



# MANUSCRIPT GUIDELINES

*IPSA Journal*



**International Public Safety Association**  
IPSA Journal Manuscript Guidelines

# Manuscript Guidelines

INTERNATIONAL PUBLIC SAFETY ASSOCIATION



## International Public Safety Association IPSA Journal Manuscript Guidelines

**The International Public Safety Association** readers represent the entire public safety community: law enforcement, fire service, EMS, telecommunications, public works (water, sanitation, and transportation), public health, hospitals, security, private sector, and emergency management. We will publish articles about leadership issues and best practices applicable to all facets of the public safety community.

Thank you for choosing to submit your paper to us for publication. Please review the [Manuscript Criteria](#), to ensure your paper meets our established criteria and can move through peer review, production, and publication smoothly. The editors' reserve the right to edit or otherwise alter all contributions, but authors will receive proofs containing any edits prior to publication.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out. Please review the [Conflict of Interest](#) and [Ethical Guidelines](#) policies.

### **Manuscript Submission:**

E-mail submissions to [theipsajournal@gmail.com](mailto:theipsajournal@gmail.com). The *body of the email must contain the following information* with your attachments:

- Manuscript Title
- Full name(s) of author(s)
- Contact information for all authors, including email and phone number
- A concise paragraph on why this manuscript is appropriate for the IPSA Journal

You will receive a confirmation email stating that your submitted content has been received. Authors need to ensure that their manuscripts are prepared in accordance with the [File Naming](#) policy.

The review process may take a few months. You may contact us during this time to check status or withdraw your submission if necessary. Once the review process is complete, authors will be notified via email that their submission was accepted, accepted with edits, or denied. Additional details will be provided if the article needs to be revised for resubmission or is denied. If the manuscript is accepted, but edits are indicated the notification will also include an outline of the projected time frame for the article to be returned for final consideration. If the manuscript is accepted, the notification will include the anticipated date of publication.



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## IPSA Journal Manuscript Guidelines

### **Manuscript Criteria**

#### ***Relevance:***

Articles should provide relevant and innovative techniques that inform the public safety community of methods to do their jobs better and operate their agencies more efficiently.

#### ***Title***

Manuscripts must contain a title, which is both concise and informative. According to APA 7<sup>th</sup> ed. Publication Manual, the title should not exceed 12 words.

All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page of the manuscript. Please give the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote.

One author should be identified as the corresponding author. This is the author (if there are multiple authors) to whom correspondence at all stages should be directed by adding the words “corresponding author” into parentheses after his/her name. Please note that the email address of the corresponding author will normally be displayed in the article PDF and the online article.

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Please supply a short biographical note for each author in a separate file (Manuscript Title\_Primary Author's name\_BIO)

#### ***Abstract***

A concise and factual abstract is required (150-250 words). The abstract shall state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided but, if essential, they must be cited in full, without reference to the reference list.

#### ***Keywords***

Immediately after the abstract, include three to five words, phrases, or acronyms as keywords avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be used.



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### **Language**

- Manuscripts are accepted in English.
- Non-discriminatory language is mandatory in all manuscripts; sexist or racist terms must not be used.

### **Format**

- Font: Calibri 12 pt
- Line Spacing: Double
- Body of manuscript and headings shall conform to APA 7<sup>th</sup> Ed. guidelines.
- No photos will be accepted – graphs and charts may be included only if they are relevant.
- References shall conform to the APA 7<sup>th</sup> ed. Publication Manual.
- Manuscripts shall be created in Microsoft Word for review by the editor, if it does not meet basic requirements it will be returned; only manuscripts that meet the basic criteria will be forwarded to peer reviewers.

### **Length**

Submissions shall be a minimum of 4,000 words with no maximum page limit. The word count includes the main body of text, notes, references, and the headers of tables and figures. It does not include the title page, abstract, or supporting Information. A manuscript that is less than 4,000 words will be returned without review.

### **Acknowledgement**

Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the manuscript, in a separate paragraph, as follows:

- *For single agency grants:* "This work was supported by the [Funding Agency] under Grant [number xxxx]."
- *For multiple agency grants:* "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."

When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

### **References**

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. Submissions must be formatted according to the 7th ed. Publication Manual of the American Psychological Association (APA). Articles which do not contain appropriately cited reference pages will not be accepted. Please ensure that every reference cited in the text is also present on the reference page (and vice versa). You are referred to the "Publication Manual of the American Psychological Association" 7<sup>th</sup> ed., and you may find relevant details at: [www.apa.org](http://www.apa.org).



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The journal publisher encourages authors to include DOIs in the citation when available. When including DOIs in the citation, please use active-persistent links to the references. The DOI persistent links should be the last elements in the references.

