

File format: Microsoft Word

Typography: Arial font, size 11; 1.5 line spacing

TITLE

Type the title in bold, upper- and lower-case letters.

AUTHOR NAMES

Type the name(s) of the author(s) in bold, upper- and lower-case letters; state initials and surname; separate names with commas; and include affiliation reference numbers in superscript, e.g. A Author¹, B Author².

State affiliations, including location; and use superscript numbers, e.g. ¹North-West University, Potchefstroom, South Africa.

Indicate which authors, if any, belong to these Societies: SASOM, SASOHN, SAIOH, or MMPA.

CORRESPONDENCE

Type the corresponding author's name in Italics; and include his/her title, full names, postal address, and e-mail address. e.g. Dr Andrew Author, address. e-mail: aauthor@...

ABSTRACT

Structure this as follows (300 words max.):

Background: 2–3 sentences

Objectives: 1–2 sentences

Methods: include study design, study population, sampling method, data collection tools, statistical analysis

Results: main findings – include important numbers and level of significance, if relevant

Conclusion: 2–3 sentences; must be related to the objectives and findings of the study

Provide 4–5 **keywords**, using words that do not appear in the title.

INTRODUCTION

Begin with a brief overview of pertinent literature that is related to the study; and end with the main aim(s)/purpose or objective(s) of the study.

METHODS

Describe the study design, study population, sampling method, data collection (tools and methods), and data management (exposure and outcome variables), and state in detail the analytical or statistical methods used.

Provide a statement on the study ethics, including the name of the institution and the clearance certificate number allocated.

RESULTS

This section includes:

- Number of study participants or records, response rate, descriptive results (including socio-demographics of participants), tables and figures
- References to all tables, figures, etc. in the text
- Findings (state these but do not interpret the results)
- Tables (numbered from Table 1): all columns to be separate (n and % should be in separate columns); write the title above each table (e.g. Table 1. Description of the study population)
- Figures (numbered from Figure 1): must be clear, high quality and editable. Graph axes must be visible and labelled. Write the title below the figure (e.g. Figure 1. Prevalence of noise-induced hearing loss in construction workers, 2000–2014)
- Photographs: must be high resolution; include titles/caption of photograph and name of photographer below the photograph

DISCUSSION

Discuss the main findings – interpret the results of the current study and compare these with previous studies. Then state the study limitations – any factors (e.g. potential biases) that might influence the interpretation of the results. End by making recommendations, based on the study findings.

CONCLUSION

Write 4–5 sentences, related to the aim(s), purpose or objective(s) of the study, as stated in the Introduction.

KEY MESSAGES

Provide 3–5 (numbered) key messages that emanate from the study.

ACKNOWLEDGEMENTS

All those acknowledged must have provided permission to be mentioned in this section.

DECLARATION

Use the standard wording below, unless there are any conflicts of interest:

The authors declare that this is their own work; all the sources used in this paper have been duly acknowledged and there are no conflicts of interest.

AUTHOR CONTRIBUTIONS

State the author contributions as per below (add initials of relevant authors for each component):

- Conception and design of the study
- Data acquisition
- Data analysis
- Interpretation of the data
- Drafting of the paper
- Critical revision of the paper

REFERENCES

- Provide a maximum of 30 references.
- Use Vancouver style (papers will be rejected if the references are not written according to this style). See <https://www.occhealth.co.za/documents/vancouverreferenceguide.pdf> for guidance.
- Journal articles: state first six authors, followed by 'et al.'; abbreviate all journal titles (see: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>); leave space after 'year'; and provide full start and end page numbers, e.g. *Dembe AE, Erickson JB, Delbos RG, Banks SM. The impact of overtime and long work hours on occupational injuries and illnesses: new evidence from the United States. Occup Environ Med. 2005; 62(9):588-597.*