

# Instructions for authors

*Journal of the Australasian College of Road Safety*

Please read and follow these instructions when preparing articles for publication in the *Journal of the Australasian College of Road Safety*. Papers that don't meet requirements will be returned to authors for revision.

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## Submission checklist:

- Submit your paper in MS Word (not PDF) via the [Editorial Manager](#). Submission Guidelines and a Word Template are available via: <http://acrs.org.au/contact-us/em-journal-conference-contacts/> (scroll down). Use Times New Roman font throughout.
- Use only the format set out in these instructions; otherwise, the paper will be returned for reformatting: e.g. DO NOT insert borders, footnotes, headers or footers (except for page number). A Word template is available at: <http://acrs.org.au/contact-us/em-journal-conference-contacts/>.
- Use Australian spellings (refer to Macquarie dictionaries), and ensure the manuscript has been 'spell checked' and 'grammar checked'.
- Follow the article structure specified in these instructions and the word template and observe the word limit specified for each article type.
- Include the full names, affiliations, and email addresses for each author, AND full names, full postal address, and email address for one corresponding author.
- Start the manuscript with Key Findings using 3-5 bullet points (maximum 85 characters, including spaces, per bullet point).
- For papers that are essentially extensive literature reviews or synthesis of other researchers published evidence and meta-analyses, authors should try to adhere as close as possible to the principles set out in the PRISMA checklist <http://www.prisma-statement.org/documents/PRISMA%202009%20checklist.doc>.
- Cite references and provide reference list in the APA style (<http://www.apastyle.org/>).
- Ensure all references mentioned in the **References** are accurate and complete, and cited in the text, and vice versa.
- All figures and tables must be submitted as separate attachments AND within the manuscript. Number figures and tables consecutively in separate sequences, and ensure that they match with the table and figure citations in the text. Refer to each in the body of the text, and place it in the text as soon as it can be accommodated following its first mention. Ensure that the images and texts etc. are clear and legible (no smaller than 10 point font) in **black and white** (not colour).
- Provide copyright permission for any photographs or images included in your article.

Please check the relevant section in these Instructions for Authors for more details.

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## Journal of the Australasian College of Road safety

*Journal of the Australasian College of Road Safety* (ISSN 1832-9497) is the only peer-reviewed journal with a title dedicated to road safety and focused on road safety. The Journal aims to publish high quality papers and provides a means of communication for the considerable amount of evidence being built for the delivery of road safety, to inform researchers, policymakers, advocates, government and non-government organisations, post-crash carers, engineers, economists, educators, psychologists/behavioural scientists, communication experts, insurance agencies, private companies, funding agencies, and interested members of the public.

The Journal is published quarterly and is distributed by post based on a membership subscription. Each issue is published online after approximately 3-4 weeks following the posting of hard copies to the members. The *Australasian College of Road Safety* is a member-based body initiated in Australia in the early 1980s but has since expanded to have members in many other countries reflecting its increasingly global focus. The Journal accepts papers from any country or region and has an international readership.

The term ‘accident’ implies that the event was not predictable, preventable or occurred with no known causes. Road crashes (and especially injuries and deaths) have known causes and are preventable. The Journal therefore only permits the use of ‘crash’ and not ‘accident’ except where it appears in a formal title e.g. Accident Analysis & Prevention.

### Peer-review process

All papers submitted for publication undergo a peer-review process, unless the paper is submitted as **Perspective**, **Commentary** or **Correspondence** (see details under **Article Types**) or the authors specifically request the paper not to be peer-reviewed at the time of original submission (see details under **Non peer-review stream**). Peer-review papers can include articles types: **Original Road Safety Research; Road Safety Data & Research Methods; Road Safety Policy & Practice; Road Safety Case Studies; Road Safety Evidence Review; and Road Safety Media Review** (see details under **Article Types**).

The submission should be made on-line (<http://www.editorialmanager.com/jacrs/default.aspx>) choosing the article type: ‘ACRS JOURNAL ONLY – Full Paper Submission for Peer Review (NOT Conference)’.

Submissions for peer-review are refereed on the basis of quality and importance for advancing road safety, and decisions on the publication of the paper are based on the value of the contribution the paper makes in road safety. Once a paper is submitted, the Managing Editor and the Peer-Review Editor initially review the submission. Authors are notified if their paper is judged to be outside of the Journal’s scope or lacks originality or message that is important to the readers of the Journal.

Papers that pass the initial screening process will be sent out to peer reviewers selected on the basis of expertise and prior work in the area. Additional peer review referees may be called on at the discretion of the editor(s), e.g. in the case of a disagreement between referees’ opinions. The names of the reviewers are not disclosed to the authors.

