



## SESHA eJOURNAL AUTHOR GUIDELINES

The SESH A Journal welcomes original, unpublished manuscripts (English language only) in the environmental health and safety field related to high technology manufacturing or research and development. Topic areas may include but are not limited to semiconductor manufacturing, electronic industry, materials science, laboratory safety or legal and regulatory concerns affecting these areas. Authors may not recommend brand name goods or services. An exception might occur if the topic is itself a comparison or evaluation of goods or services on the market; even then the results should be presented in an objective manner.

While every effort is made by the publishers and Editorial Board to ensure that no inaccurate or misleading data, opinions, or statements appear in the SESH A eJournal, they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are the sole responsibility of the contributor or advertiser concerned. Accordingly, the publisher, editors and their respective employers, SESH A officers, and agents accept no responsibility or liability for the consequences of any such inaccurate or misleading data, opinions, or statements.

Manuscripts shall be submitted electronically to [journal@seshonline.org](mailto:journal@seshonline.org) and in the email subject field, indicate "Technical Article"

### MANUSCRIPT CLASSIFICATION

When submitting your manuscript to the SESH A eJournal, please be sure to classify it according to the following definitions:

**Paper:** A full treatment of new and original research or a thorough examination of an applied problem. A Paper must be the first publication of original research results and, if reporting experimental results, must be in a form whereby readers can repeat the experiments and test the conclusions. A Paper will define a problem, describe the methods to study the problem, present new results, put the results into perspective with existing literature, and extend our knowledge of the subject.

**Review Article:** A summary, analysis, or synthesis of information that has already been published. While most Review Articles will deal with a scientific topic, some will review an operational problem.

**Note:** A preliminary or short communication that adds to our knowledge of the problem or describes a technique or approach to a problem. A Scientific Note may contain original data often accompanied by interesting speculation but may not necessarily tie down all loose ends or make conclusions about the overall aspects of the research problem. Final conclusions about an overall research problem are often reserved for the full Paper.

**Operational Topics Article:** An Operational Topics manuscript may describe an applied problem or investigation along with methodology and discussion of results, or it may provide a complete description and evaluation of an operational program that has proven successful and may be useful to others. Results of measurements should be included to demonstrate improvements in programs, validate models, show trends, or otherwise strengthen papers.

**Forum Article:** A Forum article offers an opinion from an expert in the subject described, sets direction for the profession, or reviews a current professional problem. Committee reports are published as Forum articles.

**Letter:** A letter presents a single piece of new information, comments on editorial policy or content of SESH A Journal, or responds to criticism or comments in another Letter, Paper, Review Article, Note, or Operational Topics Article.

## MANUSCRIPT PREPARATION

SESHA Journal manuscripts include Papers, Review Articles, Notes, Operational Topics and Forum articles, and letters. All manuscripts must be submitted in accordance with the following rules:

1. Submit one electronic original including any tables and figures.
2. Manuscript files must be in either Microsoft<sup>®</sup> Word or another software application that can be reviewed in Microsoft<sup>®</sup> Word.
3. Manuscripts must be double-spaced and in either 10 or 12-point font size. Professional looking fonts should be used (e.g., Times New Roman for text body, Arial for headings, etc.).
4. Margins along all edges should be at least 1 inch wide, with page size settings set at 8-1/2" x 11" and with "Portrait" orientation (i.e., vertical).
5. The title, name, complete address of author(s), and abstract must appear on the first page.
6. Graphics (e.g., figures, graphs, diagrams, etc.) should be included in the file. It is recommended that graphics be embedded within the document using jpg, gif, png, windows metafile, or other types of files that are compatible with Microsoft<sup>®</sup> Word.
7. The author may embed the graphic elements directly into the body of the text in logical locations according to the flow of the article, or provide them in a reference section. If embedded in the body of the text, appropriate figure captions (e.g., Table 1, Figure 1, etc.) must be located with the image and references to the image clearly called out in the text (e.g., see Figure 1). If provided in a reference section, a separate list of figure, diagram or table captions and footnotes should follow the reference section. Table captions should appear above each table.
8. An abstract must be provided at the beginning of the file. The abstract should be one concise paragraph describing the most important information of the manuscript. The abstract should contain a short statement of the purpose or objectives of the study/article, a brief description of the methods, and major conclusions. Abstracts must be included with Paper, Review Articles, Notes, and Operational Topics and Forum articles. Immediately after the abstract, provide six keywords for subject indexing/searching purposes.

