

Guidelines for Authors of the *Principles and Methods of Assessing the Working Environment* (PiMOŚP) quarterly

In order to facilitate cooperation between the Authors and the editorial staff, please take the following into account when preparing an article for submission to the editorial staff of PiMOŚP:

1. Information about Authors

You should provide:

- ORCID numbers of all Authors (an ORCID number can be obtained free of charge here: <https://orcid.org/>),
- names and surnames of the Authors,
- affiliations of the Authors,
- e-mail addresses of the Authors.

2. Title

- The title should reflect the content of an article and, at the same time, be comprehensible and as concise as possible.

3. Keywords

- You should provide at least 4, but no more than 6, keywords.
- The required keywords to be included are “environmental engineering” and “health sciences”.

4. Abstract

- The maximum length of an abstract is 400 words.

5. References

- The references should contain an alphabetical list of all sources referred to in the text (including legal acts and websites).
- Individual references should be inserted in the text in parentheses in the place where they are cited.

Examples:

(Marek 2001)

(Jankowska, Czerczak 2013)

(Prince et al. 2000)

(IARC 2012)

- The references should contain: the Author's (Authors') surname(-s) and initials (in italics), year of publication (in parentheses), title of work, title (or abbreviated title) of journal, volume, page number (e.g. 4-8), or DOI number. In the case of regulations:

full title of the regulation, year, number, item. When referencing electronic sources: also date of citation and access path.

Examples:

1. Li T., Liu F., Lin Y., Xie Y., Yan H. (2015). Determination of n-pentanol in workplace air by solvent desorption gas chromatography. *Zhonghua Lao Dong Wei Sheng Zhi Ye Bing Za Zhi*. 33(4), 304–306.
2. Saffiotti U., Cefis F., Montesano R., Sellakumar A.R. (1967). Bladder cancer: a symposium. [Ed.] W. Deichmann, K.F. Lampe. Aesculap Publishing Co., Birmingham AL, USA.
3. Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (the so-called CLP regulation). OJ EU L 353 of 31.12.2008 as amended.
4. Tiered approach to an exposure measurement and assessment of nanoscale aerosols released from engineered nanomaterials in workplace operations (2011) [<https://www.vci.de/Downloads/Tiered-Approach.pdf>].

6. Tables and figures

- A reference to a table in the main body should be marked (tab. 1.).
- Figures should be created in editable form (using software such as Corel, Adobe Illustrator or Microsoft Office Excel)
- A reference to a figure in the main body should be marked with its number (fig. 1.).

7. Structure of an article

In an article, the relationship (hierarchy) between individual parts of the text should be clearly indicated (with a distinct font or number) , in the same way as in the published articles available on the **publisher's website**.

8. Other instructions

- A footnote to an article title should contain information on the subject/task as part of which the work has been prepared and financed.
- The introduction to an article should contain information about its inclusion in the field of “environmental engineering” and in the field of “health sciences”.
- If figures or tables included in an article are not original, the Author should state the source and obtain the requisite permission (from the publisher or the Author of the publication) for their publication.

9. Review process

All articles published in the *Principles and Methods of Assessing the Working Environment* quarterly are reviewed by two independent reviewers in accordance with the principle that the Reviewer and the Author do not know each other's identity (“double blind” reviews). If

one of the reviews is negative, the article is sent to a third reviewer. Two negative reviews result in the article being returned to the Author.

The editorial staff of the journal reserve the right to conduct linguistic editing of a submitted article. Once the editorial staff have finished editing the text, the article, together with the reviews, is sent to the Author, so that he/she can make the modifications and make additions as suggested by the reviewer(s) and the editorial staff and approve the article for print.

Authors are required to respond to reviewers' comments and send the editors of the quarterly information about whether or not the comments have been acknowledged and implemented accordingly. The Author's reasoning is communicated to a thematic editor, who decides if the Author's explanations are sufficient. The decision to accept the article for publication is made by the editor-in-chief in cooperation with thematic editors. All reviews are kept at the editorial office of the *Principles and Methods of Assessing the Working Environment* quarterly.

The rules for reviewing contained in the "Reviewer sheet" and the list of reviewers cooperating with the editorial staff of the quarterly are available on the publisher's website (www.ciop.pl/pimosp_strona). The list of reviewers cooperating with the Editorial Staff is also published in each issue of the quarterly.

Each Author receives a copy of the *Principles and Methods of Assessing the Working Environment* quarterly featuring his/her article.

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