



# **Journal of System Safety**

**Style Guide for Authors**

Version 1.1 (March 2023)



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## INTRODUCTION

As a gold open access journal with zero publication fees, JSS is staffed entirely by volunteers for all editing and typesetting. To assist in typesetting articles, we ask our authors to do a **rough cut** of the typesetting by following our style guide. The rough cut does not need to be perfect, but your cooperation will help ensure a smooth and quick process for your manuscript.

## DO'S AND DON'TS

This section offers a quick summary of important do's and don'ts for submitting your manuscript. There may be exceptions to these rules, but they are good guidance.

Please **do**:

- Use the downloadable JSS Article Template to submit your manuscript
- Include an abstract of less than 500 words
- Include 3-6 keywords or keyword pairs
- Spell check and grammar check your article
- Check your use of commas for common errors
- Use single spaces after all punctuation
- Supply your figures as high-resolution images (e.g., PNG format)
- Insert figure and table captions using the *Insert Caption* function
- Number your equations
- Limit captions to five lines or less
- Use the **Styles** in the template to format your text
- Format your references and in-text citations using per the journal style guide
- Add DOI links to your references when available
- Include your [ORCID ID](#) with the submission
- Include a brief professional biography with the submission

Please **don't**:

- Add extra line breaks, tabs, spaces, etc. to arrange text or make space for figures (use figure wrap settings)
- Manually format text using e.g., bold, underline, italic, font buttons (use Styles)
- Use ALL CAPS for emphasis (use Styles)
- Include figures as embedded files or MS Office objects (use high resolution images)
- Manually add any page breaks or section breaks (JSS typesetter will arrange final pagination)
- Make use of footnotes, if possible
- Modify any headers or footers in the template



## SUBMISSION FORMAT

- The required format for submission manuscript submission is Microsoft Word Document (.docx).
- A current template that implements the style guide requirements is available for download from the journal website.
- [Microsoft Word](#) Styles should be used to set the text formatting for all headings and text
- Authors are welcome to provide additional data (e.g., experimental data) in other electronic formats.

## FRONT PAGE

### Masthead

- The JSS masthead should be displayed at the top of the front page and not modified
- Except for keywords, the front page sidebar should not be modified
- Headers and footers should be as per the template and not modified. JSS editors will adjust pages numbers, issues numbers, etc. as needed.

### Title

- The full title must be shown on the front page.
- No abbreviations should be in the title
- Title shall be formatted with the *JSS-Title* style

### Authors

- All authors must be listed on the front page. Author Names should be listed in Firstname Lastname or Firstname MI Lastname formats.
- Author names must be listed in Roman alphabet
- Author names should be formatted with *JSS-Author* style
- An ORCID ID is required for the corresponding author and is strongly encouraged for all authors.
- An email must be provided for the corresponding author
- Affiliations must be provided for all authors in the JSS template format

### Keywords

- Three to six keywords should be provided
- Multi-word keywords should be limited to no more than two words
- Try to avoid generic keywords such as “safety”, “system safety” and prefer keywords that differentiate the article

### Abstract

- Abstracts are required for all research articles
- Abstracts are limited to no more than 500 words
- Abstract text shall be formatted with the *JSS-Abstract* style



## ARTICLE BODY

### Headings

- Headings should be limited to no more than 3 levels
- Headings should be limited to 2-3 words, if possible (to avoid unsightly multiline headings)
- Headings shall be formatted with the appropriate JSS-Heading[1,2,3] styles

### Abbreviations

- Acronyms must be defined before first use
- Terms not generally familiar to a system safety audience should be defined
- If a large number of unfamiliar acronyms are used, an Abbreviations section may optionally be included at the beginning of the article.

### Article Text

#### *Tone*

- Articles should be written for an audience of system safety professionals and researchers
- Article text should maintain a professional tone.
- Be respectful and courteous to other authors or persons mentioned or cited in the paper

#### *Precision and Clarity*

- Try to use active voice instead of passive voice
- Avoid using second person pronouns (“you”)
- Minimize starting sentences with “it”
- Minimize starting sentences with “and” or “but”
- Try to limit sentences to no more than 40 words
- Where feasible, structure paragraphs with the main point in the first sentence
- Aim for paragraphs with approximately 4 to 6 sentences
- Consider checking the readability of your manuscript using a free online readability tool such as [Readable](#).

#### *Formatting*

- Article Text should be formatted as follows:
  - Two even columns (per JSS Template)
  - First line of paragraphs indented (do not use spaces or tabs)
  - Font: Times New Roman, 11pt, Black (*use JSS-BodyText style*)
  - Punctuation Space: A single space should be used after punctuation, including periods.
- Text decorations
  - **Bolding**: should be used **very** sparingly in the body text of the article. When used, it shall be for no more than two words. (*use JSS-Emphasis style*)
  - Underline: shall be avoided in the body text of the article.



