

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

—Dr. Milton Rhodes

Dr. Rhodes’s quote says it all. By writing for *Professional Safety* you:

▶ **Share knowledge and expand the SH&E profession’s body of knowledge.**

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

▶ **Receive professional recognition, enhance your career and enjoy personal satisfaction.**

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

“Writing for Professional Safety is a way to share my knowledge and experiences for the benefit of others. Each of us has information that can help another safety professional. Seeing that information published in a respected journal and knowing that I have made a contribution to the profession gives me a great deal of satisfaction. The process used by ASSE also helps develop writing skills that can be applied to many areas of life and employment.”

—C. Keith Stalnaker, P.E., CSP

▶▶▶ **Peer Review**

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) **Appropriate coverage of topic.** 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) **Info is current and accurate.** 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 broad-brush 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.

- Figures and tables are not required, but add interest. Carefully chosen and well-prepared figures, such as diagrams and photos, can greatly enhance an article. Figures should be clear, easy to read and of the best possible quality. 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.

- The author(s) name or place of employment should not appear on any manuscript page. In a separate document, provide contact and biographical information, including degrees held and the granting institution(s), and designations held, for all authors.

- Read your article several times before submitting. Review and utilize the information provided in this brochure, as well as additional information found at www.asse.org/professionalsafety/submit.php. Use the spell-check and grammar-check functions of your word processor. Ask several peers to review the work and provide constructive feedback as well.

▶▶▶ Reference Format

Professional Safety follows APA style for reference documentation. Several samples of common citations are included here. Refer to *Publication Manual of the American Psychological Association* or visit www.apa.org for guidance. Additional examples are posted at www.asse.org/professionalsafety/submit.php.

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.

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.

Online document created by private group

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.familymealttime.org>.

▶▶▶ Submissions

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:

professionalsafety@asse.org

If you have any questions about submitting, contact the editor at strebswether@asse.org.

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*.

▶▶▶ Manuscript Acceptance

Authors of articles accepted for publication should:

- Highlight all changes made to manuscript (e.g., use the track changes feature in Word).
- Save charts, graphs, tables/figures or other electronically created images as separate files (not embedded files). Indicate the software and version used, and include raw data for all graphs and charts so these items can be recreated to match journal presentation style.
- Submit only high-resolution (300 dpi) digital photos. Acceptable formats include TIF, EPS and JPG. Line art should be at least 600 dpi. Acceptable formats include TIF, BMP and EPS.
- Send a copy of the final manuscript with changes highlighted and any graphics files to professionalsafety@asse.org.
- Submit a signed copyright agreement that allows *PS* 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.

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Author Guidelines for



Share Your Knowledge. Advance Your Profession.



Writing Guidance

The journal's website, www.asse.org/professionalsafety/submit.php, includes links to several downloadable resources including tips for clear writing, writing do's and don'ts, and how to plan an article, as well as slides from the Writing for *PS* session from Safety 2008. You'll also find a list of topic suggestions and reference examples.

Ask a Mentor

Interested in writing, but looking for some additional guidance? Contact one of *PS*'s author mentors, all of whom are published authors:

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