

**Special Issue: 2022 International Cycling Safety Conference (ICSC2022 - <https://www.icsc2022.com/>)
Information for Contributors - *Journal of Safety Research***

Electronic Submission of Manuscripts

- **Article submission deadline in January 30, 2023.**
- Please submit your manuscript through the *Journal of Safety Research* online submission and review website, *Editorial Manager (EM)* <https://www.editorialmanager.com/jsr/default1.aspx>. **FOR ARTICLE TYPE PLEASE SELECT “SI: International Cycling 22”. THIS IS A VERY IMPORTANT STEP TO ENSURE PAPERS ARE PROCESSED CORRECTLY.**
- The EM website guides authors stepwise through the creation and uploading of the various files. Submission items include a cover letter, a title page, the final manuscript (for papers requiring revisions, this means with all reviewer suggestions included), abstract, key words, references (all references must be cited), biographical sketches, tables, figures, and highlights. Files should be labelled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.eps, Table3.doc). Do not import figures or tables into the text document and do not upload your text as a PDF. Complete instructions for electronic artwork submission can be found in the Guide to Author <https://www.elsevier.com/journals/journal-of-safety-research/0022-4375/guide-for-authors>
- Authors who are unable to provide an electronic version or have other circumstances that prevent online submission must contact the Editorial Office prior to submission to discuss alternate options: Katie Porretta, Managing Editor, *Journal of Safety Research*, National Safety Council, 1121 Spring Lake Drive, Itasca, IL USA 60143-3201 (fax 630-285-0242, phone 630-775-2323, e-mail jsr@nsc.org).

General Guidelines:

- Manuscripts must be written in English. Authors should have an English editor edit the paper prior to submission.
- Prepare manuscripts in accordance with the *Publication Manual of the American Psychological Association (APA), Seventh Edition*.
- *Copyright*: The ethical standards of the *Journal of Safety Research* strictly prohibit an author from submitting a paper that has previously been published or is being considered for publication in another outlet. Violation of this standard will result in refusal of submissions.
- If at any time during the publication process your contact information changes, please update it on the EM website.
- Manuscripts must be double spaced, using a standard page size and 12-point type (use Times Roman or similar font). Include page numbers.
- Organization of material for empirical investigations should follow standard reporting format if possible: “Problem,” “Method,” “Results,” “Discussion,” “Summary.” We also ask that all submissions include a section at the end of the manuscript that explains the “Practical Applications.”
- While there is no specific page or word limit, most papers are between 15-30 pages, double spaced.
- For theoretical discussions or commentaries and literature reviews, appropriate headings should be inserted to provide a general outline of the material.
- Clarity of language and presentation are essential, and care should be taken to avoid unnecessary technical terminology.
- Define all abbreviations.
- An abstract, 250-300 words, should accompany the manuscript. This should summarize the study and include the subheadings “Problem,” “Method,” “Results,” “Discussion,” and “Summary.” It may not be necessary for all subheadings to be included, based on the nature of the manuscript. However, we do require that all submissions include a sentence or two on the “Practical Applications” in the abstract.
- Authors must include five keywords or phrases for indexing.
- Authors must provide highlights.
- A short biographical sketch (4-5 sentences) of each author should also be submitted noting educational background, present and past employment, and research interests.

- Always keep a copy of the manuscript for reference.
- The editorial office retains the customary right to style.
- If your manuscript is accepted for publication, authors must sign a Transfer of Copyright Agreement form. This agreement enables the National Safety Council and Elsevier to protect copyrighted material for you, and does not relinquish your proprietary rights or your rights to use your work as you please in the future. A more complete explanation will be given on the form.
- Permission to reproduce previously published material must be obtained in writing from the copyright holder and acknowledged in the manuscript.
- A proof is sent to the corresponding author from Elsevier for correction, it is important that all of your corrections are sent back to Elsevier in one communication. Subsequent corrections will not be possible, so please ensure your first sending is complete

References:

All references must be formatted in accordance with the *Publication Manual of the American Psychological Association (APA), Seventh Edition*.

For example:

Journal Articles:

Smith, A.B., Adams, K.D., & Jones, L.J. (1992). The hazards of living in a volcano. *Journal of Safety Research*, 23(1), 81-94.

Book:

Perez, A.K., Little, T.H., & Brown, Y.J. (1999). *Safety in numbers*. Itasca, IL: National Safety Council.

See the APA manual for more detailed instructions.

Tables and Figures:

Complete instructions for electronic artwork submission can be found on the Author Gateway, accessible through the *Journal of Safety Research* home page. A notation should be made in the text showing approximately where each table or figure should appear (e.g., Insert Table 3 here). When referring to a particular table or figure in the text always use its number.

Contacts:

Editorial Office: Katie Porretta, Managing Editor, National Safety Council, katie.porretta@nsc.org

Publishing Office: Thamarai Selvi, Journal Manager, Elsevier Ltd., jsr@elsevier.com