

Writing for
Professional Safety
JOURNAL OF THE
AMERICAN SOCIETY
OF SAFETY ENGINEERS

Presented by:
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Chair, Editorial Review Board

Why Publish in
Professional Safety?

- *PS* is a sought-after resource around the world. It is read by 30,000 members in 73 countries.
- *PS* is the top-rated ASSE member benefit.

What's In It for Me?

- Share knowledge.
- Offer different perspectives.
- Earn certification points.

What's In It for Me?

- **Professional and personal accomplishment.**
- **Earn peer recognition and establish yourself as a resource.**
- **Professional Paper Award.**

Writing a Good Article

- **Select a good topic.**
Before writing an article, think about your target audience, their wants and needs.
- **Get organized.**
Gather the facts and review other articles on your topic. Know what's been written and have the facts—before you begin.
- **Determine your focus.**
To find the focus, ask yourself, what's the point? What is your reason for writing—and what will it do for the reader?

Writing a Good Article

- **Identify what's most important.**
An article needs a plan. Each point should grow from the previous point and lead to the next one. Poor organization loses more readers than anything else.
- **Write for your audience, not for yourself.**
Write in a way that is easy for readers to understand. Don't use acronyms without explaining them, minimize jargon and stick with a simple vocabulary.
- **Think bite-size.**
Long paragraphs are tedious, so break the article into various sections. Short paragraphs and subheadings make it easier for readers to digest.

Writing a Good Article

- **Choose a good headline.**

The title is the first thing people will read. In today's fast-paced world, it's an essential tool for getting readers to take the time to read the article.

- **Read, review, then read again.**

Proofread your work. Write the article, review it, then review it again in a day or two. Typos and poor grammar are immediate "points against" in the review process. Ask a colleague or two to read it for you as well.

Key Elements of an Article

- **Abstract**

A single paragraph that precedes the article and summarizes the content. It tells readers what to expect.

- **Introduction**

The most important section—nearly every reader will at least skim it. Start with an attention-getting broad statement that establishes a general topic. Narrow the topic in successive sentences that outline the state of the art or introduce a gap in knowledge. End with a general statement of the problem that will be addressed.

- **Transitions**

Transitions are bridges that move readers from one idea to the next. They express the relationship between ideas as you move from point to point within an article.

Key Elements of an Article

- **Conclusion**

The conclusion tells readers what has already been read and draws the important conclusions. Keep it short and make it as specific as possible.

- **References**

Statements and opinions offered must be supported by facts and viable references. Cite references appropriately throughout the text and provide a complete end-of-article list following APA format.

- **Illustrations**

Visual aids should be clear and concise, easy-to-read and self-explanatory. They should clarify and expand on key points or technical issues. Keep them simple to avoid creating unnecessary "clutter" for readers.

Peer-Review: The ERB

- Frank G. D’Orsi, CSP, ARM, Chair
- Daniel H. Anna, Ph.D., CSP
- Peter D. Bowen, CSP, ERM, ARM, CPEA-S&H
- Salvatore Caccavale, CHMM, CPEA
- Jeffery C. Camplin, CSP, CPEA
- Steve Minshall, CSP, CIH
- Ernest Stracener, CSP, CHMM
- Thomas Sjostrom, P.E., CPEA

Peer-Review: The ERB

- All manuscripts are blind peer-reviewed by the Editorial Review Board.
- Evaluations are independent and demanding.
- Evaluation process takes about 60 days.
- Authors are notified of manuscript status.

ERB Focus Points

- 1) Appropriateness of topic.
- 2) Appropriate coverage of topic.
- 3) Information presented is current and accurate.
- 4) Contributes to the profession’s body of knowledge.

ERB Focus Points

- 5) Is applicable to reader.
- 6) Presents research- or evidence-based information.
- 7) Is well-written.
- 8) Illustrations enhance the content.
- 9) References are adequate.

Peer-Review: Revisions

- Editorial staff compiles and shares review comments with authors as a guideline for revising the manuscript (where applicable).
- In most cases, the author will be asked to make at least minor revisions.
- Your follow-up is critical – ERB focus is to get your manuscript published.

Submission Guidelines

- 8 to 20 pages (2,500 to 6,500 words).
- Double-spaced with 1-inch margins.
- Number all pages.
- Include a 250- to 300-word abstract.
- Provide clear copies of all figures and tables.

Submission Guidelines

- Review the submission guidelines brochure and author checklist before submitting.
- Submit the manuscript to professionalsafety@asse.org.
- Include e-mail address, telephone and mailing address in correspondence.

**Send us your
submissions!**
