Author Guide

*Information for
Prospective Authors of PSEN Articles*

The
Product
Safety
Engineering
Newsletter

Inside...

About the *PSEN*

An information resource for the product safety community	Beginning with its first issue in late 2005, the *PSEN* has endeavored to provide both news of the Product Safety Engineering Society and articles that deliver useful information.

Most *PSEN* readers are actively involved in product safety as manufacturer compliance professionals, conformity assessment staff, standards developers, and consultants.

Finding and publishing information that meets the needs of this wide-ranging group of readers is a responsibility we take very seriously.

NOTE: a separate, journal-type section of the *PSEN* publishes formal, peer-reviewed papers. For author information regarding the refereed section of the *PSEN*, contact the editor of that section, Mike Sherman at mike.sherman@fsi-intl.com. |
| Editorial goal | Our editorial goal is to provide information of use to most of our readers in every issue. Therefore, we publish a variety of materials in each issue and avoid "theme" issues that concentrate on a single topic. Aside from news reporting, the heart of our coverage is the submitted articles that make up a significant portion of the editorial content of each issue.

Everything we publish is evaluated against two criteria:

1. It must be related to the activities of product safety professionals.

2. It must be useful information for a reasonable portion of our readers, who are located in a variety of countries.

We stay away from information that is simply "interesting" or "nice to know" and topics that are not useful to product safety professionals. Articles must not be "advertorial" in nature, as detailed on page 6 of this Guide. |

What we cover

Description	The **PSEN** covers topics related to safety throughout the life-cycle of products, from concept and design to manufacturing, use, and disposal or recycling. The nature of the topics ranges from technical to people-related to conference coverage.
	These are examples of subjects addressed in **PSEN** articles: ▶ Hazard-Based Safety Engineering ▶ Properties of plastics ▶ EMC as it relates to product safety ▶ Product safety tests ▶ International concerns and issues ▶ Earthing and bonding ▶ Risk assessment ▶ Designing beyond requirements of standards ▶ Models for injury or protection against it ▶ Standards harmonization activities ▶ Product marking and instructions ▶ Influences of national codes ▶ Measurements and testing ▶ Test equipment ▶ Letters to the Editor

What we do not cover

Topics not related to product safety professionals' activities	Although article topics are sometimes related indirectly to product safety (an example: relevant psychology) the **PSEN** does not publish articles that, however valuable, do not have a connection with the activities of product safety professionals.
Non-product types of safety	The **PSEN** does not cover safety topics or issues beyond those related to products. Examples of such topics are general workplace safety and process design.
R&D	The **PSEN** is not a research magazine. We don't report on basic R&D or the equipment it uses.

General do's and don'ts

Do	Familiarize yourself with the **PSEN** before proposing an article. If your topic doesn't relate to our areas of coverage, you will waste your time and ours.
	Get right to the point in your writing. Both our editors and our readers will appreciate the time you save them by not beating around the bush. Treat your topic in a generic fashion. Use of company names or brand names in articles is inappropriate.
	Be prepared to sign a transfer of copyright form for your **PSEN** feature article. We require copyright ownership of all feature articles.
	Submit the manuscript as a Microsoft Word document. A manuscript can be submitted as an e-mail attachment or on a disk. Preferred format is 1-inch margins all around, 12-point Times New Roman font, single-spaced.
	Include illustrations. We strongly urge the use of graphic materials: useful, informative illustrations. At least one per published page is desirable. If you need information additional to what is presented below, contact Jim Bacher at jbacher@speakeasy.net.
	Keep a copy of everything you send us. We receive mail, e-mail, and faxes every month, and there is always the possibility of a lost document.
	Be sure to include the following with your manuscript: ► Author name; affiliation; if desired, a couple of sentences of biographical information. ► Article title. ► Contact information – phone number, e-mail address, postal address. ► The name, address, phone number, and e-mail address for any other person we should contact regarding your submittal. ► Place a date on everything you send.
Don't	Submit your article material or idea to another publication at the same time.
	Expect to see your material published in the next issue. The nature of publishing is such that months may pass between acceptance and publication.
	Send unsolicited materials that you want returned.

