1. INTRODUCTION
The editorial requirements for research reports\(^1\) stipulate both the format required for these reports and the authors’ obligations. These requirements comply with the IRSST’s *Politique d’édition des publications*, which sets forth the principles governing the publication of research reports. They were established to standardize document format and facilitate downloads from the Institute’s Web site.

2. SCOPE
These requirements apply to all researchers and professionals who are obliged to write a research report in the context of a research project\(^2\) funded or carried out by the Institute. The reports will be peer-reviewed. With a few exceptions, they will be published on the IRSST’s Web site.

3. GENERAL PRINCIPLES
The authors must use the input template for report publication, which makes it easier to apply the editorial requirements. The template can be downloaded from the IRSST’s Web site.

   a) *Language*
   The reports must be written in French unless another agreement has been reached between the principal investigator and the IRSST’s Research and Expertise Division.

   b) *Length of the document*
   The report must be sent to the Institute as an electronic file in Word format. The files must not be write-protected. Unless a prior agreement has been reached between the IRSST’s Research and Expertise Division and the principal investigator, the reports must be a maximum of 100 pages in length, including the bibliography and appendices.

   c) *Authors*
   In accordance with the *Politique sur la propriété intellectuelle* and the related application requirements, the first name appearing in the list of authors must be that of the principal author, followed by the names of the co-authors.

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\(^1\) In this document, the term "report" means all scientific documents resulting from a research project or activity (e.g. scientific report, technical guide, field report, abstract).
\(^2\) In this document, the term "project" means any IRSST research project or activity.
d) **Authors/co-authors’ approval**

Prior to submitting the final report to the IRSST’s Research and Expertise Division, the principal investigator must obtain the signature of each co-author, attesting that he or she approves the content of the document submitted. The co-authors must use the Authors’ Approval of Content form for this purpose. It can be found in Appendix 1 and downloaded from the Institute’s Web site.

e) **Colour**

The document typeface must be black. Where colour is used in the photographs, illustrations, graphs or tables submitted, it is important to ensure that all such graphics are legible when the document is printed in black and white.

f) **Videotapes, photographs and other illustrations**

As the document publisher, the Institute has legal obligations regarding the use of photographs and other illustrations. In accordance with its Politique d’édition des publications, the following rules apply:

- **Videotapes and photographs:** In the case of videotapes filmed or photographs taken in the workplace, the principal investigator must obtain the written consent of each person appearing therein and of the organization where the photograph was taken or videotape filmed, and must submit this written consent to the IRSST’s Research and Expertise Division. The consent form must be sufficiently explicit that the person signing the form is fully aware of the context in which the photograph or videotape will be used. To avoid unnecessary procedures or contestations, the Permission for Use of Photographs and Videotapes form (Appendix 2) specifies that the photograph or videotape may be used in the following media: the research report and its subsidiary documents (e.g. abstract, technical data sheet, guide, computer-based tool, Web site).

- **Illustrations:** The diagrams and tables used to illustrate a report fall into the category of a literary work. As such, any unauthorized reproduction thereof contravenes the Copyright Act (Canada). The principal investigator is responsible for obtaining the required permissions from the copyright holders of the illustrations used and for submitting these permission letters to the IRSST’s Research and Expertise Division.

g) **Confidentiality**

Written permission is also required for the mention of corporate names, business names, and personal names in the report. The principal investigator is responsible for obtaining the required permissions and for submitting them to the IRSST’s Research and Expertise Division, using the Permission to Cite a Company/an Organization form, which can be downloaded from the IRSST’s Web site (Appendix 3).
4. ORGANIZATION OF THE REPORT

The report must contain the following sections:

- Short title
- Acknowledgements
- Summary for general readership, a maximum of two pages summarizing the main content of the report:
  
  The summary must be written carefully as it is intended for non-specialized readers. It must clearly describe the research context, explain why the research was needed, and recap its conclusions and implications, mainly for the workplace community. The summary must not refer the reader to other sections of the report; it must be complete in itself. When the subject is conducive, practical advice related to the results may be given.

