

Policies and Procedures for Submitting Manuscripts to the Journal of Pesticide Safety Education (JPSE)

Background

The Journal of Pesticide Safety Education (JPSE) is the official repository of discipline-specific writings that have been considered, accepted, and published as refereed literature by the American Association of Pesticide Safety Educators (AAPSE; <http://aapse.org>). JPSE is solely an electronic journal and can be found at <http://jpse.org>.

A twelve-member review board and three editors (an AAPSE committee) conduct peer reviews of articles, set policy, and provide for the journal's administrative needs.

Who May Submit Articles

JPSE accepts submissions from anyone who has a stake in pesticide safety education regardless of whether they are members of the American Association of Pesticide Safety Educators (AAPSE). Potential authors might include, but are not limited to the following groups:

- Pesticide safety educators,
- Pesticide regulatory officials,
- Policy makers,
- Members of the regulated community, and
- In-house pesticide training coordinators (e.g., school, university, military)

Types of Articles Accepted

Manuscripts accepted for publication must address matters that directly bear on the topic of pesticide safety education.

JPSE will accept articles in seven categories. Authors must indicate the category for which their submissions are to be considered.

1. Research Study

- Formal reports of findings and implications arising from a scientifically framed study of some aspect of pesticide safety education.
- Article Maximum: 15 pages of double-spaced text (page = 66 lines, line = 80 characters of 12-point type) plus tables and figures.
- Abstract maximum: 100 words.
- Reviewers: 3

2. Program Description

- Robust descriptions of pesticide applicator teaching (training) or applicator assessment (testing) program implementations, efficacies, or modifications.
- Article Maximum: 15 pages of double-spaced text (page = 66 lines, line = 80 characters of 12-point type) plus tables and figures.
- Abstract Maximum: 100 words.
- Reviewers: 3

3. Literature Review

- A review of literature regarding a method, practice, policy, or trend that impacts pesticide safety education (e.g., open vs closed-book exam, school IPM), with accompanying discussion as to how pesticide safety educators should use the presented information.
- Article Maximum: 15 pages of double-spaced text (page = 66 lines, line = 80 characters of 12-point type) plus tables and figures.
- Abstract Maximum: 100 words.
- Reviewers: 3

4. Review or Critique

- (1) Third-party review of recently produced pesticide safety education materials (e.g., reviews of new books, training manuals, booklets, pamphlets, videos, educational games, and computer-based training modules. Or,
- (2) Third-party critique of a unique or innovative method, technology, or device that aids information delivery of (or focuses trainee attention on) any aspect of pesticide safety education (e.g., critiques of field demonstrations, trainee practice activities, in-classroom manipulations, on-line teaching tools, and animations).
- Article Maximum: 1,000 words.
- Abstract: none
- Reviewers: 1

5. Literary Note

- A succinct, topically focused discussion delineating the merit (or liability) of a documented instructional practice, policy, or procedure evidenced in current pesticide safety education literature.
- Article Maximum: 750 words
- Abstract maximum: 75 words
- Reviewers: 2

6. Commentary

- Development of an opinion or thought-provoking idea on an issue of interest to pesticide safety educators or the AAPSE readership.
- Article Maximum: 500 words
- Abstract maximum: 50 words
- Reviewers: 2

7. Article Response

- A response to any article published in the JPSE.
- Article Maximum: 500 words
- Abstract maximum: 50 words
- Reviewers: 2

Publication Date

Accepted submissions are published as soon as they complete the editorial process. Articles are organized into a single volume corresponding to the year of acceptance and completion.

A publication cut-off date is set for September 1 of each year for manuscripts accepted for publication in the same year as the newest volume. Any manuscript completing the editorial process by this date is published in the same year of acceptance. Articles not completing this process by this date will be published in the next year's volume. Authors will be notified in which volume their articles will be published. The speed at which articles complete the editorial process depends upon the size and complexity of the article and the speed at which the author returns corrected manuscripts to the editors for final review prior to publication.

Copyright

Articles accepted for publication in JPSE must be original works and not published elsewhere. Once the articles are accepted for publication in JPSE, they must be free of copyright conflicts. The copyrights for the completed articles will be held by JPSE. This means that once accepted, the works cannot be published in an identical form or content elsewhere without the express written permission of the JPSE Editor-in-Chief.

Form and Layout Standards for Manuscripts

General: Submitted material should adhere to all font and formatting conventions outlined below. The author should not produce “camera-ready” copy; final layout is the editor’s job. The editor can do this most easily when the formatting commands within a received manuscript are standardized and minimized. Articles will be returned to the author if the format does not adhere to the JPSE submission guidelines as to text type, alignment, spacing, tabs, tables and figures, and submission file type (.doc, .rtf, .jpg, and .tif).

Font: Manuscript text (titles, headings, subheadings, tables, legends, captions, discourse, acknowledgments, and citations) should be put in a sans serif font (e.g., Helvetica, Arial, or Verdana). An author might use a serif font (e.g., Times Roman) in a few “specialized” instances to improve italic rendition (e.g., Latin abbreviations, non-English words and phrases, transliterations, and scientific names of organisms [but not IUPAC chemical names]).

Capitalization: Use upper and lower case letters for all headings, subheadings, tables, and other text. Do not use all capital letters except where necessary for abbreviations (e.g. IPM, GMO), or in other special cases.