Based on the recommendations from the reviewers, the Managing Editor makes a decision, in consultation with the Peer-Review Editor and/or Editorial Board when needed, to accept or reject a manuscript, or to request revisions from the author/s in response to the comments from the reviewer/s. Authors are informed of the decision on the suitability of the manuscript for publication after the first round of review. As a rule of thumb, manuscripts can undergo

only one major revision. Any editorial decisions regarding manuscript acceptance by the Managing Editor and Peer-Review Papers Editor are final and further discussions or communications will not be entered into in the case of a submission being rejected.

## **Non peer-review stream**

When papers are submitted and the authors specifically request the paper not to be peer-reviewed at the time of original submission, the papers will be published under the non peer-review stream. These include papers for article types: **Original Road Safety Research; Road Safety Data & Research Methods; Road Safety Policy & Practice; Road Safety Case Studies; Road Safety Evidence Review; and Road Safety Media Review** (see details under **Article Types**).

The submission should be made on-line (<http://www.editorialmanager.com/jacrs/default.aspx>) choosing the article type: ‘ACRS JOURNAL ONLY – Article Submission NON Peer Review (NOT Conference)’

Submission for non peer-review are initially reviewed by the Managing Editor. The Managing Editor makes a decision, in consultation with the Peer-Review Editor and/or Editorial Board when needed, to accept or reject a manuscript, or to request revisions from the author/s in response to the comments from the editor/s. As a rule of thumb, manuscripts can undergo only one major revision. Authors are notified if their paper is judged to be outside of the Journal’s scope or lacks message that is important to the readers of the Journal.

The question that arises is “What is the difference between a Peer-Reviewed paper and Non-Peer-Reviewed paper?” Peer-Reviewed papers undergo a much more rigorous review process by leading experts and researchers in the field that can take between three to six months to complete. There is a risk that one or more of the Reviewers may require a major revision or reject the paper because of content that may otherwise be of general interest to readers but is not at the level expected of a higher calibre journal paper. Non-Peer-Review papers are usually only subjected to a single review by the Journal Managing Editor to check for content suitability, interest to readers and compliance with formatting. They are usually published in the next edition of the Journal.

## **Perspective/Commentary on Road Safety & Correspondence (Letters to Editor)**

**Perspective, Commentary or Correspondence** (see details under **Article Types**) do not usually undergo a peer-review process and are usually only subjected to a single review by the Managing Editor to check for content suitability, interest to readers and compliance with formatting. Perspective/Commentary articles are generally short with brief, accessible, and informative pieces concerning road safety. They are usually no longer than 1000 words.

Letters to the Editor are usually correspondence concerning a publication or can be related to other issues related to the Journal or College activities that may be of interest to readers. Letters should not exceed 300 words.

These article types should be submitted on-line (<http://www.editorialmanager.com/jacrs/default.aspx>) choosing the article type: ‘ACRS JOURNAL ONLY – Perspective/Commentary/Letter (NOT Conference)’.

Please note however, for ALL articles which make claims that refute established scientific facts and/or established research findings, the paper will have to undergo peer-review. The editor will notify the author if peer-review is required and at the same time the author will be given the opportunity to either withdraw the submission or proceed with peer-review. The Journal is not in the business of preventing the advancement or refinement of our current knowledge in regards to road safety. A paper that provides scientific evidence that refutes prevailing knowledge is of course acceptable. This provision is to protect the Journal from publishing papers that present opinions or claims without substantive evidence.

## Article Types

Please select the most suitable article type before preparing your manuscript and ensure that your paper meets all the requirements of your chosen article type as described below. Write your paper simply and concisely. Use the third person consistently throughout (do not use 1st person; except for Correspondence) and, if the work has already been completed, the past tense. Use Australian spellings (refer to Macquarie dictionaries). Be cautious when using automatic spell-checkers as the default spellings are often American.

### Original Road Safety Research

For papers presenting road safety data or findings that are original, start the manuscript with **Key Findings** using 3-5 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of the research (e.g. results or conclusions) and highlighting what is distinctive about it.

Word count: up to 5000 words, **including** key findings and references.

Abstract: up to 250 words.

Key words: up to 6.

Tables/Figures: up to 6.

References: up to 40.

Depending on the quality of the submission the 5000 word count limit may be flexible.

