# Journal of UOEH: The Journal of University of Occupational and Environmental Health, Japan

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## Aims and Scope

The *Journal of UOEH* (the *Journal of University of Occupational and Environmental Health, Japan*) is an open access, peer-reviewed journal published quarterly by the UOEH Association of Health Sciences. Submissions in English are considered from authors around the world on all areas of occupational and environmental health. The submission of manuscripts on related topics in other fields of medicine or humanities are also considered. Article types include Original Research Papers, Review Articles, Reports, Case Reports, Technical Notes, and others.

The *Journal of UOEH* publishes original and rigorous work that is relevant to a global audience of researchers, clinicians and others interested in occupational and environmental health. Authors benefit from rapid, full peer review. Articles are published in issues four times year and are available by open access on the journal's website (https://www.uoeh-u.ac.jp/kouza/journal/intro\_e.html).

# **Manuscript Types**

The journal welcomes the types of manuscripts described below, all of which are subject to peer review. Except for invited manuscripts, each article should not exceed 10 journal-typeset pages, including tables and figures (see the 'Manuscript Preparation' section for more information).

#### **Original Research Papers**

Full and comprehensive reports describing original research, presented in the standard format of Abstract (not exceeding 250 words), Introduction, Materials and Methods, Results, Discussion, and References. The main text (excluding references, tables, and figure legends) should not exceed 5,000 words.

#### **Review Articles**

Articles presenting novel or unique overviews of recent or important developments in the field. Reviews must be insightful and must address the question(s) of interest using

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appropriate and fully presented evidence; exhaustive general summaries will not be published. Reviews are generally 5,000–10,000 words long and can explore several aspects of importance in a broader subject area. Reviews are occasionally commissioned by the Editorin-Chief, and the journal welcomes proposals from interested authors.

## **Reports**

Results of original research of particular importance or observations of immediate impact that potentially reveal new aspects of the field. Reports are approximately 4,000 words long. Brief reports (around 1,500 words long) providing new information or data on controversies of broad interest or long-standing questions are also considered and should follow the format for Original Research Papers, but contain no more than 5 references.

## **Case Reports**

Case Reports should provide novel or outstanding clinical-oriented information of a particular case or case series, including a patient management, diagnostic approach, and treatment. They should be written concisely (generally within 2,000 words) and be fully supported by the underlying data.

#### **Technical Notes**

Technical Notes should describe new or updated tools or methods of particular importance. They are generally 2,000 words long and should follow the format for Original Research Papers, but the headings in the main text can be modified accordingly.

## Other manuscript types

Other types of manuscripts, such as Letters to the Editor, may be eligible for publication after peer review, but authors must contact the Editorial Office before submission.

## **Journal & Ethics Policies**

The *Journal of UOEH* upholds the highest standards in scholarly publishing.

Before submitting a manuscript to the journal, authors must ensure that they have read and complied with the journal's policies. The journal reserves the right to reject without review or to retract any manuscript that the Editor believes may not comply with these policies.

The responsibilities of the journal's authors, editors, reviewers, and publisher regarding research and publication ethics are described in full below.

Submission to the journal implies that the manuscript has not been previously published (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere.

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Where relevant, the authors must include a statement in the 'Ethics approval and consent to participate' section of their manuscript that describes the procedures for obtaining informed consent from participants regarding participation in the research.

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As per Committee on Publication Ethics (COPE) guidance, authors must disclose and fully describe any use of generative or non-generative artificial intelligence (AI) tools (also known as large language models or LLMs) in the Materials and Methods. This includes, but is not limited to, using AI tools to collect or analyze data, produce or amend images or graphics used in the manuscript, or write all or part of the manuscript. Authors must describe which tools they used and how the tools were used. In general, the use of generative AI tools is allowed only where that use is an integral part of the research design or methods. Other use will be reviewed on a case-by-case basis. In all cases, authors remain responsible for all the content of their submitted manuscript.

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Self-archiving, also known as Green Open Access, enables authors to deposit a copy of their manuscript in an online repository. The journal encourages authors of original research manuscripts to upload their article to an institutional or public repository immediately after publication in the journal.

#### Long-term digital archiving

J-STAGE preserves its full digital library, including the journal, with Portico in a dark archive (see https://www.portico.org/publishers/jstage/). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.

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The journal does not allow advertising in its article pages or on the journal's website.

#### **Peer Review Process**

#### **Editorial and peer review process**

The journal uses single-anonymized peer review. When a manuscript is submitted to the journal, the style and format are checked by the Editorial Office. Those compliant are then assigned to the Editor-in-Chief or an Editor, who performs the initial screening. Manuscripts that do not fit the journal's scope or are not deemed suitable for publication are returned to the corresponding author without review. The remaining manuscripts are assigned to an Editor who finds at least two reviewers for Original and Review articles, and at least one reviewer for other types, to assess each manuscript. Reviewers are selected based on their expertise, reputation, and previous experience as peer reviewers.

