



SAFETY AND HEALTH HISTORICAL SOCIETY

AUTHOR'S GUIDE for *The Archives of Safety and Health*

GENERAL INFORMATION

The main publication of the Safety and Health Historical Society is its quarterly journal, *The Archives of Safety and Health*. The mission of SHHS is to promote and recognize the safety and health accomplishments from the past of people, organizations, and companies and the issues and events faced in protecting people, property and the environment.

SHHS needs articles for publication in *The Archives*. You are encouraged to write for *The Archives*.

WHAT TO WRITE ABOUT

There are many things to write about. The articles in *The Archives* tell stories. You may have interest in a certain aspect of safety and health history and the surrounding stories. Think about things that others in safety and health practice will find interesting. A lot has happened in history to change how the public and workers become protected from hazards. Describe how that occurred.

Write about people. There are many who made significant contributions to advancing safety and health practices. Who were they? What did they accomplish and how did they do it? What barriers did they overcome?

Write about events. Was there an event that illustrated an important aspect of safety and health? Did it create lessons learned for safety and health practice? Did it change public attitude and opinion or change laws and standards?

Write about products and companies. Was there a new product or a product with new safety and health features? How did the design features come about? Who invented the safety and health improvement(s)? Was the product or design change successful? Was your company involved or influential in the product change? How did a company change safety and health practice? What credit do company leaders deserve for the innovations?

Write about practices. Was there an important change in professional practice or methods for safety and health practitioners? Was there a change in philosophy or emphasis? How did that happen? How was it implemented? How was it accepted and implemented?

Write about government. What is the history of the government's role in safety and health practice? What changes in government affected safety and health practice and how did they change practice?

Write about safety and health organizations. What is the history of a safety and health organization? How did it come about? How has it influenced practice and what issues and events caused the organization to change over the years?

Write about laws, regulations and standards. What laws, regulations and standards have influenced safety and health practice? How did the law, regulations or standards change? What events drove new laws, regulations and standards? How successful were particular laws, regulations and standards?

FORMAT AND STYLE

General.

Articles for *The Archives* should be 3 to 8 pages in length with one-inch margins when single spaced at 11 point type. Length includes tables, figures and references. In publication, articles will appear in two-column format. SHHS will establish the final format and placement.

Authors must submit articles electronically to SHHS.

Here are a few important considerations when writing:

- Use active voice and avoid passive voice.
- Have someone else review and critique your draft article.
- Use an electronic or online spell checker and grammar checker to check your work.
- Find reliable sources for your information in published literature and on the Internet.
- Organize cited publications by last name of principle authors. When citing Internet web sites, copy the exact web address from the referenced page. Test to make sure the web address jumps to the cited page when selecting the address. In some cases, citations may be grouped into categories to link logically to subjects addressed in the text.
- Refer to a recognized style manual for other quality characteristics of writing, such as that of the *American Psychological Association (APA) Style Manual* or the *Chicago Manual of Style*.
- Articles cannot promote specific products, services or individuals. Articles cannot make political statements
- Author(s) must verify copyrighted contents and make sure copyright permissions have been granted and are transferable to SHHS. Copyright releases must include photos and other images. Authors must include copyright releases with submitted articles. For potential follow up by SHHS, releases must include the name and contact information for the person issuing the release.

SUBMITTING AN ARTICLE

Articles must be in Word, Word Perfect, or PDF files without detailed formatting. SHHS will establish final format to fit *The Archives* issue when final and accepted. Tables and figures must be separate from the text.

Figures (photos, graphs and charts) must be clear and concise. Figures must be in PDF, TIFF or JPEG format at 300 dpi or higher. SHHS prefers colored figures, historical sources may only be in black and white. Manuscripts must include captions for graphics, but captions should not be imbedded with the

graphics themselves. Captions should be separate, since SHHS may need to modify font, size and placement if it accepts an article for publication.

Author(s) submitting an article for potential publication by SHHS must not offer or have offered the article or any portion of it for publication by any other publisher. Should SHHS reject an article, SHHS will notify the author that SHHS no longer restricts publication elsewhere.

When submitting an article for potential publication by SHHS, all authors must sign a copyright release to SHHS that applies upon SHHS approving publication of the article.

SHHS will acknowledge receipt of any manuscript.

MANUSCRIPT REVISIONS AND ACCEPTANCE

SHHS will make the sole decision on the acceptance or rejection of any article submitted to SHHS for publication.

All submitted articles will go through a review process in reaching a decision on publication by SHHS. Prior to reaching a decision, SHHS may require the author to modify the article or portions of its contents.

If SHHS finds an article or its revision acceptable, it will notify the author of that decision.

PUBLICATION

SHHS copyrights all contents of any issue of *The Archives of Safety and Health* .

SHHS has the sole decision on acceptance of an article, its inclusion in an issue of *The Archives* and placement within the issue. SHHS will notify authors of such decisions.

Authors will receive recognition with the title of the article when the article appears in an issue of *The Archives*.

REPRINTS

SHHS may authorize reprints of published articles after publication in *The Archives of Safety and Health*. Contact SHHS should you seek a reprint.