letters to the Editor about previously published articles or other topics relevant to occupational health nurses.

MANUSCRIPT PREPARATION

Manuscripts should be between 3,700 and 4,200 words, not to exceed 20 typed pages. Manuscripts should be written in the third person. They must conform to the following guidelines.

- **Typing.** Double space throughout the manuscript, including acknowledgments, abstract, text, references, figure legends, and tables. All pages should be numbered.
- **Title Page/Author Information.** All uploaded manuscript files should be devoid of author identification (e.g., name, institution), including title page, to facilitate blind peer review.
- **Abstract.** All articles require an unstructured abstract of 50 to 150 words.
- **Style.** Manuscripts must conform to the guidelines for manuscript preparation of the *Publication Manual of the American Psychological Association,* 6th ed. (2010).
- **References.** References must conform to APA style. The author must assume responsibility for the accuracy of references.
- **Tables.** Tables should be placed at the end of the manuscript, one to a page.
- **Figures.** Digital images should be high resolution (at least 300 dpi) and saved in JPEG or TIFF format. Image files should be uploaded separately from manuscript text files; images embedded in Word files and PowerPoint® slides are not acceptable. Figure legends should not be included in the graphic file.
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MANUSCRIPT SUBMISSION

Submit manuscripts to www.rapidreview.com. Additional instructions for Rapid Review can be obtained from the editorial office. Manuscripts are considered with the understanding that they are submitted solely to *Workplace Health & Safety* and have not been published previously. Authors must indicate during the submission process if they have a financial interest in or serve as a consultant, reviewer, or evaluator for any product or company mentioned in the article.

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REVIEW PROCESS INFORMATION

Manuscripts meeting the stated guidelines undergo anonymous peer review by the Editorial Review Panel. Following review, the author will be notified of the decision of the Editorial Review Panel.

For more information, call the editorial office at 856-848-1000 or 800-257-8290, send us a fax at 856-853-5991, or e-mail us at aaohn@healio.com. Our World Wide Web address is: http://www.Healio.com/aaohn.

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