*Example:*

Abstract: The Toxic Substances Control Act (TSCA) regulates any entity that manages chemicals including their manufacture, import, export, processing, distribution, and use. The Semiconductor industry is a key part of the regulated community and TSCA non-compliance can result in significant impacts to business operations... article will give a brief overview of the TSCA regulations, outline the obligations of the regulated community, and address the key components for assessing TSCA compliance.

Keywords: TSCA, semiconductor, EPA, PFAS, compliance, regulations.

9. Please be certain to run spell and grammar checking, and make appropriate corrections prior to submitting your manuscript.

## REVISION OF MANUSCRIPTS

After submitting your manuscript, the file will be reviewed by the Editorial/Peer Review Board. Comments from the Editorial/Peer Review Board will be returned to you as soon as possible, but usually within 4-6 weeks.

After you receive the review notes/comments, you will have the opportunity to make revisions. You may either incorporate the reviewers' and editor's comments into the manuscript or you may rebut them on a point-by-point basis in the cover e-mail. Although the Editorial/Peer Review Board will work with you to resolve any differences of opinion, the Editorial/Peer Review Board reserves the right to withhold publication of any manuscript that it deems inaccurate, misleading, offensive, or otherwise not publishable.

When you have completed the revisions, return the finished file to [journal@sashaonline.org](mailto:journal@sashaonline.org). In addition, complete and return the transfer of copyright assignment, which can be found at <http://sashaonline.org/ejournal/copyright.pdf>.

## STYLE REQUIREMENTS

### *Text*

- Use third person voice when writing the manuscript; avoid using first person voice.
- Be sure to include the following section headings with a Paper or Note, and other manuscripts as they apply: Introduction, Materials and Methods, Results, Discussion, and Conclusion. Operational Topics manuscripts, Forum articles, and Reviews Articles may have some variation of these section headings.
- List the day before the month and year when referring to specific dates (1 January 2004, not January 1, 2004).
- Indent all paragraphs but the first.
- Center, but do not underline, main headings.
- Capitalize and spell out "Table" in the text, Abbreviate "Figure," e.g., Fig. 1 in all cases.
- The first time an abbreviation or acronym appears, it must be preceded by the full name for which it stands.

- Spell out numbers one through nine unless they precede a unit.
- In the text, where trademarked items and other equipment are first mentioned, include the complete product designation and manufacturer's full name, and address and phone number as a footnote.

## **Tables & Images**

To assure clarity and uniformity, follow these rules in constructing tables.

- Use only horizontal lines to separate components of tables.
- Do not enclose tables in boxes.
- Identify each column and row.
- Data should be single-spaced and aligned on the decimal point. Do not leave open decimal points, i.e., write 0.23, not .23.
- Use normal capitalization in captions and footnotes. That is, only capitalize the first word.
- Use letters, not numbers or symbols, as table footnote indicators. That is, use a, b, c rather than 1, 2 or 3
- Acknowledge all data and images from other sources with citations to references. Citations may be placed in the caption, the main body of the table, or in footnotes as appropriate.
- Clear, high-quality, images figure must be provided with each submission.
- Most figures should be reduced to a one-column width (3-inches wide). Try to submit figures at this width with type (letters and data points) of appropriate font size, no smaller than 8-point.

## **References**

- The accuracy of the reference list and information from other sources cited in the text is the responsibility of the author, not the copy editor.
- References should be indicated with numbered superscripts in the body of the text and the references included as endnotes in the document. The order of the references should be in the order in which they appear in the document.
- Use the author's (authors') last name and year of publication when citing references in the text (e.g., Smith 1988; Todd and Warren 1990; Brown et al 1991).
- Acceptable publications for the reference list include journal articles, books, technical reports, cataloged theses and dissertations, proceedings, letters to the editor, patents, maps, recordings, websites, etc. Articles accepted for publication, but not yet published, may be included in the reference list as "in press."
- Footnote unpublished materials, which include personal letters and internal memoranda, private conversations with sources, user's manuals, data to be published, etc.

### ***Sample Journal Citation:***

Mosovsky, J.A.; Rainer, D; Asom, M.T.; et al.: "Transient Hydride Generation During III-V Semiconductor Processing." SESH A Journal. 8(4):23-32 (1994).

### ***Sample Book Citation:***

Rubow, K.L.; Furtado, V.C.: Air Movers and Samplers. In: Air Sampling Instruments for Evaluation of Atmospheric Contaminants, pp. 241-274. S.V. Herring, Ed. American Conference of Governmental Industrial Hygienists, