

Manuscript Style Requirements and Guidelines

Manuscript Types

The following are the preferred manuscript types. Manuscripts that do not conform may be returned for revisions or declined. All submitted works must comply with the style requirements to be considered for review and acceptance. Most importantly, submitted work should be educational in nature and provide insight and thoughtful consideration of the subject matter to pique reader interest and engagement.

Keep in mind that the suggested word lengths are flexible but do serve as good benchmarks on preferred length and time commitment to read. Accepted manuscripts may be edited as needed to suit the style, tone, and quality of the publication.

Letter To the Editor

- Suggested length: 600 – 800 words
- Letters in response to an editorial, article, or best practice may be considered. These pieces can facilitate organic, engaging discussion about topics or reports that may not otherwise have a platform.

Original Research

- Suggested length: 2500 – 5000 words
- Reports of original research from the researcher(s) who conducted the study. Such reports must follow original research best practices – include the hypotheses/research question, purpose of the study, methodology, and results. Studies may be quantitative, qualitative, or mixed method, but must be firsthand research and relate to occupational safety, health, and/or environmental topics with analyses and observations supported by conclusive data.
- Research should be original and contribute to the advancement of the EHS body of knowledge through innovation and discovery or build upon and expand existing materials. Conclusive, practical research may be selected for development into best practices designed to be implemented into the workplace.

Technical Analysis of Current Topics / Special Interest

- Suggested length: 500 – 1500 words
- Current topics that fall under the purview of the journal may be considered, but articles must be specific to a trending topic or one that is deemed of special interest to the readership. Reliable, informative references should be made available for readers interested in further research.

Newsletter Articles

- Submitted work that may be of special interest or importance to the readership but are not appropriate for the journal may be published in the BCSP newsletter or website as a supplement to the journal. These articles may be edited for style, conciseness, and brevity.

Style Requirements

All manuscripts must comply to all applicable style requirements prior to submission. Those that do not adhere to applicable requirements will not be eligible for review or acceptance, no matter the manuscript type. It is the responsibility of the author to ensure that appropriate guidelines have been sufficiently met prior to document submission.

All formatting, including grammar, font, margins, citations, tables, quotations, etc. should follow [APA Style and Grammar Guidelines](#) from the *Publication Manual of the Psychological Association, 7th ed. (2020)*. Examples of all style requirements, including title pages, abstracts, references, tables and figures, numbering, and headings, etc. in APA format with explicit instruction and a professional sample paper at the [Purdue Online Writing Lab](#).

Double-Blind Review

All research will be reviewed using the double-blind process. Therefore, any information that may identify the authors must be omitted from the text with references thereof anonymized. Such information includes professional and/or institutional affiliations and previous work. Third-person point of view may be used to prevent unintentional identifiers.

References to funding sources and any acknowledgements should be removed from the main text during initial review. Such information will be added back to the main text after peer review, prior to publication.

Non-research manuscripts will be reviewed by EHS professionals but do not require double-blind review and may include identifying information.

Word Count

Word length does not include tables, figures, diagrams, graphics, or other visual representations. Suggested word lengths for manuscript types are flexible; however, time constraints of the readership, editors, and reviewers need to be considered. Manuscripts that exceed the suggested range may still be considered at the discretion of the editors but may require edits for length, flow, and/or structure.

Text Formatting

Documents should be uploaded in .doc or .pdf format. Microsoft Word is the preferred application due to availability and capability for tracked changes.

Documents should adhere to the following formatting:

- 11- or 12-point font
- Arial, Calibri, or Times New Roman
- Double-spaced; tables, figures may be single spaced

- Left margin alignment, 1-inch margins
- Headings – optional but must be consistent
- Pages numbered consecutively

Abstract

Abstracts are required for all submitted original research and should consist of one double-spaced paragraph of no more than 250 words. Abstracts offer a concise summary of the material and should briefly cover:

- Purpose of the research, include problem addressed
- Methodology and design
- Analysis/observations and conclusion
- Application or implication of the results

Abstracts for original research will be used in the double-blind peer review process, be sure not to include identifying information.

Technical analyses of current topics, special interest pieces, or other reports require a short abstract of no more than 1-2 sentences. These should only be short summaries of the content.

Keywords

Include 3-5 keywords or phrases at the end of all abstracts for all manuscripts. Keywords should reflect the key points of the work, such as topic, research methodology, industry, and/or conclusions, etc. Example:

- *Keywords:* Ergonomics, remote work, posture, low back pain, office chair

Title Page

The title page should include the following:

- Title
- Institutional affiliation (university, governmental agency, workplace, etc.)
- Author(s) names, credentials, degrees
- Author(s) contributions – 1-2 sentences each (applicable only to original research)
- Author(s) affiliations
- Conflicts of interest and source of funding
- Acknowledgements (if applicable)
- Word count

The title page will be uploaded separately from the main text to ensure that identifying information is not present in the main text.

Main Text

Content should demonstrate comprehensive knowledge of the subject matter yet convey meaning in an interesting and compelling way. Be descriptive and clear about the topic, methodologies, observations, and conclusions so readers can easily follow and understand.

Content should pique reader interest and draw clear conclusions that can be understood by an international audience in a range of career stages and industries.

The use of headings and subheadings adds visual interest, structure, and clarity to the text. Headings and subheading are optional but strongly encouraged.

Abbreviations aid in overall flow when used consistently throughout the entire text. All abbreviations, unless commonly used and familiar to the public (i.e., IQ, km, hr., etc.), need to be written fully when first introduced.