- Table of contents
- List of figures
- List of tables
- List of acronyms, initialisms and abbreviations
- Introduction (including the problem)
- Knowledge review and research objectives
- Methodology
- Results
- Discussion (including the scope, limitations and applicability of the results)
- Conclusion (including the potential implications of the results)
- Bibliography*
- Appendices

* Documents cited within the text may be referenced by author(s), followed by the year of publication (e.g. Smith & Louvain, 2004, or Gagné et al., 2011), or by number (e.g. [6]).
For bibliographic references, the following formats may be used as models:

Journal article (hard copy)

Online article with DOI (Digital Object Identifier)

Online article without DOI

Book chapter

Complete book

Master’s thesis or doctoral dissertation

Paper delivered at a conference or congress

Standard
Appendix 1

Authors’ Approval of Content

All authors whose names appear on the cover page of a document sent to the IRSST for possible publication (e.g. research report, technical data sheet, practical guide) must sign this form attesting that they approve the document content. The authors’ names must be listed on the form in the same order as they appear on the document’s cover page. The principal investigator is responsible for having each person sign the form and for forwarding it to the IRSST’s Research and Expertise Division with the final report.

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Project title: ____________________________________________

IRSST file no.: ____________________________

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Appendix 2

Permission for Use of Photographs and Videotapes

All photographs taken or videotapes filmed in the workplace and appearing in a document sent to the IRSST for possible publication are subject to written permission by the person and/or companies/organizations appearing therein. The principal investigator is responsible for obtaining the signatures required on this form. When the form concerns photographs incorporated into a research report, it must be submitted to the IRSST’s Research and Expertise Division with the final report.

Complete section A) or B), whichever is applicable:

A) Photographs or videotapes of a worker

I, the undersigned, (PLEASE PRINT NAME) __________________________________________, hereby grant permission to the IRSST to reproduce the photographs taken or videotapes filmed of me in the context of the aforementioned project.

B) Photographs or videotapes of a workplace

I, the undersigned, (PLEASE PRINT NAME) __________________________________________, duly authorized to act on behalf of the company/organization __________________________________________, hereby grant permission to the IRSST to reproduce the photographs or videotapes taken in my company/organization in the context of the aforementioned project.

I agree that neither I nor my company/organization will receive any money for the use of these photographs or videotapes. The latter are likely to appear in various IRSST publications such as the research report (hard copy version and electronic version posted on the Web site), the magazine Prévention au travail, the Institute’s annual Activity Report, information brochures, stand-up display boards, audiovisual presentations, computer-based tools and Web sites.

This permission is valid commencing from the date of signature of this form, for an indefinite period.

Signature of the duly authorized person or the worker: __________________________________________
Title: __________________________________________
Name of the company/organization: __________________________________________
Telephone number: __________________________________________
Date: ____________________________

Comments or details:

________________________________________________________________________
________________________________________________________________________
Appendix 3

Permission to Cite the Name of a Company or an Organization

Any mention of the name of a company or an organization that appears in a document sent to the IRSST for possible publication is subject to written permission by a duly authorized representative of that company/organization. The principal investigator is responsible for obtaining these permissions using this form. The form must be submitted to the IRSST’s Research and Expertise Division with the final report.

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I, the undersigned, (PLEASE PRINT NAME) ____________________________, duly authorized to act on behalf of the company/organization ____________________________, hereby give the IRSST permission to mention the name of my company/organization in any document resulting from the aforementioned project.

I agree that neither I nor my company/organization will receive any money for mention of its name. Its name is likely to appear in various IRSST publications such as the research report (hard copy version and electronic version posted on the Web site), the magazine Prévention au travail, the Institute’s annual Activity Report, information brochures, stand-up display boards, audiovisual presentations, computer-based tools and Web sites.

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