

# Instructions for authors

*Journal of Road Safety*

Please read and follow these instructions when preparing articles for publication in the *Journal 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](#).
- Follow the article structure and format specified in the Word template available at: <https://acrs.org.au/publications/journal-contacts-instructions/> – otherwise, the paper will be returned for reformatting: e.g. Use Times New Roman font throughout; DO NOT insert borders, footnotes, headers or footers (except for page number).
- Use English and ensure the manuscript has been 'spell checked' and 'grammar checked'.
- Observe the word limit specified for each article type in the Author Instructions.
- Include the full names and affiliations for each author, AND full names, full postal address, email address and phone contact 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, synthesis of previously published evidence and meta-analyses, adhere as close as possible to the principles set out in the PRISMA checklist <http://www.prisma-statement.org/documents/PRISMA%202009%20checklist.doc>.
- When reporting on research that involves human subjects, human material, human tissues, or human data, authors must provide a statement including the project identification code, date of approval, and name of the ethics committee or institutional review board cited in the Methods section of the article.
- 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.
- 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 (presented in either colour or black and white) etc. are clear and legible (no smaller than 10 point font) when printed in **black and white** (not colour). The print version will be produced in black and white whereas on-line version will be produced in colour.
- Provide copyright permission for any photographs or images included in your article.

Please refer to the relevant section below for more details.

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## Journal of Road safety: JRS

The Journal of Road Safety (ISSN 2652-4252 (Online); ISSN 2652-4260 (Print); DOI:10.33492/JRS (formerly The Journal of Australasian College of Road Safety (JACRS), ISSN 1832-9497, DOI:10.33492/JACRS between 2005 and 2019 and RoadWise between 1988 and 2004) is an international, scholarly, cross-disciplinary, peer-reviewed and open-access journal purely focused on road safety. The JRS accepts papers from any country or region and aims to publish a diverse range of high-quality papers on road safety from researchers, policy makers, program implementers and other road safety experts. The Journal is published quarterly (February, May, August, November) and is distributed by post based on a membership subscription. Current and Back Issues are made available [online for free download](#) and authors are not charged to publish in the JRS.

### Peer-review process

All papers submitted to the JRS undergo a peer-review process, unless the paper is submitted as a contributed article (see details under Contributed articles below).

Peer-review papers are expected to meet scientific and academic standards and can take the form of the following articles types (see details under Article Types):

- Original Road Safety Research;
- Road Safety Data, Research & Evaluation Methods;
- Road Safety Policy & Practice;
- Road Safety Case Studies;
- Road Safety Evidence Review;
- Road Safety Best Practice Guidance;
- Road Safety Theory;
- Road Safety Media Review;
- Perspective on Road Safety.

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 Editor-in-Chief and/or Managing Editor initially review the submission. Authors are notified if their paper is judged to be outside of the JRS' scope or lacks originality or message that is important to the readers of the JRS. Papers that pass the initial screening process will be sent out to a minimum of three peer reviewers selected on the basis of expertise and prior work in the area. Additional peer reviewers 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. Each submission is peer-reviewed by a minimum of three experts in the field.

Based on the recommendations from the peer-reviewers, the Editor-in-Chief makes a decision, in consultation with the Managing 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 Editor-in-Chief and Managing Editor are final and further discussions or communications will not be entered into in the case of a submission being rejected.

## Contributed articles

When a paper is submitted under the **non peer-review** stream, the accepted article will be published as a contributed article. Contributed articles are not restricted to strict academic standards as peer-review papers are. These articles may be particularly suited to authors who do not work in academic settings but generate evidence, insights and solutions that help improve road safety outcomes e.g. police, community organisations, program implementors, local councils.

Contributed articles can take the form of the following articles types (see details under Article Types):

- Original Road Safety Research;
- Road Safety Data, Research & Evaluation Methods;
- Road Safety Policy & Practice;
- Road Safety Case Studies;
- Road Safety Evidence Review;
- Road Safety Best Practice Guidance;
- Road Safety Theory;
- Road Safety Media Review;
- Perspective on Road Safety;
- Correspondence (Letter to the Editor).

Submissions as contributed articles are assessed 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 Editor-in-Chief and/or Managing Editor initially review the submission. Authors are notified if their paper is judged to be outside of the JRS' scope or lacks message that is important to the readers of the JRS. Papers that pass the initial screening process will be reviewed in detail by an Editor and an additional reviewer may be called on at the discretion of the Editor(s) or the paper may be subject to peer-review, e.g. in the case of contentious contents that need expert assessment. The Managing Editor makes a decision, in consultation with the Editor-in-Chief 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. The names of the reviewers are not disclosed to the authors. As a rule of thumb, manuscripts can undergo only one major revision. Because of the nature of this review process, contributed articles are likely to have a faster turnaround compared to peer-review papers.

For both peer-review and contributed articles, 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 caliber of a scientific journal paper.

## 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.

For all article types:

- Write simply and concisely.
- Avoid 1st person expression except for Correspondence article.

- If the work has already been completed, use past tense.
- Either UK or US spelling is accepted but ensure to be consistent throughout your manuscript.

## **Original Road Safety Research**

Papers presenting road safety data or findings that are original. Original Road Safety Research articles allow authors to showcase ground breaking research and/or innovative approaches to improving road safety based on original data and analyses in any field of road safety e.g. road infrastructure, vehicle technology, enforcement practices.

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 & Evaluation Methods**

Papers focused on new methodological contributions, studies/appraisals of existing methodological approaches (e.g. cost-benefit analysis), 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 practices or outcomes, legislation, infrastructure management, institutional management, investment, technology, etc. If the paper reviews or synthesises other evidence based studies, 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 road safety projects/programs with measurable results and 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.

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 Best Practice Guidance**

A practical guidance paper on how to (not academic literature review) translate research evidence into policy and/or implementation in a particular field of road safety e.g. how to apply successful speed management solutions in Australia in a low- or middle-income country; evidence based best practice in road law and enforcement of it.

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 Theory**

Formulation, refinement and critical analyses of theories which may guide research, policy and practice 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 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. 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.

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

Brief communications 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. Abstract and keywords are *not* required for Correspondence.

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

Tables/Figures: up to 4.

## **Ethics in publishing**

Please comply with the Guidelines issued by the Committee on Publication Ethics (COPE). 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. Research involving human subjects, human material, human tissues, or human data, authors must provide a statement including the project identification code, date of approval, and name of the ethics committee or institutional review board cited in the Methods section of the article. 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. The manuscript automatically undergoes a duplicate submission check. 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 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.

## Copyright

Authors retain the copyright in their papers. However, by submitting a paper, authors give their permission to the ACRS to make minor editorial changes to conform to the ACRS in-house style, to print the article in the *Journal of Road Safety* (ISSN 2652-4260), to send it for indexing, to make the full text of the paper available online (ISSN 2652-4252) through the ACRS and Journal websites, and to promote the paper.

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: <https://acrs.org.au/publications/journal-contacts-instructions/>. 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 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 <https://acrs.org.au/publications/journal-contacts-instructions/>. 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. The headers may be changed to suit what the authors want to convey in the submission, (especially for practitioner, regulator and/or policy focussed submissions).

While article types, Perspective/Commentary on Road Safety and Correspondence, do not need an Abstract or Keywords, authors are asked to use the same Template for formatting the general layout, the title, authors, body text and references.

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