Visual Representations

Visual representations create visual interest for greater reader engagement and are strongly encouraged. Visual content should be clear, easily understood, and include labels and captions. Content from other sources, including photography, graphs, charts, etc. must be referenced appropriately. Examples:

- Tables
- Figures
- Diagrams
- Pictures and photography
- Charts and graphs

If the manuscript is accepted for publishing, visual content and supporting raw data will need to be submitted as separate files. This allows visual content to be designed and/or uploaded to match the style and quality of the journal. Photography or other artwork must be submitted in high-resolution and in one of these formats – .jpeg, .tif, or .eps. Videos are not accepted.

References and Citations

In-text citations and reference lists are required and must be in [APA](#) format.

A minimum number of citations is not required; however, the number of citations and references should be reflective of the length and complexity of the article. References should be current, appropriate, and used to support claims and data in the text. Building upon existing material is expected and should be referenced as such.

Reference lists should be included at the end of the paper and labeled “References” in bold. Lists should be double-spaced and in alphabetical order. All listed references should correspond with an in-text citation and likewise, each citation should be represented in the reference list.

Proofreading and Editing

Minimal proofreading and editing may be performed by journal staff; however, the manuscript should have few to no grammatical, spelling, or formatting errors. Numerous or significant errors will result in denied admission until such errors are corrected.

Manuscript Revision Process

Once manuscripts have been reviewed by the editors and reviewers (if applicable) requests for revisions will be sent through Submittable with revision recommendations and instructions.

Resubmissions should include two copies of the revised manuscript:

- Copy 1 – include tracked changes of revisions that have been made
- Copy 2 – “clean” version for review and editing

Accepted, revised manuscripts should be resubmitted with separate files for tables, diagrams, photos, and other visual content as requested.

Manuscript Acceptance

Authors of accepted manuscripts will be provided a proof of the reviewed, edited work prior to publication to identify all, if any, necessary corrections and provide approval and agreement that the work is complete, correct, and all data and conclusions are accurate. Exact timelines will be provided to the author at the time of approval; however, corrections and/or approvals should be returned to the editor as soon as possible.

Editorial Requirements

The BCSP Foundation refers to the [American Society of Business Publication Editors \(ASBPE\)](#) and the [Committee on Publication Ethics \(COPE\)](#) for guidance on publication ethics and best practices.

Authors will need to read these Author Guidelines and agree to the Author Agreement regarding the following editorial requirements, as applicable, to be considered for publication.

Authorship

Authorship includes all persons who significantly contributed to research conception, design, and analysis of the data, intellectual content during initial drafting and revision, and also in the final approval of the work. Those who participated in some but not all aspects of the research may be recognized in the acknowledgements but should not qualify for authorship. All authors must be explicitly stated on the title page with a brief summation of individual contributions. All authors are accountable for all aspects of the published work, which may include investigations into the accuracy of statements, data, and conclusions.

Authorship should be determined **prior** to initial submission.

Changes thereof including additions, removals, or name changes can only be made before publication. To make a change, a formal letter with all relevant details must be sent to the associate editor for consideration. All changes are to be made at the discretion of the managing editor. Requests after publication will be completed at the discretion of the managing editor.

Reproduction and Distribution

Authors must be made aware and consent to the publication (reproduction and distribution) of works formally submitted and accepted. Publishing rights must be granted to the BCSP Foundation.

Editorial

Manuscripts may be edited as appropriate for formatting and clarity, such as article length, structure, flow, etc. as needed to best fit the scope, aim, style, and quality of the journal.

Exclusivity

All formally accepted manuscripts must be exclusive to the BCSP Foundation publication and cannot be published elsewhere, including social media, blogs, other academic journals, etc. at any point independently from this publication or BCSP Foundation marketing channels.

Best Practices

Original research may be selected to be developed into best practices for publication in the *Shift: Global EHS Research to Practice Best Practice Guide*. Researchers are expected to contribute to the development of the best practices but will have the support of BCSP/BCSP Foundation staff if needed.

Transparency

The purpose and methodology of the study should be well defined, easily understood, and thoroughly researched. Analyses and conclusions should be clearly indicated and justified with research data readily available whether in the paper itself or through external links. Methodology and conclusions need to be objective and free from biases to promote credibility and confidence from readers. Further guidance on research transparency can be found at [RAND](#) and at [APA Style JARS](#).

Conflicts of Interest

All authors of original research must disclose any potential conflicts of interest on the title page and submission form. Conflicts of interest are instances of direct affiliation with submitted research. This includes financial interests (i.e. funding) or associations and personal or professional relationships that could influence conduct or research findings resulting in bias. Examples: workplace, academic institutions, colleagues, travel grants, fees, services, alumni of university, etc. Conflicts of interest are expected and all potential instances should be stated. It is always best to err on the side of caution and report if there is any question or doubt. Stating relationships allows for transparency; it is not intended to prevent authors of valuable research from publishing.

If no conflicts of interest are present, simply state this or a variation of: No conflicts of interest to declare.

Funding

External sources of funding should be stated. Provide the source of funding/agency and the grant number, if applicable. If no external funding was received, state this or a variation of: No external sources of funding received.

Plagiarism and Duplication Policy

All submitted manuscripts, regardless of type or subject matter, will be analyzed by a specialized application to detect plagiarism or duplication of any kind to ensure that all content is original to the author and published solely to Shift: Global EHS Research to Practice. Duplicate publications to other journals or platforms and text recycling from

previous publications are not permitted and will not be tolerated. Manuscripts, no matter the type, will be declined if there is clear indication of plagiarism or duplication.

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