- *Italics*: may be used sparingly in the text for emphasis. (use *JSS-SubtleEmphasis style*) Do not use italics for:
  - Foreign words (e.g., et cetera, a priori)
  - Technical terms (e.g., chemical names)
- ALL CAPS: may not be used in body text

## Spelling, Punctuation, & Grammar

### Spelling

- Either UK or US spellings are acceptable, but they should be used consistently within the paper.
- Spelling inside quotations should not be modified. The [sic] notation may be added if the spelling is clearly incorrect

### Punctuation

- Standard English punctuation rules shall be used
- Use of multiple question marks (??), multiple exclamation marks (!!), or ellipsis (...) is to be avoided outside direct quotes.
- Commas should be included after *e.g.* or *i.e.*
- The Oxford comma may be used or not, but usage must be consistent throughout the paper.

### Grammar

- Standard English grammar rules shall be used.
- For additional guidance on grammar, punctuation, and general writing, please refer to the [Purdue Online Writing Lab](#).

## Numbers, Units, and Dates

- SI or Imperial units may be used as appropriate but should be used consistently throughout the paper.
- Units should be abbreviated using standard abbreviations
- Dates may be given in either DD-MON-YYYY (e.g., 22-Jan-2018) or Month DD, YYYY (e.g. January 22, 2018). The ambiguous formats MM/DD/YYYY and DD/MM/YYYY should be avoided. Similarly, the two-digit YY format should be avoided.

## Lists

- For bulleted lists, use *JSS-ListBullet style*
- For numbered lists, use *JSS-ListNumber style*
- These list styles are to provide a consistent look to articles. Please advise the editor if you need a different style of list

## Citations

- JSS uses the scientific name data citation style: (Name Year)
  - Example: (Smith 2019)
- For two authors use: (Name and Name Year)
  - Example: (Smith and Jones 2019)
- For more than two authors use: (Name et al. Year)



- Example: (Smith et al. 2019)
- When two citations are ambiguous because of multiple publications in one year, add a letter to the year
  - Example: (Smith 2019a) and (Smith 2019b)
- <https://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>

## Figures

- Authors shall own the copyright to any figures or have a license or written permission to republish a figure.
- Figures may be added as small (column width) or large (page width) figures
- Figures should be provided as high-resolution images (PNG format preferred). Large figures should be at least 1024x768 and small figures at least 800x600 resolution.
- Figures should not be provided as embedded MS Office Objects
- High resolution figures may be provided in separate file(s) from the manuscript, if desired.
- See Appendix: Guidance for Inserting Figures for the mechanics of adding figures
- Use *References* -> *Insert Caption* to add a title to your figures. Use the style *JSS-Figure* to format the title.

## Tables

- Tables may be added either as images (similar to figures) or as Word tables
- Use *References* -> *Insert Caption* to add a title to your tables **above** the table. Use the style *JSS-Table* to format the title.

## Equations

- Due to large variability in equation formats, no standard style is provided. Equations will be manually typeset.
- It is preferred that equations be provided as MS Word equation objects
- Do not include inline equations in the text
- Equations shall be numbered



## APPENDICES AND FOOTNOTES

### Appendices

- Appendices may be included and should be formatted similar to regular sections of the article.
- If more than one appendix, then appendices shall be lettered (e.g. Appendix A)

### Footnotes

- Footnotes are discouraged. Consider replacing with (i) a citation and reference, (ii) additional body text, or (iii)
- When footnotes must be included, please:
  - Use MS Word *insert footnote* function
  - Use the *JSS-Footnote* style.

## AUTHORSHIP AND COMPETING INTERESTS

- Articles with more than one author should include an authorship contribution statement. See for example, the [Elsevier guidelines](#).
- Authors should provide a competing interest statement that states either (i) no competing interests or (ii) identifies any potential or perceived competing interests. See the [COPE guidelines](#).





## REFERENCES

### Reference Style

- JSS follows the Vancouver style of references
- References shall be formatted per the *JSS-Reference* style.
- Example references:

[10] Martins, L. and Gorschek, T. (2020), "Requirements engineering for safety-critical systems: An interview study with industry practitioners," IEEE Transactions on Software Engineering.  
<https://doi.org/10.1109/TSE.2018.2854716>

[4] Zito R.R. (2020b). "COVID-19". J. Sys. Safety, Vol. 56, #2, Fall/Winter, p.10-25. <https://doi.org/10.56094/jss.v56i2.23>

### Digital Object Identifiers (DOIs)

- References shall **include a DOI** link where one is available. Please check all of your references for DOIs. You may search for DOIs using [Crossref](#).
- A DOI will be created for your article by JSS upon publication.