Some policies and procedures

Deadline	**PSEN** is a quarterly publication. Deadline for article manuscripts is three months prior to publication. For example, articles to be published in the 3rd-quarter issue are due by the middle of the second quarter. The more lead time you can provide, the better.
Payment	Contributed articles are not paid.
Author review	You will be provided the opportunity to review your manuscript for technical accuracy after the initial edit. Minor changes may still be made after author approval.
Preprints	Preprints of editorial material are not available.
Reprints	Because the **PSEN** is distributed via electronic media, paper reprints are not normally available.
Complimentary copies	Because the **PSEN** is distributed via electronic media, paper copies are not normally available.
Copyright	The **PSEN** is copyrighted by the IEEE. Copyright ownership of a feature article manuscript must be transferred to us prior to publication by execution of a simple form. We are normally pleased to grant authors permission to use text material for non-promotional purposes.

The article

Where to start	Although we occasionally reprint articles of special interest, **PSEN** editors are constantly looking for good, original articles. The submitted article is the mechanism by which you can publish in the **PSEN**. We prefer that you contact us prior to writing your manuscript so that we can guide you in the content. Queries should include an abstract or outline describing the proposed content. Indicate availability of photos or other illustrative materials.
You can't talk just about your own product	In most instances, articles must be exclusive to the **PSEN**, noncommercial, and broadly applicable. All references to individual manufacturers or proprietary products will be deleted. Your editor will make sure the information provided is unbiased. Manuscripts that appear to be unbalanced in their discussions of products or technologies will not be published.
Illustrations	Photos submitted may be color prints, or preferably, high-resolution digital photos. Minimum usable size for a digital photo is approximately 1280 x 960 pixels (1+ megapixels). Much preferred size is 1800 x 1200 pixels (2+ megapixels) or even larger. Color prints should be clearly identified by means of a label placed on the back side. Do not write on the back side of prints. Scans should be high-resolution, 300 dpi minimum. Save scans as "tif" files. Other illustrations, such as diagrams, tables, checklists, and sidebars need not be in finished form; we will prepare final versions.
Help	It's your article, but your editor is ready to help you make it shine. If you have useful information to contribute, but find that writing is like going to the dentist, talk with the editor. We may be able to help you share your knowledge.
Understand the medium and the audience	Please take particular note of pages 2 and 3 regarding our editorial approach, what we cover, and what we do not. <u>You need to know who our readers are and what types of information we supply to them</u>. Match the technical level of your presentation to the needs of our readers. Neither highly technical treatises nor shallow treatments help our readers.
Plan the length	See the sizing guide on the next page.

Sizing guide for your article

Our publishing requirements regarding article length are quite flexible. Almost all submitted articles printed in **PSEN** range between one and four pages in length.

Because of the intricacies of laying out the printed page, there is no simple formula by which you can determine how much space your article will require. A solid page of text contains roughly 500 words.

Your editor may specify a maximum length for your article as a number of pages. That means your word count is limited to 500 words/page minus illustration area. (Use the "Tools/Word Count" function in Word to get a count.) Additionally, the first page of the article has space for fewer words because of the space required by the title, byline, etc.

Also included in the word count is a tagline that you may place at the end of the article. The tagline identifies you and your affiliation. Here is an example of a tagline for an article by Joe Geschmutz:
Joe Geschmutz is product safety manager for wifflethingeys at XYZ Inc. He has worked in the product safety field for 11 years, both in manufacturing and at an NRTL.

Product Safety Engineering Newsletter

Gary Weidner, Editor   phone = 563-557-0717
                              fax = 563-557-0725
                              e-mail = gweidner@ieee.org

Michael Morse, Co-Editor   e-mail = gulfstar99@aol.com

Rich Nute, Co-Editor   e-mail = richn@ieee.org

Mike Sherman, Co-Editor,   e-mail = mike.sherman@fsi-intl.com
peer-reviewed papers