

AFRICAN SAFETY PROMOTION: A JOURNAL OF INJURY AND VIOLENCE PREVENTION (ASP)

POLICIES AND SUBMISSION GUIDELINES

POLICIES OF ASP

Focus and Support

ASP is a forum for discussion and constructive debate among academics, policy-makers and practitioners active in the field of injury prevention, safety advancement and peace promotion. By supporting and publishing research and dialogue around a central public health and social issue that affects the entire world and particularly the African continent, the *ASP* seeks to help prevent or reduce injury and violence and to promote safety and peace.

ASP is supported by the Institute for Social and Health Sciences of the University of South Africa and the Safety and Peace Promotion Research Unit of the Medical Research Council and University of South Africa.

Section Policies

Articles in the *ASP* are peer-reviewed and indexed in SABINET.

Peer Review Process

Manuscripts should be submitted via email to the Editor at kopano.ratele@mrc.ac.za. All manuscripts that fall under i – iii as set out below will be subject to blind peer-review. The decision of the Editor will be final.

Publication Frequency

Published twice a year

Conditions of Publication

Manuscripts submitted for consideration should not have been published before, either in total or in part, nor be currently submitted to any other publisher. If parts of the manuscript have appeared elsewhere, but have been significantly reframed, they should not be reproduced in whole or in substantial part without permission from *ASP*.

The Editor retains the right to change and/or shorten any material accepted for publication.

Accepted manuscripts will be copy-edited and proofs will be sent to the principal author for approval. Proofs sent to the contributors should be returned within the specified timeframe to the Editors. No rewriting will be allowed at this stage and changes should be limited to corrections of misprints.

Preference is given to articles presenting the results of original empirical research or innovative theoretical developments with relevance to Africa.

Opinions expressed in the Journal should not be taken to represent the policies of the editors of *ASP*, the Institute for Social and Health Science, the Medical Research Council, or the University of South Africa.

ASP accepts submissions in English only.

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SUBMISSION GUIDELINES

Articles and other submissions should be sent to the Editor, Professor Ratele, at kopano.ratele@mrc.ac.za. Submissions should follow the author guidelines set out below. Failure to adhere to the guidelines will result in the submission not being considered.

Author Guidelines

There are six categories of submissions accepted for publication in the *ASP*. These are (i) articles that report new empirical research or new developments on theory; (ii) short research reports; (iii) reviews; (iv) letters; (v) book reviews; and (vi) conference reports.

The journal is multidisciplinary and welcomes contributions from individuals or organizations interested or involved in the injury and violence prevention and containment sector in Africa. The sectors most closely related to the focus of the journal include the behavioural and social sciences, health professions, engineering, advocacy and educational sectors.

All submissions must be accompanied by a letter indicating that the article has not been published elsewhere. This letter must be signed by the principal author to indicate agreement with the policies of *ASP*. All manuscripts should be in 12 point Arial, 1.5 line spacing with the main headings in capitals and bold, and sub-headings in capitals. No enumerations and section numbering should be included, and all graphs and tables should be inserted where the author(s) would like them to appear, not at the end.

- i. Articles that report new empirical research or new theory developments*
Manuscripts accepted for this category should not exceed 6000 words, including the title page, references, figures and tables.
- ii. Short research reports*
Shorter scientific manuscripts, reporting on studies utilising limited samples, new methodologies, or replication studies, can be submitted for this category and should not exceed 3000 words, including tables and figures.
- iii. Reviews*
Manuscripts submitted as literature reviews should not exceed 8000 words in total.
- iv. Letters to the editor*
Letters to the editor on matters of interest to the *ASP* readers, especially matters that have appeared in previous issues of the journal, may be sent to the editor at kopano.ratele@mrc.ac.za. Short letters will be given preference.
- v. Book reviews*
Review copies of books may be sent to the editor at kopano.ratele@mrc.ac.za. Book reviews should not exceed 2000 words.
- vi. Conference and meeting reports*
These reports include commentaries on events in the injury prevention sector, and organisation or programme reports. These should not exceed 2000 words, inclusive of references.

Articles that report new empirical research, new developments on theory, as well as short research reports and reviews must have the following sections:

Title Page: This page should include the title of the manuscript, all authors and their affiliations. Full contact details for the corresponding author should be included. The

category in which the manuscript is to be submitted should be indicated at the top of the page.

Abstract: All manuscripts, except book reviews, letters to the editor, and conference and meeting reports, should include an abstract placed before the main text of the article. The abstract should not exceed 250 words in length.

Main Text: The main text of the article should, where applicable, have the following sections: Introduction, Literature, Methods (including problem statement, aims, participants/subjects/sample, and procedures), Results, Discussion, Conclusion, and Prevention Implications.

References: References ought to adhere to the American Psychological Association guidelines.

All submissions should conform strictly to the guidelines supplied in these notes. Manuscripts that deviate to our house style will not be considered.

Manuscripts should be in single spacing. Margins should not be formatted. Pages should be numbered. Section headings and sub-headings should be clearly indicated by the use of bold typeface. Endnotes should appear at the end of the article, review or report and before the bibliography. Endnotes should be indicated by numerals embedded in the text (i.e. automatic endnote formatting in MS Word). Endnotes are for explanation and comment, or to refer to the reader to additional entries in the bibliography, but should not be used to supply references to in text citations.

Spelling practices should be consistent throughout the article and should follow the Oxford English Dictionary (e.g. use the British 's' instead of the American 'z'), unless you are quoting.

Provide translations of all material in languages other than English. Translations should be incorporated into the text, following the relevant term or passage.

Words or phrases can be emphasised with italics, but please do not use underlining or bold in the text.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

The submission has not been previously published, nor is it before another journal for consideration.

The submission file is in Microsoft Word format.

The submission follows the American Psychological Association (APA) style.

When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://pkp.sfu.ca>).

The text is in 12 point Arial, 1.5 line spacing with the main headings in capitals and bold, and sub-headings in capitals; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to all the stylistic and bibliographic requirements.