



The following guidelines are provided to make the publication process one that helps you achieve your objective in communicating to the audience of the CSSE Canadian Journal of Occupational Health & Safety. CSSE’s vision is to be the voice of safety in Canada, by being a primary resource for professional development, knowledge and information exchange in the OH&S field.

**Overview and Focus**

The CSSE Canadian Journal of Occupational Health & Safety is a repository for solicited/unsolicited, non-peer reviewed and unedited articles from a variety of sources such as members, research institutions and academia, including Canadian, U.S. and international. This vehicle will showcase technical and subject matter papers, research presentations, etc.

The Journal will be published twice a year (first quarter and fourth quarter) in an online format only, distributed via broadcast email and available on the CSSE website. Articles will be published in the language in which they were written, although translation to English is highly recommended to reach a larger audience.

**The Audience**

The Canadian Society of Safety Engineering (CSSE) is the leading health, safety and environmental organization for professionals in Canada. As an organization, it works with industry, governmental agencies and other safety organizations to promote a greater awareness of health, safety and environmental issues in workplaces and communities across the nation and around the world.

The CSSE is a non-profit association for professionals engaged in the design, implementation, and management of occupational health, safety and environmental programs. Our membership consists of over 4,500 members representing every province/territory in the country through a network of 30 active Chapters, plus international members around the globe.

Our members are employed in a broad range of industries and sectors, private and public organizations...they are a major voice in the OH&S field.

**Content & Format**

- Provides in-depth, technical and leading-edge thinking via papers, theses and research presentations in the OHS field.
- Fulfills a niche area for members and non-members who value technical information and/or have news, updates, service updates, etc. to share.
- Expected to appeal to senior CSSE members and non-members, students writing papers, theses, etc. and the next generation of OHS professionals.
- Exposes practitioners to leading-edge thinking and research in the academic and research communities.
- Represents an advance understanding, likely to influence thinking in the field.

**When preparing potential submissions to the journal the following should be considered:**

<ul style="list-style-type: none"> <li>• Why is the information being provided or the paper written?</li> <li>• Why is this information important?</li> <li>• Are there references to other writings on this topic?</li> <li>• Are charts, graphs, tables, and bibliographies included?</li> <li>• Are research claims documented? Are conclusions based on strong evidence?</li> <li>• Is it of extreme importance to readers in the specific field?</li> <li>• Is it interesting to researchers in other related disciplines?</li> <li>• Why is this important for Canadian OH&amp;S practitioners?</li> <li>• Is there Canadian information included in the article?</li> <li>• How can other practitioners adapt what was done?</li> <li>• What kinds of pitfalls might they run into?</li> <li>• What costs are involved?</li> <li>• What will this issue look like in the future?</li> <li>• What can we learn from what other countries are doing with respect to this issue?</li> <li>• What other questions might the reader want answered?</li> <li>• Where can the reader go for further information or resources on the information presented?</li> </ul>	<p><b>Content Type</b></p> <ul style="list-style-type: none"> <li>• Non Peer-reviewed, original</li> </ul> <p><b>Author Qualifications</b></p> <ul style="list-style-type: none"> <li>• Are author names included?</li> <li>• Are the author’s credentials provided?</li> <li>• Are the credentials relevant to the information provided?</li> </ul> <p><b>Restrictions/Notes</b></p> <ul style="list-style-type: none"> <li>• Research or evidence based info</li> <li>• Information must be current and accurate</li> <li>• No promotion/ advertising of external organizations or CSSE</li> </ul> <p><b>Submission requirements</b></p> <ul style="list-style-type: none"> <li>• Electronic format in MS word to rpella@csse.org.</li> <li>• Submission receipt will be confirmed via email within 5 days</li> <li>• If article more than 2-3 pages in length please provide an abstract.</li> <li>• Tables and figures must be numbered – figures must be submitted as individual JPG, TIF or PDF files</li> </ul> <p><b>Length of Article</b></p> <ul style="list-style-type: none"> <li>• Maximum 12 pages (2500-3000 words)</li> </ul> <p><b>References</b></p> <ul style="list-style-type: none"> <li>• Proper format (with links and retrieval date), APA format</li> </ul> <p><b>Photos, Figures, Charts</b></p> <ul style="list-style-type: none"> <li>• Clear and relevant, submitted separately as jpegs</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• “Best Practice” documents separate criteria – 1200-1800 words; etc.</li> </ul>
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