

## GUIDELINES TO AUTHORS

**Scope:** Original reports will be published on any topic pertaining to the quality of the indoor and built environment, and how these might affect the health, performance, efficiency and comfort of persons living or working there. Examples of appropriate topics include: urban infrastructure (including road and traffic management), design of buildings; materials used; air and ventilation; engineering; psychological factors in perception of the quality of life of those in the built environment; occupational and non-occupational health effects determined by epidemiology and other methods; laboratory studies including animal simulations and in vitro effects; indoor and outdoor air pollution from any source and its possible effects. Specific topics could be for example: biologicals, combustion products, emissions from industrial plants, radon, vehicle exhaust, VOCs.

**Submission:** Only original manuscripts written in English are considered and should be sent to the Editor-in-Chief or the Associate Editor at one of the addresses below:

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**Manuscripts** should either be submitted in triplicate (with three sets of illustrations of which one is the original), typewritten double-spaced on one side of the paper, with a wide margin or, preferably, as an e-mail attachment. If the text is submitted as hard copy, a floppy disk or CD containing .doc or .rtf files plus illustration files where possible, should also be submitted to facilitate refereeing and editing. The preferred word-processing package is MS-Word. Most manuscripts are currently submitted as e-mail attachments.

**Conditions:** All manuscripts are subject to editorial peer review. Manuscripts are received with the explicit understanding that they are not under simultaneous consideration by any other publication. Submission of an article for publication implies the transfer of the copyright from the author to the publisher upon acceptance. Accepted papers become the permanent property of 'Indoor and Built Environment' and may not be reproduced by any means, in whole or in part, without the written consent of the publisher and the Editor. It is the author's responsibility to obtain permission to reproduce illustrations, tables, etc. from other publications.

### Sections

*Editorials:* These will be written by invitation only, and will be on topics deemed to be important by the editorial board of the journal.

*Original papers:* Original findings pertaining to the scope of the journal will be published after editorial review. Papers will be accepted for editorial review from any interested persons.

*Reviews:* Authoritative reviews will be published from both invited experts, and by direct submission. In both cases, the work will be subject to editorial review.

*Opinion:* Short articles, sometimes of a controversial nature, which stress an original point of view that is not generally accepted. Matters of a political or lobbying nature may be considered under this heading.

*Case Reports:* Articles which do not present new findings but which illustrate existing methods may be accepted as case reports.

*Book Reviews:* From time to time books which the editor thinks may be of interest to the readership will be reviewed. Publishers wishing to have a book reviewed should send information to the editor-in-chief.

*Correspondence:* Matters arising from articles published in the journal.

*Conference Reports:* Short reports of relevant conferences are welcome.

## **Arrangement**

*Title page:* The first page of each paper should indicate the title, the authors' names, and the institute where the work was conducted. A *short title* for use as running head is also required.

*Key words:* For indexing purposes, a list of 3-6 key words is essential.

*Abstract:* Each paper needs an abstract of up to 10 lines.

*Introduction:* A short introduction should start the substantive text. The objective of the introduction is to place the work described in an appropriate context, and state the aim(s) of the work described in the text.

*Materials and methods:* This section (only in original papers and case reports) will describe the techniques utilised in the investigation, and make clear the protocol of the study. The manufacturer, model number and sensitivity (minimal detectable levels) of any monitoring equipment should be stated in this section. Where appropriate, any statistical tests should be described, supported by a reference to the original citation of the test; the number of determinations and the probability (P) level for rejecting the null hypothesis should also be stated. In descriptions of diseases, the diagnostic criteria for the disease should be stated, together with a reference to any standard classification of the disease type or degree should be made if such exist. Where humans or animals are deliberately exposed to a stress (chemical or otherwise), it is understood that these experiments will have been performed under appropriate ethical constraints (e.g. informed consent in humans) in line with the Helsinki declaration.

*Results:* Results in original papers should be descriptions of what was found, with appropriate numerical support. If there is a series of steps in an investigation, authors may find it convenient to present their text under a number of sub-headings. There should be no discussion of the results in this section, except to the very limited extent that subsequent findings may be justified by conclusions reached in one set of observations.

*Discussion or Conclusion:* This section is a discussion of the results but should not be combined with the Results section.

*Footnotes:* Avoid footnotes. When essential, they are numbered consecutively and typed at the foot of the appropriate page.

*Tables and illustrations:* Tables and illustrations (both numbered in Arabic numerals) should be prepared on separate sheets. Tables require a heading and figures a legend, also prepared on a separate sheet. For the reproduction of illustrations, other than those electronically generated, only good drawings and original photographs can be accepted; negatives or photocopies cannot be used. When possible, group several

illustrations on one block for reproduction (max. size 181 x 223 mm) or provide crop marks. On the back of each illustration, indicate its number, the author's name, and 'top'. **Colour illustrations are reproduced at the author's expense.**

*References:* In the text identify references, in order, by Arabic numerals [in square brackets]. Material submitted for publication but not yet accepted should be noted as 'unpublished data' and not be included in the reference list. The list of references should include only those publications which are cited in the text. Do not alphabetise; number references in the order in which they are first mentioned in the text. The surnames of the authors followed by initials should be given. There should be no punctuation other than a comma to separate the authors. Cite all authors, 'et al.' is not sufficient. Abbreviate journal names according to the Index Medicus system. (Also see International Committee of Medical Journal Editors: Uniform requirements for manuscripts submitted to biomedical journals. N Engl J Med 1997; 336;309-315.)

Examples

(a) Papers published in periodicals: Langer AM, Morse RG: The World Trade Center Catastrophe: Indoor Built Environ 2001;10:350-360.

(b) Monographs: Matthews DE, Farewell VT: Using and Understanding Medical Statistics. Basel, Karger, 1985.

(c) Edited books: Flamm WG: Pros and cons of quantitative risk analysis; in Taylor SL, Scanlan RA (eds): Food Toxicology: A Perspective on the Relative Risks. IFT Basic Symp Ser. New York, Marcel Dekker, 1988, pp 429-446.

*Full address:* The exact postal address complete with postal code of the senior author must be given plus other contact details. If correspondence is handled by someone else, indicate this accordingly.

**Proofs:** Unless indicated otherwise, proofs as .pdf files are sent to the first-named author by e-mail where possible and should be returned within 3 days. Alterations made in proofs, other than the correction of printer's errors, are charged to the author.

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