## AUTHOR BIOGRAPHY

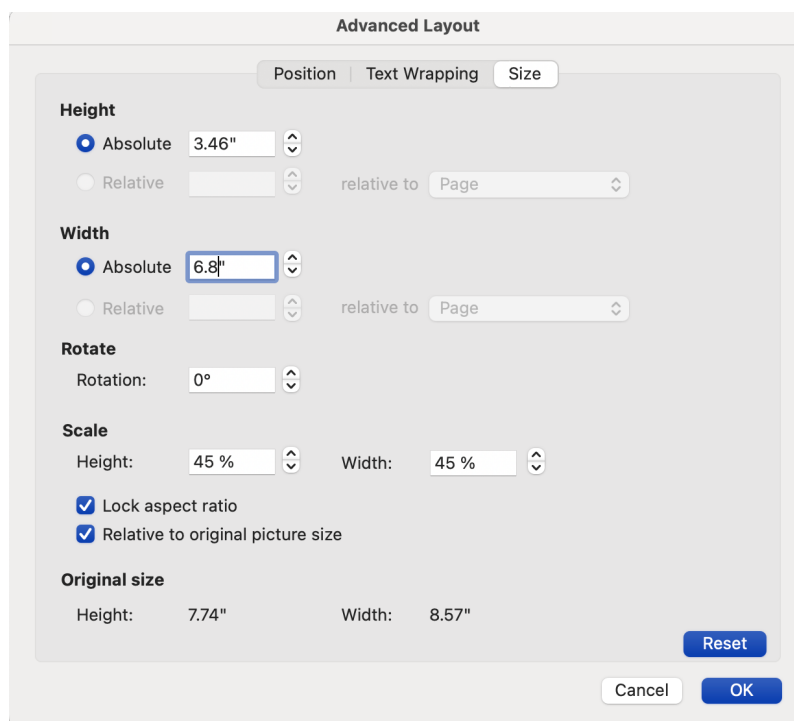
- A brief biography (<300 words) should be provided for each author for inclusion on the JSS website. Biography should include current affiliations and home country.
- Biographies may be provided at the end of the manuscript or in a separate file.



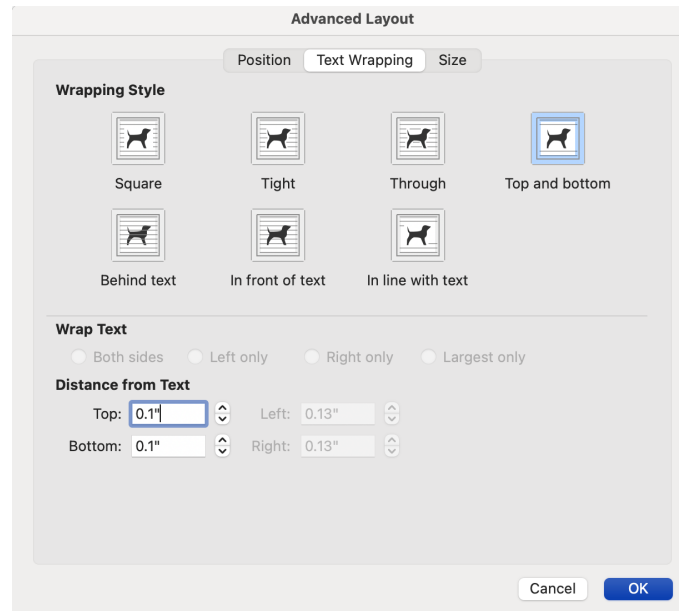
## APPENDIX: GUIDANCE FOR INSERTING FIGURES

*Note: this preliminary placement is helpful to the JSS typesetter. It is not necessary to get figures perfectly aligned, and alignment may change with further typesetting.*

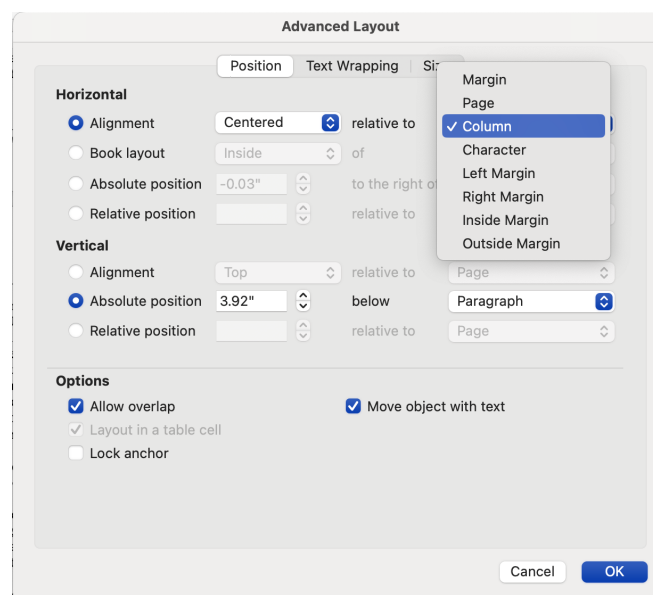
- Insert the image without additional spaces or line breaks
- With the image selected, click the menu items *Shape (or Image) Format* -> *Wrap Text* -> *More Layout Options* to open the Advanced Layout dialog.
- In the Size tab:
  - Make sure *Lock aspect ratio* is checked
  - Set Absolute width = 6.8" (large figures) or = 3.3" (small figures)



- In the Size tab:
  - Select *Top and bottom* wrapping style
  - Set *Distance from Text* = 0.1" for both top and bottom



- In the Position tab:
  - Select Horizontal Alignment = *Centered* relative to *Column* (for small figures) or *Centered to Margin* (for large figures)



- Click OK
- You may now select the image and use either your mouse or keyboard arrow keys to move it around the page. The text will flow around it as it moves. Move the figure to your desired location