Text Style

Investigators are encouraged to contact the Managing Editor to discuss the publishing conventions specific to the topic or nomenclature of the report.

- **Do not number sections, but rather use appropriate subheads.** Use the section subhead as the identifier for any cross-references in text (e.g., “see the section ‘Statistical Analyses’ for a full discussion”). Clearly indicate heading level through use of uppercase and lowercase letters, italics, or boldface, or a combination of these.

- **Avoid overuse of abbreviations and acronyms.** For those abbreviations and acronyms deemed necessary, spell out a term at its first mention, followed by the abbreviation in parentheses, and then use the abbreviation consistently throughout the remainder of the text. All such terms should be listed in the section Abbreviations and Other Terms. For plural abbreviations, add a lower case “s” (as in PAH and PAHs).

- **Spell out chemical compounds at the first text reference.** The formula should immediately follow in parentheses (for example, “nitrogen dioxide (NO_2)”).

- **Number tables sequentially in the order mentioned in the text.** Use cardinal numbers, not decimal numbers (1, 2, 3, 4; not 1.1, 1.2, 1.3, etc.). Please add a descriptive title and include descriptive headings for all columns and rows. The information in the table should be complete enough to allow it to be understood separately from the main text.

- **Number figures sequentially in the order mentioned in the text.** Use cardinal numbers, not decimal numbers (1, 2, 3, 4; not 1.1, 1.2, 1.3, etc.). Ensure that figure captions are complete enough to allow illustrations to be understood separately from the main text.

- **Do not use engineering notations** (e.g., 7.3E-05 should be changed to 7.3 × 10^{-5}; 2.6E+03 to 2.6 × 10^{3}).

- **Make sure the number of significant digits is consistent for all values in a table.** Note that Excel cuts off the last 0 to the right of the decimal unless you set the program up not to do that.
Reference Style

References should be formatted according to HEI’s style (see below). (HEI’s style is very similar to that used by the journal Environmental Health Perspectives. Many reference manager programs, such as EndNote, include EHP style as an option.)

Only references that are cited in the report should appear in the reference list. Please check that (1) all cited references are listed and (2) those not cited have been deleted. Authors are responsible for the accuracy of their references, including spelling, diacritical marks, symbols, subscripts and superscripts, italics, and date accessed for URLs (e.g., databases and PDFs).

IN-TEXT REFERENCE CITATIONS

For in-text citations, use the name and date format in parentheses with no comma.

- Single author: (Brook 2008).
- Two authors: (Mauderly and Garshik 2009).
- Three or more authors: (McDonald et al. 2004).
- Multiple reference citations in text at one spot: List alphabetically. Separate publications by the same author(s) with commas and those by different authors with semicolons: (Dockery et al. 2001; Pope et al. 2004, 2008; van Eeden et al. 2001a, 2001b).
- Multiple sources with different first authors but the same last name and date: Use the first author’s last name plus initial(s): (Wong CM 2002; Wong TW 2002).
- Place URL addresses in the reference list (not in text) with full reference information. Cite author and date in text.

Any items that must be cited but are not accessible to the public (e.g., manuscripts submitted but not yet accepted, unpublished data, and personal communications) should appear in the text in parentheses but should not be listed in the references: for example, (Geiser N, personal communication, January 2011) or (Smith M, unpublished data).

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All references must include the following:

- Author/editor last name plus initial(s) or authoring agency (if there are more than six authors, use “et al.” after the sixth).
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- Full title of article or chapter (sentence case).
• Title of journal (abbreviated according to Index Medicus or PubMed) or book/proceedings in title case.

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In all reference citations, notice that no commas are used between the author’s last name and initials and that no periods are used after initials or journal abbreviations.

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