

Best Practices article submission Guidelines for non-peer-reviewed articles

Subject matter:

Best Practices articles provide readers with practical information, ideas and suggestions that they can immediately apply in their workplaces and readily share with their workers/coworkers. Articles that appear in this section discuss a specific topic or subject matter. Generally, these articles present information that the reader can easily digest in one sitting. Consider one of these ways of organizing the article:

- Provide a step by step, “how to,” instructional discussion of the topic.
- Discuss the subject from a particular point of view or angle.
- Offer a timeline of the subject.
- Discuss the topic by way of presenting a case study of how it was applied in a work setting. Focus on lessons learned and successes experienced.

Tone and style:

• Most Best Practices articles are written in the third person. In other words, the article speaks directly to SH&E professionals; it should not contain “you” statements (“You can . . .” should read “SH&E managers can . . .”).

- While the article will be bylined by an industry professional, it should not talk down to the reader.
- The article should not be a commercial promotion for a specific product, association or company. It should be informational—that is, it should be idea- and concept-focused rather than product- or company-focused.

Word count:

1,200-1,800

Additional information:

- Provide background information on the author(s) along with a brief description and contact information for the organization, if applicable.
- Feel free to provide or suggest sidebar material and provide relevant photos; these items may be used if space is available.
- Some Best Practices articles are accompanied by a section that highlights products/services related to the editorial topic. If your company has such a product, please submit a press release about and photo of the product.
- Let *PS* staff know whether the article has been submitted to other publications. Reprints generally are not published unless the original publication source is not likely to have been read by the majority of *PS* readers.

Submission information:

Submit articles (or article query) to one of the editorial staff:

- Sue Trebswether, editor, strebswether@asse.org
- Tina Angley, associate editor, tangley@asse.org
- Cathy Wegener, assistant editor, cwegener@asse.org

Download examples of published Best Practices articles from our website: www.asse.org/professional_safety/submit-other.php