

Author's Guidelines

EDITORIAL POLICY

Journal of Emergency Management (JEM) will consider papers for publication related to research, theory, and current issues in emergency management. Specifically, *JEM* is positioned as a vehicle for academics and practitioners to share field research. In addition to scientific studies and program descriptions, we will also consider letters to the editor, guest editorials, and book reviews. *JEM* seeks to promote the accurate, efficient handling of publishable material. Individuals desiring to contribute should not hesitate to make inquiries, even if they are unfamiliar with procedures for writing and submitting manuscripts. The editorial staff is pleased to process and reply to any inquiries received. Our goal is to provide original, relevant, and timely information from diverse sources; to write and publish with absolute integrity; and to serve as effectively as possible the needs of those involved in emergency management. If your research will help us achieve these goals, we would like to hear from you.

MANUSCRIPT SUBMISSION

Electronic manuscript submission is preferred over standard mail. Manuscripts may be submitted electronically in either MS Word, WordPerfect, or RTF format, directly to the journal email box at jem@pnpc.com. Any accompanying artwork (e.g. photographs or charts) must be submitted as separate file attachments in either TIF, JPG, EPS, or PDF format with a minimum 300 dpi resolution preferred to ensure quality reproduction. Tables may simply be included at the end of the manuscript file. To submit papers by regular mail, send along a typed, double-spaced original copy of the article, any accompanying artwork (illustrations will be returned if requested), and a copy of the paper on a 3.5 inch PC-formatted floppy disk. Again, the file on the floppy disk should be in MS Word, WordPerfect, or RTF format. Please indicate which format was used on the disk. Mail manuscripts to the following address: Managing Editor, *Journal of Emergency Management*, 470 Boston Post Road, Weston, MA 02493.

TEXT GUIDELINES

Generally speaking, the length of the article should be limited to 1,500 to 2,500 words (seven to 12 manuscript pages.) The cover page must include the following:

- the article title
- the full name, highest pertinent academic

degrees, institutional affiliations, and current address of each author

- the name, address, telephone number, and fax number (particularly important as proofs are faxed for review prior to publication) of the corresponding author
- acknowledgment if the paper was presented at a meeting, including the name of the sponsoring organization, the place, and date it was read, and
- acknowledgment of commercial or financial associations that might pose a conflict of interest in connection with the submitted article. All funding sources should be acknowledged.

ORGANIZATION

As a guideline, articles should be organized as follows: Abstract, Introduction, Methods, Results, and Discussion. Subheads should be inserted at suitable intervals to provide greater clarity and aid in text flow, particularly in lengthy sections. (Note: As the *Journal of Emergency Management* is being considered for indexing in several professional databases, it is particularly important that authors provide the abstract (approximately 125 words) summarizing the main points of the article. Incomplete manuscripts will be returned to contributors for finalization before being considered for publication)

The Journal welcomes illustrations, charts, and photographs to enhance articles. They should be titled and numbered consecutively (e.g., Figure 1, Table 1) according to citation in the text. Short, descriptive legends should be provided on a separate page at the end of the paper. Information presented in charts and tables should be referred to but not reiterated in the text. If a figure or table was published previously, an appropriate reference should be included. Permission to reuse previously published material is required and must be obtained by the author prior to submitting the manuscript. Copies of the signed permission forms must be included with the submission.

The first use of an uncommon abbreviation should be preceded by the full name. Generic names of drugs are preferable; if a brand name is used, it should be in parentheses following the generic name, footnoted with the name and address of the manufacturer or supplier.

MANUSCRIPT REVIEW

Articles containing original material are accepted for consideration with the understanding that they are contributed solely to the *Journal of Emergency*

Management. Authors should secure all necessary clearances and approvals prior to submission. Articles are copyedited in-house, and the Journal reserves the right to make editorial revisions prior to publication. Authors will have the opportunity to review any editorial changes prior to publication when proofs are sent for approval.

All manuscripts will be acknowledged immediately, and every effort will be made to advise contributors of the status of their submissions within 60 days. If you submit an article to the Journal electronically and do not receive an acknowledgment within three days, please contact us to ensure it was received.

REFERENCES

References are organized in AMA rather than APA format; that is, they are to be cited numerically in the text and in consecutive order, and listed at the back in the following format:

Journal articles—

1. Mudd P, Smith JG, Allen AZ, et al.: High ideals and hard cases: The evolution of emergency management programs. *Hastings Cent Rep.* 1982; 12(2): 11-14.

Books—

1. Bayles SP (ed.): *Evacuation Procedures for the Visually Impaired*. Boston: GK Hall & Co., 1978.

Book chapters—

1. Martin RJ, Post SG: Flooding: Building codes for high-risk areas. In Smith J, Howard RP, and Donaldson P (eds.): *The Emergency Management Handbook*. Madison, WI: Clearwater Press, 1998, pp. 310-334.

Web sites—

- Health Care Financing Administration: HCFA Statistics at a glance. Available at: www.hcfa.gov/stats/stahili.htm. Accessed December 27, 2002.

MISCELLANEOUS

It is necessary for the *Journal* to receive manuscripts as far ahead of deadline dates as possible. Time is needed for the manuscripts to be reviewed, returned to the editor, edited, typeset, proofed, and printed. All manuscripts should be submitted as soon as they are available. A rough estimate of the publication date will be given when proofs are faxed for review. Manuscripts and all correspondence should be addressed to the Managing Editor, *Journal of Emergency Management*, 470 Boston Post Road, Weston, MA 02493 or via email at jem@pnpc.com.