**Author Guidelines**

*Professional Safety* is a peer-reviewed journal. ASSE’s Editorial Review Board evaluates each manuscript independently using the following nine categories as a guide. Focus on these areas when developing a manuscript.

1) **Appropriateness of topic.** *PS* readership crosses a broad spectrum of experience and education. Articles should cover a topic in the broad range of SH&E (including security). Timeliness and focus on leading-edge topics are especially relevant. Coverage of basic/fundamental topics is acceptable provided it is not a rehash of information available elsewhere.

2) Topic should be covered in sufficient depth—not be too narrow, broad or complex for the average *PS* reader. If targeting a particular audience (e.g., novice, experienced), indicate this in the cover letter accompanying the submission. The author provides a balanced perspective that does not attempt to “oversell” one side or denigrate the other side.

3) Article includes current statistics and reflects current accepted practice. References should be relatively current, although older references may be appropriate if there is application to current practice.

4) **Contributes to knowledge.** Information presented should add to or advance the body of knowledge of the profession.

5) **Applicable to PS readers.** Article should present information and sound practices that are easily extractable and applicable. Lessons learned/how-to applicability is particularly relevant.

6) **Presents research or evidence-based information.** Statements and opinions offered must be supported by facts and viable references. Author opinion should be presented as such, and the author should avoid overgeneralizations.

7) **Article is well-written.** Author should follow accepted conventions for using language. Article should include a brief abstract, effective introduction and solid conclusion. Ideas should be presented in a logical sequence, and the author should provide transitions to connect subtopics.

8) **Illustrations enhance content.** Illustrations (photos, graphs, charts) are clear and concise, easy-to-read and self-explanatory. They should clarify and expand on key points or technical issues, and they should be appropriately referenced.

9) **Adequacy of references.** References should be in proper format and all links provided must be accurate (including retrieval date). References should be used and cited appropriately throughout the article to support statements offered and facts presented. The number of references cited should be appropriate for the topic and presentation. The author should not over-rely on one source or on his/her own work.

**Manuscript Guidelines**

- Manuscripts should be 8 to 12 pages (approximately 2,500 to 3,000 words not including illustrations), typewritten, double-spaced, with 1-in. margins on all sides. Number all pages consecutively.

  - Include an In Brief summary at the beginning, consisting of three to four bullet points that concisely tell readers what to expect. These bullets should be informative and indicate the article’s general scope but also state main results and conclusions. Do not include table numbers, figure numbers, references, etc.

  - Avoid technical terms, jargon, abbreviations and acronyms, phrases and slang unless vital to the topic. If included, concisely explain these items at the time of use in the article.

  - Do not promote or advertise specific products, services or individuals.

  - Document facts and figures. Acknowledging sources lends credibility to the article and provides readers with information to locate sources and conduct further research. The journal follows APA reference format.

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Only manuscripts that follow the guidelines presented here will be reviewed. A manuscript must be submitted on an exclusive basis (meaning it has not been submitted elsewhere for publication). Send submissions to:

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The peer-review process typically takes at least 60 days. Authors will receive a letter to indicate that a manuscript has been received and will be submitted to the ERB, as well as a letter containing the review comments and indicating the manuscript’s status. Following the guidance received from the ERB will help the author modify the manuscript to make it most valuable to the readers of PS.

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Authors of articles accepted for publication should:
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