

Instructions for authors

Submission process

Manuscripts must be submitted by one of the authors of the manuscript. The submitting author takes responsibility for the article during submission and peer review. To facilitate rapid publication and to minimise administrative costs, Ergonomics Australia accepts only on-line submission.

Publication and peer review processes

Submitted manuscripts will be sent to peer reviewers, unless they are either out of scope, below threshold for the journal, or the presentation or written English is of an unacceptably low standard. They will generally be reviewed by two experts. The pre-publication history (initial submission, reviews and revisions - see, for example, pre-publication history) is posted on the web with the published article.

Reviewers are asked whether the manuscript is original, scientifically sound, how important it is to human factors and ergonomics and whether the quality of the writing is acceptable. Where possible, the final decision is made on the basis that the peer reviewers are in accordance with one another, or that at least there is no strong dissenting view. In cases where there is strong disagreement either among peer reviewers or between the authors and peer reviewers, advice is sought from a member of the journal's Editorial Board. The journal allows a maximum of two revisions of any manuscript. All appeals should be directed to the Editor. The ultimate responsibility for editorial decisions lies with the Editor.

Once an article is accepted, it is published in Ergonomics Australia immediately as a provisional PDF file. The paper will subsequently be published in both fully browseable web form, and as a formatted PDF.

Editorial policies

Any manuscript submitted to Ergonomics Australia should not be under consideration by any other journal. In general, the manuscript should not have already been published in any journal or other citable form. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party. Authors who publish in Ergonomics Australia retain copyright of their work.

Submission of a manuscript to Ergonomics Australia implies that all authors have read and agreed to its content and that any experimental research that is reported in the manuscript has been performed with the approval of an appropriate ethics committee. A statement to this effect must appear in the Method section of the manuscript, including the name of the body which gave approval, with a reference number where appropriate.

Authors of Ergonomics Australia articles are asked to complete a declaration of competing interests. A competing interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organisations. The declaration of competing interests should be provided as a separate section of the manuscript, following the Acknowledgements. Where an author gives no competing interests, the listing will read:

'The author(s) declare that they have no competing interests'.

Any 'in press' articles cited within the references and necessary for the reviewers' assessment of the manuscript should be made available if requested by the editorial office.

Style and language

Currently, Ergonomics Australia can only accept manuscripts written in English. Spelling should be Australian English.

Ergonomics Australia will not edit submitted manuscripts for style or language; reviewers may advise rejection of a manuscript if it is compromised by grammatical errors. In-house copyediting will be minimal.

Preparing main manuscript text

File formats

The following word processor file formats are acceptable for the main manuscript document:

- * Microsoft Word (version 2 and above)
- * Rich text format (RTF)

Note that figures must be submitted as separate image files, not as part of the submitted DOC/ RTF file.

Article types

When submitting your manuscript, you will be asked to assign one of the following types to your article:

Review

Case study

Innovations article

Debate/ viewpoint

Conference report

Letters/ comments

Book reviews

Special features

Please read the descriptions of each of the article types, choose which is appropriate for your article and structure it accordingly. The word count excludes the title page, abstract, tables, acknowledgements and the references. Manuscripts should be 1.5 line spaced and three or four keywords or phrases should be provided.

Title page - the full names, institutional addresses and e-mail addresses for all authors must be included on the title page. The corresponding author should also be indicated.

Structured abstracts - should be structured into separate sections: Background and aim, the context and purpose of the study; Method, how the study was performed and statistical tests used; Results, the main findings; Conclusions, brief summary and potential implications.

Background – should provide an introduction to the research and its aims.

Method - should include the design of the study, the setting, the type of participants or materials involved, a clear description of all interventions and comparisons and the type of analysis used.

Results – should include the results of the research. The results may also be broken into subsections with short, informative headings.

Discussion and conclusions - should compare the findings of this study with other work conducted in the area and clearly state the main conclusions of the research and their importance and relevance.

References – referencing should use the Vancouver style. All references must be numbered consecutively, in square brackets, in the order in which they are cited in the text.

Reviews - Critical analysis of a topic relevant to human factors and ergonomics. This could include reviews of methodologies, key components of a method and common pitfalls in its use or interpretation.

Reviews should be provided in the following format:

- * Title page
- * Structured abstract
- * Background and aim
- * Methods
- * Results
- * Discussion and conclusion
- * Competing interests
- * Acknowledgements
- * References
- * Figure legends (if any)
- * Tables (if any)
- * Description of additional data files (if any)

Word count: up to 3000 words
Structured Abstract: up to 250 words
Tables/Illustrations: up to 6
References: up to 50

Case studies - Original case studies from the field of human factors and ergonomics; lessons from practice.

Case studies should be provided in the following format:

- * Title page
- * Summary (i.e. provide a short summary of the problem and solution.)
- * Background and aim (i.e. provide some contextual background for the problem. Is this an industry-wide issue, a local workplace issue? Describe the aim(s) of the investigation.)
- * Description (i.e. describe in detail the problem investigated.)
- * Risks, Problems, Barriers (i.e. What challenges were faced in the investigation? How were these overcome?)
- * The Process (i.e. What was the pathway that lead to creation of the solution? At what stage is the solution currently? What remains to be done? Before and after photographs.)
- * Benefits (i.e. How did workers, employers, contractors, the government,

- * partners, clients or others benefit from the solution?)
- * Lessons Learned (i.e. What were the difficulties you experienced and how were these overcome?)
- * The Future (i.e. Where is the solution/ innovation likely headed?)
- * Competing interests
- * Acknowledgements
- * References

Word count: up to 3000 words
 Summary: up to 150 words
 Tables/Illustrations: up to 6
 References: up to 25

Innovations reports – Brief innovative reports from the field of human factors and ergonomics; lessons from practice. Brief innovative reports are intended to highlight innovative implementation and/or design of systems or procedures which impact on safety, including incident investigation; safety innovations that relate to organisational changes, including effective communication, safety initiatives and leadership; design, re-design, maintenance, engineering or modification of operational or infrastructure changes which enhance safety. They could include reports of the application of new equipment or devices, or information regarding application of new methodological contributions or practical appraisals of existing methodological approaches.

Innovations reports should be provided in the following format:

- * Title page
- * Summary (i.e. provide a short summary of the innovation.)
- * Background
- * The innovation (i.e. describe the innovation.)
- * Benefits and limitations (i.e. describe any benefits or limitations of the innovation)
- * The Future (i.e. Where is the innovation likely headed?)
- * Competing interests
- * Acknowledgements
- * References

Length: up to 1500 words
 Summary: up to 150 words
 Tables/Illustrations: up to 4
 References: up to 20

Viewpoint/ for debate pieces – commentary or opinion pieces on any issue related to human factors and ergonomics.

Length: up to 1500 words
 Summary: up to 250 words
 Tables/Illustrations: up to 4
 References: up to 25

Conference reports – overview of highlights of a recent national or international conference in the field of human factors and ergonomics. Conference reports are not peer-reviewed.

Length: up to 1500 words
 No abstract

Letters/ comments – comments on topics of current interest or correspondence about Ergonomics Australia articles. The Editor alone decides which Letters/comments to publish and they are not peer reviewed.

Length: up to 400 words

No abstract

References: up to 5

Book reviews – Reviews of newly published books.

Length: up to 400 words.

No abstract

Special features – Special Features is a category reserved for manuscripts that do not fit neatly in any of the other categories.

Special features should follow the 'review' format.