- Pauleen, D., Campbell J., Harmer, B., & Intezari, A. (2015). *Making Sense of Mobile Technology: The Integration of Work and Private Life*. SAGE Open. DOI: 10.1177/215824401558385

### **Glossary**

Technical language should be accompanied by a comprehensive glossary of terms used. Entries in the glossary should be presented in alphabetical order. The glossary list shall follow the Reference List.

### **Appendix**

Please be sparing in the use of appendices unless they are absolutely necessary, The appendices shall be numbered as, e.g. Appendix 1, Appendix 2, etc.

### **File Format for Submission**

Manuscript submissions shall be in MS Word format and must comply with [File Naming](#) guidelines.

## **IPSA Policies on Manuscripts Submitted for Publication**

### **File Naming**

Manuscript submissions must be labeled with a short title, primary author's name, and date.

- Example: *Leadership in Public Safety\_Bistline\_07172016.docx*

### **Template**

Your manuscript must be submitted in the approved **IPSA Journal Format Template** provided on the IPSA Website. This will not only provide an example for how your submission should be formatted, but ensure your submission is consistent with the required APA guidelines. Be sure to follow the file naming requirements provided above when saving and attaching your submission. No other format will be accepted for submission.

### **Publication Decision**

You will be notified of the Editor's decision. The Editor has the right to make the final decision on whether to accept, accept with edits, or reject a manuscript based on the significance, originality, and relevance of the manuscript to the journal's readers.

### **Compensation**

Authors who are published by the International Public Safety Association receive no payment, but do receive byline credit; nor are there any submission or publication fees to authors. Authors



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When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

### ***Conflict of Interest***

Manuscripts *must not* have been previously published or simultaneously submitted to another publisher. Articles written to endorse or market products or services, where the author has received any form of compensation, will not be accepted.

### ***Privacy Statement***

The names and E-mail addresses provided with manuscript submissions will be used exclusively for the purposes of this journal and will not be made available for any other purpose or to any other party.

### ***Ethical Guidelines for IPSA Journal Publication***

The publication of articles plays an essential role in the development of a coherent network of knowledge. It is, therefore, essential that all publishers, editors, authors, and reviewers, in the process of publishing the journals, conduct themselves in accordance with the highest level of professional ethics and standards. The publisher is dedicated to supporting the efforts of the editors, the academic contributions of authors, and the respected volunteer work undertaken by reviewers.



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### The editor has the following responsibilities:

- The editor will make a reasonable attempt to ensure that submitted manuscripts are processed in a confidential manner, and that no content of the manuscripts will be disclosed to anyone other than the corresponding author, reviewers, and the publisher, as appropriate.
- The editor will recuse himself or herself from processing manuscripts if he or she has any conflict of interest with any of the authors or institutions related to the manuscripts.
- The editor shall not use for his or her own research any part of any data or work reported in submitted and as yet unpublished articles.
- The editor will respond promptly and take reasonable measures when an ethical complaint occurs concerning a submitted manuscript or a published paper, and the editor should immediately contact and consult with the author. In this case, a written formal retraction or correction may also be required.
- The editor will review all submissions with plagiarism detection software. The Journal has a zero tolerance policy for any form of plagiarism, including self-plagiarism.

### The author has the following responsibilities:

- The author shall not submit concurrent manuscripts (or manuscripts essentially describing the same subject matter) to multiple journals. Likewise, an author shall not submit any paper previously published anywhere to the journal for consideration.
  - The only exception to this would be an article based on information published in an academic dissertation.
- The author shall guarantee that the works he or she has submitted are original. If the author has used work and/or words by others, appropriate citations are required. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.
- The author shall give due acknowledgement to all of those who have made contributions to the research. Those who have contributed significantly to the research should be listed as coauthors. The author shall ensure that all coauthors have affirmed the final version of the paper and have agreed on its final publication.
- The author shall indicate explicitly all sources that have supported the research and also declare any conflict(s) of interest.
- The author shall honestly gather and interpret his or her research data. If requested, the author will provide the Editor with the raw data for his or her research for convenience of editorial review, as well as documentation of IRB approval for the research of that data. If practicable, the author should retain such data for any possible use after publication.
- The author shall promptly inform the journal editor of any obvious error(s) in his or her published paper and cooperate earnestly with the editor in retraction or correction of the paper. If the editor is notified by any party other than the author that the published paper





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contains an obvious error, the author shall write a retraction or make the correction based on the medium of publication.



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## IPSA Journal Manuscript Guidelines

### APA RESOURCES

*American Psychological Association*

<http://www.apastyle.org/>

*Purdue Owl*

<https://owl.english.purdue.edu/owl/section/2/10/>