

# Guidelines for Submissions

Authors will be acknowledged of submission receipt by the ABSA Office. Final decisions regarding publication are made by the Editorial staff and reviewers. The following are the submission guidelines.

## Submission Categories

**Articles, Reviews, and Summary Articles**—Reviews may focus on the theory, practice, and overarching areas relevant to biological safety, biosecurity or related areas. Articles must include an abstract not to exceed 250 words summarizing the main topic of the article. Typically articles do not exceed 20 pages in total length.

**Reports**—Articles that focus on the results of research are appropriate for this section. Brief reports should include information on the research design, methods, and results. An abstract not to exceed 250 words must also be included. Articles vary in length.

**Viewpoints**—Short articles focusing on personal experiences may be submitted to this section. Articles vary in length.

**Book and Video Reviews**—Reviews of books and media (videos/CD/other) of interest to biological safety or biosecurity may be submitted at any time. Reviews typically do not exceed 1-2 pages in length. Books or media which authors wish to have considered for review may be sent directly to the ABSA Office.

**Commentary/Editorial**—Brief comments on submissions published in *Applied Biosafety*, issues critical to the profession and practice of biological safety, or letters to the Editor may be submitted to this section. Individuals may be invited by the Editors to submit a guest editorial article.

**Presentations**—Articles that recount or summarize information relevant to the field of biological or biosecurity that has been presented at a conference. Presentation articles vary in length.

## Other Requirements

1. Send an electronic submission or one (1) typeset copy with a disk of each submission to: Editor, *Applied Biosafety: Journal of the American Biological Safety Association*, c/o ABSA, 1200 Allanson Road, Mundelein, IL 60060-3808, USA. Submissions that are under consideration by another periodical or publisher or submissions that have been previously published must be identified as such, and previous citing must be disclosed.
2. Submission guidance:
  - Format for 8-1/2" x 11" paper using 1" margins, double-spacing, and full-justification.
  - References, footnotes, table captions, and quotations should be single-spaced, a guide to references can be found at [www.absa.org](http://www.absa.org).
  - Use Times New Roman, Arial, AvantGarde, Helvetica, or Universal font in 12 point.
  - Use high resolution laser printing if submission is made in hard copy media.
  - Primary headings should be flush left, bolded, and have the first letter of all main words capitalized throughout the submission.
  - Secondary headings should be flush left, italicized, and have the first letter of all main words capitalized.
3. Submissions should follow ASM guidelines regarding fundamental style and ethics—refer to *Applied and Environmental Microbiology* at <http://aem.asm.org>.
4. The Attention Authors Form may serve as a cover sheet with the full name(s) and degree(s) of the author(s), professional affiliations, and the return mailing address of the author to whom correspondence can be sent. Authors' names, positions, titles, and places of employment should not appear in the body of the paper to facilitate the blind review process.
5. Tables, charts, photographs (at least 3-1/2" x 5") or diagrams must be computer-generated or professional quality and submitted as camera ready artwork. Tables, charts, or diagrams should be submitted on a separate page, referenced back to the text in a vertical (portrait) format including any legend, label, or number associated with them. Refer to each as Table 1, Table 2, etc., centered above the table. Captions should be single-spaced.
6. It is the author's responsibility to secure written permission from the original copyright holder to use quotations of over 300 words from one source or use adaptation of tables or figures from copyrighted sources. A copy of the copyright holder's written permission must be provided to the Editor immediately upon acceptance of the submission for publication. The author(s) bear full responsibility for the accuracy of all results, references, quotations, and materials accompanying their submissions.
7. In the event a diskette is used, it should be prepared on either an IBM or IBM-compatible computer. All submissions should be formatted using Microsoft Word.