### Road Safety Data & Research Methods

For papers focused on new methodological contributions, studies/appraisals of existing methodological approaches, or data management in road safety, start the manuscript with **Key Findings** using 3-5 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of the research (e.g. results or conclusions) and highlighting what is distinctive about it.

Word count: up to 5000 words, **including** key findings and references.

Abstract: up to 250 words.

Key words: up to 6.

Tables/Figures: up to 6.

References: up to 40.

Depending on the quality of the submission the 5000 word count limit may be flexible.

### Road Safety Policy & Practice

Papers presenting critical analyses of road safety policy and practice in any country or countries: e.g. policy formulation, advocacy, enforcement, legislation, infrastructure management, institutional management, investment, technology, etc. If the paper reviews or synthesises other evidence based studies, authors should consider the principles set out in the PRISMA checklist:

<http://www.prisma-statement.org/documents/PRISMA%202009%20checklist.doc>.

Start the manuscript with **Key Findings** using 3-5 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of the analyses (e.g. results or conclusions) and highlighting what is distinctive about it.

Word count: up to 5000 words, **including** key findings and references.

Abstract: up to 250 words.

Key words: up to 6.

Tables/Figures: up to 6.

References: up to 40.

Depending on the quality of the submission the 5000 word count limit may be flexible.

## Road Safety Case Studies

Papers illustrating the process of implementation or translation of evidence-based interventions into specific local settings and contexts. These papers must highlight any insights gained from successful and/or non-successful initiatives to assist others with similar implementation challenges (e.g. program features associated with success; political, economic or technical barriers to success and strategies to address them; references to resources that will assist in the replication of evidence-based best practice; priority research questions that need to be resolved to advance the field). Case studies from low and middle income countries are particularly welcome. Start the manuscript with **Key Findings** using 3-5 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of the experience (e.g. results or conclusions) and highlighting what is distinctive about it.

Word count: up to 5000 words, **including** key findings and references.

Abstract: up to 250 words.

Key words: up to 6.

Tables/Figures: up to 6.

References: up to 40.

Depending on the quality of the submission the 5000 word count limit may be flexible.

## Road Safety Evidence Review

Papers reviewing the evidence/literature including systematic reviews and meta-analyses should try to adhere as close as possible to the principles set out in the PRISMA checklist:

<http://www.prisma-statement.org/documents/PRISMA%202009%20checklist.doc>.

Start the manuscript with **Key Findings** using 3-5 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of review findings (e.g. results or conclusions) and highlighting what is distinctive about it.

Word count: up to 5000 words, **including** key findings and references.

Abstract: up to 250 words.

Key words: up to 6.  
Tables/Figures: up to 6.

Depending on the quality of the submission the 5000 word count limit may be flexible.

## **Road Safety Media Review**

Papers that critically review newspapers, TV, radio, advertising, online and other media related to road safety and that highlight practical implications which could assist in improving road safety. Start the manuscript with **Key Findings** using 2-3 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of the review and highlighting what is distinctive about it.

Word count: up to 2000 words, **including** key findings and references.

Abstract: up to 150 words.

Key words: up to 6.

Tables/Figures: up to 2.

## **Perspective/Commentary on Road Safety**

Brief, accessible, and informative pieces covering a wide variety of timely topics of relevance to road safety. The commentary should have a depth of analysis, novel insight, and sound argument. Authors who are experts in their fields and can draw on their depth of knowledge and experience to enlighten the road safety community are sought. Promotional material about a person, program, institution, or plan; elaboration of unproven hypotheses; rehash of issues that have already been covered extensively; consensus statements are not accepted. Start the manuscript with **Key Findings** using 2-3 bullet points (maximum 85 characters, including spaces, per bullet point), describing the essence of your perspective/commentary and highlighting what is distinctive about it. The Managing Editor in consultation with the Executive Officer, Peer-review Editor, and/or Editorial Board as needed, decides the acceptance of Perspective/Commentary and may be peer-reviewed depending on the Perspective/Commentary submitted. Abstract and keywords are *not* required for Perspective/Commentary on Road Safety.

Word count: up to 1000 words, **including** key findings and references.

Tables/Figures: 1 or 2.

On rare occasions, the 1000 word count limit may be flexible.

## **Correspondence (Letters to the Editor)**

Correspondence relating to material that has been recently published in the journal. Statements that may be viewed as slanderous or libelous are not permitted. Letters that are off topic, redundant or unlikely to be of interest to the general readership are not considered. The Managing Editor in consultation with the Executive Officer, Peer-review Editor, and/or Editorial Board as needed, decides which Correspondence to accept and may be peer-reviewed depending on the letter submitted. Abstract and keywords are *not* required for Correspondence.

