



MANUSCRIPT GUIDELINES

IPSA Journal



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 info@joinipsa.org. 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 8 to 10 weeks. 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 advised whether or not the submission was accepted, accepted with edits, or denied via email. 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.

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.



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Title

Manuscripts must contain a title, which is both concise and informative. According to APA 6th Ed. Guidelines, 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 should 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, provide a maximum of 8 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 eligible.

Language

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

Format

- Font: Times New Roman; 12 pt
- Line Spacing: Double
- Body of manuscript and headings should conform to APA 6th Ed. Guidelines
- No photos will be accepted – graphs and charts may be included only if they are relevant



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- References should be in APA 6th Ed. Guidelines
- Manuscripts should 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 should be a minimum of 3,000 words and no longer than 10,000 words. 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 exceeds the 10,000 word limit 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 APA 6th Ed. style citation system (American Psychological Association). Articles which do not contain appropriately cited reference lists will not be accepted. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). You are referred to the "Publication Manual of the American Psychological Association", and you may find relevant details at: www.apa.org.

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 regular references. The DOI persistent links should be the last elements in the references.

- David Pauleen, John Campbell, Brian Harmer, Ali Intezari (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 should follow the Reference List.



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Appendix

Please be sparing in the use of appendices unless they are absolutely necessary, The appendixes should 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

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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.

The editor has the following responsibilities:

- The editor should 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 should 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 should 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 should 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.



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The author has the following responsibilities:

- The author should not submit concurrent manuscripts (or manuscripts essentially describing the same subject matter) to multiple journals. Likewise, an author should not submit any paper previously published anywhere to the journals for consideration.
 - The only exception to this would be an article based on information published in an academic dissertation.
- The author should 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 should 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 should ensure that all coauthors have affirmed the final version of the paper and have agreed on its final publication.
- The author should indicate explicitly all sources that have supported the research and also declare any conflict(s) of interest.
- The author should honestly gather and interpret his or her research data. If requested, the author will provide 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 should 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 contains an obvious error, the author should write a retraction or make the correction based on the medium of publication.



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APA RESOURCES

American Psychological Association

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

APA Referencing – Reference A Website

<http://apareferencing.ukessays.com/generator/website.php>

Purdue Owl

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