

PS is a blind-peer-reviewed.

Each manuscript that meets submission guidelines is submitted to *Professional Safety* is reviewed by ASSE's Editorial Review Board. The manuscript evaluation typically takes at least 60 days. Each manuscript must be submitted on an exclusive basis—which means it has not been submitted elsewhere for publication.

Authors receive a letter to acknowledge that a manuscript has been received and will be forwarded to the Editorial Review Board for evaluation, and another letter indicating the paper's publication status. This letter will detail any revisions requested as a condition of acceptance for publication. Authors should also note that *Professional Safety* reserves the right to edit all manuscripts to be published in order to improve clarity and style.

Writing tips

Start and finish strong. Draw readers in with a solid introduction. For example, begin with a surprising fact or open-ended question. Conclude with a strong paragraph that sums up the article and makes readers think.

Keep sentences short. For easy reading, sentences should vary in structure and length, but the average should be short—between 15 and 20 words. Always favor the simple over the complex. Ask yourself: Is the longer word really needed?

Avoid unnecessary words. Nothing weakens writing more than wordiness. Make sure every word carries its weight. Eliminate excess words.

Keep action in your verbs. Active verbs give writing impact by emphasizing action. Write "they developed the safety program" instead of "the safety program was developed."

Use concrete language. Abstract words can make writing dull—and obscure meaning. Use short, concrete terms that readers can visualize.

Write in the third person. This perspective (he, she, they, it) is consistent with the journal's style.

Minimize "-ing" words. They reduce action. Instead of "inspecting the machine shop is a requirement" say "employees must inspect the machine shop."

Relate to your readers' experience. Choose words that appeal to the audience's unique mindset. Remember, words don't have fixed meanings.

Vary your style. Keep your writing interesting by varying sentence structure and length.

Write to express, not to impress. Much business writing suffers from the author's desire to sound knowledgeable. The best writing expresses complex ideas in clear, simple terms.

Upon acceptance

Authors of accepted manuscripts must:

- 1) Via e-mail, send a copy of the final manuscript in electronic format *with all revisions highlighted*, as well as a final copy without the highlights. Files on CD also are accepted.
- 2) Save charts, graphs, tables or figures or other electronically created images *as separate files*. Do not embed images in the text file. Indicate the software and version used, and include raw data for all graphs/charts so these items can be recreated to match journal presentation style.
- 3) Submit only high-resolution (300 dpi) digital photos. Acceptable formats include TIF, EPS and JPG. Photos that are 72 dpi (e.g., most Internet images) will not be used. Line art should be at least 600 dpi. Acceptable formats include TIF, BMP and EPS. Eliminate color and shading from line art, as these degrade printing quality.
- 4) Submit a signed copyright agreement that allows *Professional Safety* to publish the article. The author retains the right to use the material in other books, presentations, etc. Contact *PS* staff with any questions regarding this requirement.

Send manuscripts to

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Questions on submittals should be sent to professional_safety@asse.org. Additional guidance on the writing process is available from the journal's three mentors, all published authors and ASSE Fellows:

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- Milton Rhodes ■ rhodes70@gmail.com
- Mark Hansen ■ mhansen@rangerresources.com
- Keith Stalnaker ■ cks.z@comcast.net

Author Guidelines for Professional Safety

JOURNAL OF THE AMERICAN SOCIETY OF SAFETY ENGINEERS



The Voice of ASSE Be Part of It!

“The safety specialist must strive not only to reduce incidents but also to document and share lessons learned along the way.”

—Dr. Milton Rhodes

Why write for *Professional Safety*?

This is an important question—with some equally important answers. By writing for *PS* you:

Share knowledge in order to expand the SH&E profession’s body of knowledge.

Your expertise as a practicing SH&E professional can help you share unique solutions to common problems, lessons learned and successes experienced.

Offer different perspectives and introduce new ways of thinking about SH&E.

By sharing your expertise and experience, you promote discussion about key SH&E-related issues, which helps advance the profession.

Receive professional recognition, enhance career advancement and enjoy personal satisfaction.

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Writing for *Professional Safety* is also an excellent way to earn CoC points needed for CSP/CIH maintenance. In addition, all articles written by ASSE members are eligible for ASSE’s annual Professional Paper Awards.

Advance the journal’s standard of excellence and further ASSE’s standing as the premier professional SH&E resource.

Your contribution helps maintain *Professional Safety*’s standing as a well-respected journal. It also helps raise ASSE’s profile as the leading source for comprehensive SH&E information.

For more writing tips, submission dos & don’ts, and tips for planning and organizing an article, visit www.professionalsafety.org.

Submitting a manuscript

Follow these guidelines when submitting:

1) Read your article several times before submitting. Use automated tools, such as spelling and grammar check, when possible. Ask several peers to review the work and provide constructive feedback as well.

2) Manuscripts should be 8 to 20 pages (approximately 2,500 to 6,500 words not including illustrations), typewritten, double-spaced, with 1-in. margins on all sides. Include a 250- to 300-word abstract at the beginning of the article. Number all pages consecutively.

3) Avoid technical terms, jargon, abbreviations/acronyms, phrases and slang unless they are vital to the topic. If they are included, concisely explain such terms, acronyms and/or abbreviations at the time of use in the article.

4) Articles should not promote or advertise specific products, services or individuals.

5) 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’s reference style is detailed below.

6) Photos, charts and graphs are not required, but add interest. High-resolution digital files are preferred for all illustrations. Provide captions and credits where appropriate. Contact *PS* staff with questions about acceptable formats and specifications.

7) Send the article via e-mail, along with name, address, phone number and e-mail address of author(s). The author(s) name or place of employment should not appear on any manuscript page. In a separate document, provide the author’s biographical information, including degrees held and the granting institution(s), and designations held.

Reference format

Professional Safety follows APA style for reference documentation. Samples of common citations are included here. Refer to *Publication Manual of the American Psychological Association* or visit www.apastyle.org for additional guidance.

Whether paraphrasing or quoting an author directly, you must credit the source *in the text* by providing the author’s last name and year of publication. For direct quotes, include a specific page citation as well.

Book by one author

Norris, W. (1981). *The unsafe sky: The unvarnished truth about air safety*. New York: W.W. Norton & Co.

Book by more than one author

Boeck, W, & Sabartes, J. (1971). *Picasso*. New York: Harry N. Abrams.

Book by a corporate author

American Council of Learned Societies (ACLS). (1994). *Teaching the humanities: Essays for the ACLS elementary and secondary schools teacher curriculum development project*. New York: Author.

Book with an editor

Newhall, B. (Ed.). (1980). *Photography: Essays and images*. New York: Museum of Modern Art.

Article/chapter in an edited book

Bjork, R.A. (1989). Retrieval inhibition as an adaptive mechanism for human memory. In H.L. Roediger III and F.I.M. Craik (Eds.), *Varieties of memory and consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Magazine article

Kandel, E.R. & Squire, L.R. (2000, Nov. 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Magazine/newsletter article, no author

The new healthcare lexicon (1993, August/September). *Copy Editor*, 4, 1-2.

Journal article, continuous pagination

Mellers, B.A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

Journal article, paginated by issue

Klimoski, R. & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Conference proceedings article

Cynx, J., Williams, H. & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

Article in an Internet-only journal

Frederickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention and Treatment*, 3, Article 0001a. Retrieved Nov. 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.

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Greater New Milford (CT) Area Health Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved Oct. 5, 2000, from <http://www.familymealtime.org>.