Word count: up to 300 words, **including** references.

Tables/Figures: up to 4.

On rare occasions, the 300 word count limit may be flexible.

## **Ethics in publishing**

Please comply with [Ethics and Malpractice Statement](#) on our ACRS webpage. Authors are obliged to promptly notify the Managing Editor and cooperate with the Editor to retract or correct the paper when an author discovers significant errors in their own published works. Statements of compliance are required if the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, or if it involves the use of animal or human subjects (ethics committee approval and informed consent should be documented in the paper). Any conflicts of interest must be declared.

## **Authorship**

Authorship must be based on those who have made a substantial contribution to the conception, design, execution, or interpretation of the reported study; drafted the article or revised it critically for intellectual contents; and made final approval of the version to be published. Authors must provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted. To request such a change, the Managing Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all (added and removed) authors that they agree with the addition, removal or rearrangement.

## **Originality and Plagiarism**

Authors must write entirely original works, and appropriately cite the work and/or words of others to ensure originality and avoidance of plagiarism. Authors of original road safety research articles should present an accurate account of the work performed as well as objective discussion of the findings and their significance.

## **Author declaration**

Submission of an article for peer-review implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint), that it is not under consideration for publication elsewhere, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. Peer-review papers which were first presented at the annual *Australasian Road Safety Conference* may be reproduced with the permission of the authors as long as the paper had undergone the full-peer review process and the authors agree to have the paper only available in the edition of the *Journal* from the time the paper is published in the *Journal*. Contributed papers which were first presented at a conference and/or are extracts of previous publications may also be published in the *Journal* as long as the authors agree the conference/publication details and the sites where the publication is available for download are noted at the time of its publication in the *Journal*.

## **Copyright**

Authors retain the copyright in their papers. However, by submitting a paper, authors give their permission to the College to make minor editorial changes to conform to the College in-house style manual, to print the article in the *Journal of the Australasian College of Road*

*Safety*, to send it for indexing to Ebsco, SafetyLit and Informit databases, to make the full text of the paper available online through the ACRS website and Informit, and to promote the paper through indexing or re-printing in other hard copy or online resources, such as Google Scholar.

If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

## Submission

Whilst our online submission system, [Editorial Manager](#), guides you through the process of entering your article details and uploading your files intuitively, EM submission instructions can be downloaded from: <http://acrs.org.au/contact-us/em-journal-conference-contacts/>. The system converts your uploaded files to a single PDF file used in the peer-review process. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

Please choose the correct submission type to ensure your article is published in the correct issue. If you are submitting a manuscript for a standard issue, please select “ACRS JOURNAL ONLY - Full Paper Submission for Peer-Review ...”. If you opt for your paper to be *not* peer-reviewed, please select “ACRS JOURNAL ONLY - Article Submission NON Peer-Review...”. If you are submitting a manuscript in response to call for papers for a special issue, please make sure you indicate that your paper is for a special issue edition and the special edition theme title during the submission process when you are asked those questions. For Perspective, Commentary and Correspondence articles, please select “ACRS JOURNAL ONLY – Perspective/Commentary/Letter...”.

## Article structure

A Word Template in ‘docx’ format (Word 2010) is provided to assist Authors with formatting information from <http://acrs.org.au/contact-us/em-journal-conference-contacts/>. The template provides for the traditional style of journal submissions, i.e. Title and section headings of Key Findings, Abstract, Keywords, Introduction, Method, Results, Discussion, Conclusion, Acknowledgements References and Appendices. A PDF of the template is also provided so that Authors can see what the final format should like because sometimes the format can change when loaded on different computers.

Please note that for practitioner, regulator and/or policy focussed submissions, authors do not necessarily need to conform to the headers suggested above and in the Word Template provided online. However they can use the template as a formatting guide for layout, title, author list, key findings, headers, body text, references, acknowledgements and appendices. Authors seeking to write submissions more oriented towards a discussion such as describing practitioner programs and outcomes, discussion of a road safety initiative or for example, discussing a policy and its outcomes, can change the headers to suit their needs and what they want to convey in the submission. Submissions from practitioners, regulators and policy makers that explore road safety issues are most welcome.

The article for Perspectives and Commentaries do not need to include an Abstract or Keywords. The same formatting Template can be used however for formatting the general layout, the title, authors, key findings, body text and references.



Letters to the Editor should be written in Times Roman 12 pt font with a 2 cm margin all around and any tables, figures, equations and references can be formatted in accordance with formatting guidance provided in the Word Template.

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