



Dear Madam/Sir!

While we encourage you to submit papers to our editorial office, at the same time we kindly ask that you follow the following guidelines.

Structure of the scientific paper

A scientific paper should be perceived as a work presenting either original research results or an overview of research-based empirical data, technical, theoretical or analytical in nature. Legal opinions and case studies qualify as well.

Each scientific paper should include:

1. Information on Authors

Information on Authors should be put above the title of the article and should contain:

- Names and last names of every Author
- Authors' affiliations
- e-mail contact info to the main Author of the article
- ORCID numbers of every Author who are considered scientists in terms of occupation in their workplace (ORCID numbers can be set up at <https://orcid.org/>, free of charge).

2. Title

The title of the article should reflect its contents while, at the same time, be comprehensive for the totality of readers. Please keep in mind our readers come from various professional / scientific backgrounds. The title should pinpoint the problem tackled in the article and focus reader's attention. It should be as concise as possible (which means it should not exceed 10 words).

3. Introduction

The goal of the introduction to the article is to provide a general context for the main issue. Readers expect to find information on the reasons for which authors choose the specific problem to cover in the article. It should, therefore, become a suitable explanation as to why authors deem such an issue important as well as to why they perceive the issue as significant in relation to the occupational safety and health. In other words, the introduction serves as means to encourage the reader to delve into the

contents of the article, to convince Her or Him, they might find the article important and interesting.

4. Elaboration

This part should be viewed as the main part of the article. Authors are expected to present all detailed data and information on the subject they wish to carry out in the article. In here Authors provide: all statistical data, research method (if applicable), characteristics of given state/situation, tables, diagrams, charts or photographs. Each section of the Elaboration should be distinguished by a crosshead (in bold), in accord to the logic of the article.

We also kindly ask you to maintain a reasonable proportion between theory and practice in relation to the issue at hand. Please keep in mind a considerable part of our readership comes from a professional background at OSH and do not engage in research but rather in practical applications of research results.

5. Conclusions

In this section of the article please do not repeat any information previously provided. If research data was already laid out, please provide discussion on its significance, especially in connection to occupational safety and health.

Please refrain from providing any new information or data in the Conclusion. It should have been placed in the Elaboration.

6. Additional content

Along with the article we expect Authors to also provide (in a separate file):

- Abstracts
- Keywords (at least 5)
- Bibliography formatted in accord to the ISO 690 style (please see Technical guidelines for more information)

Technical guidelines

- The article's volume should not exceed 21 500 characters (spaces included), which translates roughly to 12 normalized pages (1 page equals 1800 characters with spaces, with the use of Times New Roman, title font = 14 in bold, text font = 12, interline = 1,5).
- The article should contain illustrations (such as: charts, diagrams, photographs). **Note: please place them in the text, but send them as separate files as well)**
- Please number all illustrations with the exception of the situation where there is only one kind of an illustration present in the article, such as just one table or just one graph. In this case it should not be numbered. **Note: in contrast to some magazines we distinguish photographs and other types of graphic elements. All photographs should be entitled as "photos" (i.e. Photo 1., Photo 2., and so on) and other graphic elements as "figures" (i.e. Fig. 1., Fig. 2., and so forth).**
- Please export your graphic files to JPEG, BMP or CDR (vector graphic) format if possible. All graphic files should be at least 250 in DPI (resolution) and exceed 800x600 pixels in size.
- All footnotes should be numbered.

BIBLIOGRAPHY

- All citations should be numbered in accordance to their appearance in the article and should be placed in square brackets (i.e.: [1], [3, 4] etc.).
- Bibliography should contain at least 5 and no more than 20 positions (25 in case of an overview-type article).
- Bibliography should be formatted in accordance to the ISO 690 standard, which can be found in here: <http://www.cmaph.org/attachment/201364/1370309271657.pdf>).

CITATION EXAMPLES:

[1] HOCHMUTH, L. Čo nás čaká v liečbe astmy? [What awaits us in the treatment of asthma?] In: Kompendium medicíny: review z odborných kongresov, zjazdov a sympózií. Január 2016, pp. 20-23. ISSN 1336-4871. Appendix to: Zdravotnícke noviny. 2016, roč. 21/65, č. 4 (ISSN 1335-4477). ← *scientific article citation example. Please mind the fact the original title of the book is provided in English in square brackets.*

[2] GODWIN, P. Library 2.0: a retrospective. In: GODWIN, Peter and Jo PARKER, eds. Information literacy beyond library 2.0. London: Facet, 2012, Part 1: Recent developments in information literacy and library, chapter 1, pp. 3-18. ISBN 978-1-85604-762-3. Issued also as an eBook: ISBN 978-1-85604-880-4. ← *book chapter citation example.*

[3] ECO, Umberto. How to Write a Thesis [Come si fa una tesi di laurea]. Translated from Italian by C.M. FARINA and G. FARINA; foreword by F. ERSPAMER. Cambridge: MIT Press, [2015]. 229 p. ISBN 978-0-262-32875-3. ← *book citation example. Please mind the fact the original title is provided in square brackets.*

[4] OHIO STATE UNIVERSITY LIBRARIES. Evaluating Web Sites [online]. Ohio: OSU Libraries, ©1997-2013 [viewed 2016-03-08]. Available from: <http://liblearn.osu.edu/tutor/les1/index.html> ← *e-book citation example.*

[6] GUNGOR, B. et al. Do the calcifications in the thyroid gland predict malignancy? Bratislava Medical Journal [online]. 2012, 113(9), 552-555 [viewed 2016-02-10]. eISSN 1336-0345. Available from Internet: doi:10.4149/BLL_2012_124 ← *e-article citation example*

Please refrain from putting sources into Bibliography which are not cited in the main body of the article.

Note: website addresses are considered as auxiliary sources. They should not be placed in the bibliography, but rather as footnotes (with the date of access in brackets).

ABSTRACT

Abstract should be delivered in a separate file. It should contain at least 500 but no more than 900 characters (spaces included). Below the abstract please put at least 5 keywords related to the topic.

Information on the original research funding reported in the article (if applicable) should be placed in the very end of the article.

Note: All scientific articles submitted to our monthly undergo a preliminary review in the editorial office and a two-step peer review process: an opinion from the scientific editor followed by a double blind peer review (see CODE OF ETHICS and PEER REVIEW PROCEDURE at www.ciop.pl for more information).

Popular science article structure

Popular science article differs from the scientific article both in structure and contents. Its goal, as opposed to purely scientific paper, is to popularize general knowledge among readers. Having that in mind, such article should be accessible and tolerably technical. Popular science article usually do not present research method details since their aim is to provide information on the state of knowledge in a specific field.

Note: Popular science article does NOT undergo the peer review process hence it will not be perceived as academic achievement.

In technical terms the popular science paper does not differ from the scientific paper, with exception to the following:

- It does not require abstract, keywords, or bibliography.
- The introduction is not separated. The popular science article is launched by the paragraph called “lead” which should be put directly below the title and in bold. The aim of the lead is, however, similar to the introduction of the scientific paper albeit it’s supposedly shorter: it should not exceed 1000 words.
- All citations should be put as footnotes (which should be numbered).

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