Hard Spaces: Use one hard space after each sentence. Do not use hard spaces in tables or for other formatting (such as lists) where tabs can be used. Hard spaces are very time-consuming to remove from documents and an excessive number of hard spaces in a document will result in return of the manuscript to authors for correction.

Paragraph Line Spacing: Use left justification and double line spacing. Do not indent the first line of a paragraph. Separate each paragraph from both preceding and subsequent text or headings by a blank line.

Title: The title should occupy the first line of the manuscript, be left-justified type, and be separated from the author identification by a blank line.

Author Identification: This contains the author's name, title, institution, city, state, and e-mail address in single-spaced text of left-justified type. Use commas to separate elements within a description (e.g., name and title). When a submission has multiple authors, insert a blank line between subsequent entries. Similarly, use a blank line to separate the author description(s) from the body of the manuscript.

Overall Structure: Authors should limit hierarchical structuring to two levels (main and secondary headings) as described below.

Main Headings: A main heading signals a principal section of the text (e.g., Introduction, Methodology, Results, and Conclusions). Center main headings and separate from text above and below by single blank lines.

Secondary Headings: Secondary headings signal thematic subsections within a main heading's text (e.g., Data Collection and Data Analysis when nested within Methodology). Format secondary headings as left-justified text. Separate each secondary heading from both preceding and subsequent text by double spacing. Paragraphs presented under a secondary heading should not be indented.

Table Structure: MS Word™ is best, using a sans-serif font. The maximum width of a table should be 60 characters. Ensure all text in table cells is at least 9-point type. Manually constructed "TabKey columns" tables are also acceptable if the columns are configured with tabs only (i.e., no hard spaces inserted to aid internal alignment). Manuscripts with tabular arrays containing internal hard spaces (resulting from <SpaceBar> commands) or extraneous characters will be returned to their principal authors for correction.

Table Placement: Place each table within the body of the manuscript near the first discussion of the table's content. Separate the table from text by double spacing before and after the table. Tables should be given a number and title separate from the table body (e.g., Table 1. Non-English Languages Spoken and Read as Reported by State.). This will enable the author to reference the table number in the text body of the article. The title and table body should allow the table to stand on its own without the reader having to search the body of the article for an explanation of the table content.

Figures: All image files (photographs, artwork, etc.) must be submitted as separate TIF or JPG files. These images must be of a high quality and clearly illustrate the image or point. All images must be in their finished form. Before sending photographs, drawings, or other original artwork, the primary author should contact the JPSE editor-in-chief. Graphical figures (e.g., pie charts) produced via Microsoft Word™ should be included in the manuscript's body. To place such figures in the manuscript, use the same standards as those for tables, including guidelines for numbers and titles.

Acknowledgments: The author should convey his or her acknowledgments in a section bearing the main heading "Acknowledgments." This section should follow the concluding remarks and precede the references. Paragraphs within the acknowledgments should not be indented.

Footnotes and Endnotes: The JPSE does not publish footnotes or endnotes.

References: Compile and place bibliographic citations in a manuscript section bearing the main heading of "References." The References heading should be left justified and separated from preceding and following text by double spaces. Bibliographic citations presented in the References section should conform to the style prescribed in the latest Publication Manual of the American Psychological Association. Each citation should be left justified, single spaced, and separated from proximal entries by a double space. Examples of suitable bibliographic style can be viewed in articles published on the JPSE Web Site (<http://jpse.org>).

Abstract: The JPSE publishes an abstract of each of its offerings as part of the journal's "Table of Contents." Thus, except for reviews and critiques (please see the discussions above), each manuscript submitted for publication in the JPSE must include an abstract. The maximum length of an abstract is influenced by manuscript length and article type. Particulars regarding abstract length for each type of article are described in the Types of Articles Accepted section above. In general, the abstract should:

- 1) Indicate the article's principal topic,
- 2) Concisely state the article's purpose and scope,
- 3) Identify the sources of data used, and
- 4) State the author's conclusions and their implications.

Within the manuscript, the Abstract heading should be left justified and separated from surrounding text by a double space. The body of the abstract (paragraph form) should begin with a tab. The abstract should be the final portion of the manuscript.

Procedures for Submitting an Electronic Manuscript

To minimize the potential for errors arising from non-standardization, the JPSE editorial board considers only manuscripts that use Microsoft Word™ (*.doc) formatting. Authors who prefer to use WordPerfect™ or other word-processing software can meet the JPSE document format requirement by choosing their word processor's "save-as" feature and saving the manuscript file in a MS Word™ compatible format. Often, saving the manuscript as a rich text format (*.rtf) file best accomplishes this.

All graphics and images submitted in the articles must also be submitted as separate JPEG (.jpg) or TIFF (.tif) files. This is critical to control image size during the final formatting process.

Manuscript Submissions via Internet (preferred route):

Authors may submit manuscripts that utilize Microsoft Word™ (*.doc) format by e-mail to:

<editor@jpse.org>

Manuscript Submissions via Postal Carrier (alternate route):

Authors lacking Internet access may mail a CD-ROM containing a Microsoft Word™ (*.doc) formatted manuscript to:

*Michael J. Weaver, Editor-in-Chief
Journal of Pesticide Safety Education
Virginia Tech Pesticide Programs
34 Agnew Hall - 0409
Blacksburg, VA 24061*

Before mailing a CD containing a manuscript, ensure that the principal author's complete return address accompanies the posted material.

Those with questions regarding manuscript submissions to the JPSE may contact the Editor-in-Chief (1-540-231-6543; editor@jpse.org).