Upon receipt of the reviewers' reports, the Editor makes the first decision on the manuscript. If the decision is to request revision of the manuscript, authors have 3 months to resubmit their revised manuscript. Revised manuscripts submitted after this deadline may be treated as new submissions. The Editor may send revised manuscripts to peer reviewers for their feedback or may use his or her own judgment to assess how closely the authors have followed the Editor's and the reviewers' comments on the original manuscript.

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#### Reviewer selection, timing and suggestions

Reviewers are selected based on their expertise in the field, reputation, recommendation by others, and/or previous experience as peer reviewers for the journal.

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If a manuscript satisfies the journal's requirements and represents a significant contribution to the published literature, the Editor may recommend acceptance for publication in the journal.

Articles in the journal must be:

- within the subject area of the journal's scope
- novel and original
- descriptions of technically rigorous research
- of high interest to the journal's audience
- important additions to the field.

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The UOEH Association of Health Science has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. The UOEH Association of Health Science will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests. The authors' ability to pay any publication charges has no bearing on whether a manuscript is accepted for publication in the journal.

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Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final. The guidelines of COPE are followed where and when relevant.

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The journal recognizes the importance of maintaining the integrity of published literature.

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A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the journal's Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish Errata or Retractions is made at the sole discretion of the Editor-in-Chief.

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Any member of the journal's Editorial Board, including the Editor-in-Chief, who is an author on a submitted manuscript is excluded from the peer review process. Within the journal's online manuscript submission and tracking system, they will be able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

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All manuscripts must be submitted via the journal's online submission system, ScholarOne: https://mc.manuscriptcentral.com/JUOEH. The original or revised manuscript text may be uploaded as a PDF or Microsoft Word file, but a Word file is required for the final manuscript text. Figures may be submitted separately in several other formats.

If you encounter any problems with online submission, please contact the Editorial Office: j-uoeh@mbox.med.uoeh-u.ac.jp.

# **Manuscript Preparation**

#### Style

Manuscripts should be prepared in Microsoft Word (.doc, .docx; not write-protected) using double spacing throughout (including tables, legends, footnotes, references, etc.), A4 format, portrait layout, and page margins of 2.5 cm. Each page should fit approximately 20 lines, each with around 80 typewriting strokes, including spaces. Thus, two such consecutive pages will become equivalent to one journal-typeset page.

#### Language and language standards

Manuscripts can be submitted in either US English or Japanese. English manuscripts should be written in clear, grammatically correct English. If a manuscript is not clear due to poor English, it may be rejected without undergoing peer review.

#### **Cover letter**

Submissions must include a cover letter including the manuscript title and the corresponding author's contact details. Authors should summarize the aims and outcomes of their work and how and why the work is appropriate for publication. Details of any relevant consent and/or ethics approvals and other such items must be included in the cover letter.

#### **Format**

Manuscripts should be presented in the following order: title; author name(s); affiliation(s) and address(es); Abstract (not exceeding 250 words); keywords (no more than five phrases); main text; acknowledgments (if applicable); author declaration sections; references; tables and/or figures.

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The Introduction should provide sufficient background information to allow the reader to understand the purpose of the investigation and its relationship with other research in related fields, although it should not include an extensive review of the literature.

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#### Results

This section includes the results of the experiments. The Results and Discussion sections may be combined if this helps readers to understand and evaluate the study. Tables and figures, including photographs, can be used to present the experimental results (see below). Excessive explanations of the data presented in tables and figures should be avoided.

#### **Discussion**

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#### Abbreviations and symbols

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#### Acknowledgments

This section should be brief and acknowledge those that have assisted in the work or preparation of the manuscript, but who do not qualify for authorship, as defined in the 'Authorship' section of this document.

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Supervision: Author 1. Visualization: Author 3.

Writing – original draft: Author 1, Author 2, Author 3.

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Papers in Books

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**Books** 

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Tables should appear on separate pages, numbered with Arabic numerals, and accompanied by a caption at the top and explanatory matter placed in footnotes below the bottom line. Neither vertical nor oblique lines should be used. The author should submit electrically formatted original drawings (EPS) or well-contrasted images (TIFF or JPEG) of high quality (resolution: 600 to 1200 dpi for line drawings and at least 300 dpi for images) suitable for reproduction. Each figure should be on a separate page and accompanied by succinct legends. Every table and figure must be referred to in the text.

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Page proofs are emailed as PDFs to the corresponding author, who should carefully check and return them within 3 days. Only essential corrections to typesetting errors or omissions are accepted; excessive changes are not permitted at the proofing stage.

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