



Qom University of
Medical Sciences

Archives of Hygiene Sciences

A Quarterly Peer- Reviewed Scientific Journal

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Author Information Pack

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About the Journal

Description

The “Archives of Hygiene Sciences” is a peer-reviewed scientific journal.

Website

The articles of the journal are available at: <http://jhygiene.muq.ac.ir>

Distribution

This is an International journal published in print and electronic/online.

Publication Charges

This is an **Open Access** Journal and there are **no charges** for publication in this Journal.

Period of Publishing & Frequency

From June 2012, this journal is published on a quarterly basis (a volume of 4 issues per year).

Abstracting & Indexing

Published articles are accessible via:

- **Google Scholar** (<http://scholar.google.com>)

Aims and Scope

Our objective is to boost and disseminate the findings of applied researches into all aspects of “impact of environment on the human health”. In this regard, all scholarly manuscripts on hygiene, biomedicine, allied health, environmental sciences, and the corresponding fields are welcomed.

Target groups

The journal’s target groups are researchers studying and working in different fields of the hygiene, biomedicine, allied health, and environmental sciences.

Articles Types

Article types (maximum number of words in main text) include:

- Research/Original Articles (3500 words),
- Brief Research/Original Reports (maximums: 1200 words, 2 tables or figures, 20 references)
- Review Articles (4000-4500 words),
- Case Reports,
- Case series,
- Letters/Communications,
- Commentary (1000-1500 words),
- Supplemental Articles,
- Letter to the Editor (maximums: 600 words, 1 table or figure, and 10 references),
- Book Review (1000-1500 words).

Note: Word count ranges do not include author citations within the text.

Peer Review Policy & Process

All manuscripts are considered to be confidential.

Manuscripts are subjected to double-blinded (masked) peer review by at least three experts in the field and Editorial Board.

The corresponding author is notified -as soon as possible- of the editor’s decision to accept, reject, or require modifications.

If the manuscript is completely acceptable according to the criteria set forth in these instructions, it is scheduled for the next available issue.

Submissions should conform to the [Uniform Requirements for Manuscripts Submitted to Medical Journals](http://icmje.org) (URL: <http://icmje.org>).

Manuscripts will be reviewed for publication with the following understanding that:

They represent original and your own work. The paper, including its essential data, tables, and figures, has not been published elsewhere in whole or part (except for their “Abstracts” published in proceedings of congresses), the paper neither was published already nor is being under review elsewhere.

In case the “Abstract of manuscript” had been submitted earlier for a congress, the authors must provide full information of congress including: the title of congress/conference, congress venue (city and country) and date (year, month, and day)”.

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Submission

Authors should submit their manuscript files through journal's website. When website does not work properly, authors can send their manuscript files via journal's email address.

Address for Online Submission: <http://jhygiene.muq.ac.ir>
Email Address: arch.hygiene@muq.ac.ir, arch.hygiene@gmail.com

How to Prepare the Manuscript Files

Authors can download the "article template" from the journal's website (Online Submission) and type their manuscript in it, or create their own file using the recommended article structure in the "article template". Then submit the file using one of the above mentioned methods.

Note: The submission file should be in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format, and should be submitted in website as an attachment.

Note: The manuscript is a typewritten version of an article (the author's own copy), prepared and submitted by author for publication. In other words, the manuscript is an unpublished article/paper.

Language

The full texts and their abstracts are published in English. So please write your text in good English (American or British usage is accepted, but not a mixture of these).

Researchers who are not native speakers of English who submit manuscripts to international journals often receive negative comments from referees or editors about the English-language usage in their manuscripts, and these problems can contribute to a decision to reject a paper. To help reduce the possibility of such problems, we recommend taking at least one of the following steps:

- Have your manuscript reviewed for clarity by a colleague whose native language is English.
- Use one of the English language editing services that are available.

The Manuscript Structure

The manuscript should include:

1) Title Page:

The title page should include:

- The complete title of the manuscript,
- Authors First & Last Name, with their affiliations (*i.e.*, the department and institution to which they are attached, city and country; where the actual work was done), and if available, the email address of each author.
- If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main affiliation address. Superscript alphabetical letter are used for such footnotes.
- One author should be designated as the "corresponding author". It is important to clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. His/her contact details should be stated as: Email address (preferably academic email address), full postal address, and phone number (including Country Code+ Area Code+ Phone Number) for emergency calls. Contact details must be kept up to date by the corresponding author.

2) Abstract:

All research articles must accompany a structured abstract up to **500 words**. It should be structured as **Aims of the Study, Materials & Methods, Results, and Conclusions** followed by at least **4 to 6 Keywords**. Keywords will assist indexers in cross indexing the article as they are published with abstract. Use terms from the Medical Subject Headings (MeSH) list of Index Medicus (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

Authors need to be careful that the abstract reflects the content of the article accurately.

3) The Full Text:

The full text should include:

Background:

This should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data or conclusions of the study.

Materials & Methods:

This should include exact method or observation or experiment. If an apparatus is used, its manufacturer's name and address should be given in parenthesis. If the method is established, give reference but if the method is new, give enough information so that another author is able to perform it. If a drug is used, its generic name, dose and route of administration must be given. For patients, age, sex with mean age \pm standard deviation must be given. Statistical methods must be mentioned and specify any general computer program used. The Info system used should be clearly mentioned.

Results:

It must be presented in the form of text, tables and illustrations. The contents of the tables should not be all repeated in the text. Instead, a reference to the table number may be given. Long articles may need sub-headings within some sections (especially the Results and Discussion parts) to clarify their contents.

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This should emphasize the present findings and the variations or similarities with other work done in the field by other workers. The detailed data should not be repeated in the discussion again. Emphasize the new and important aspects of the study and the conclusions that follow from them. It must be mentioned whether the hypothesis mentioned in the article is true, false or no conclusions can be derived.

Footnotes:

Footnotes section includes:

- **Acknowledgements:** All contributors who do not meet the criteria for authorship should be covered in the acknowledgement section. It should include persons who provided technical help, writing assistance and departmental head that only provided general support.
All clinical trials should be submitted in the accredited registry websites and the "registration code" should be declared in the "Acknowledgements" section. Some of websites for clinical trial registration are as follows:
<http://irct.ir/>
<http://clinicaltrials.gov/>
<https://www.clinicaltrialsregister.eu/>
- **Funding/Support:** Financial and material support should be acknowledged.
- **Conflict of Interests:** Authors should declare any conflict of interest. When authors submit a manuscript, whether an article or a letter, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist.
Authors must acknowledge and declare any sources of funding and potential conflicting interest, such as receiving funds or fees by, or holding stocks and shares in, an organization that may profit or lose through publication of your paper. Declaring a competing interest will not lead to automatic rejection of the paper, but we would like to be made aware of it.

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Use only standard abbreviations. **Avoid using them in the title and abstract.** Such abbreviations that are unavoidable in the abstract must be defined at their first mention there.

The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement. Ensure consistency of abbreviations throughout the article.

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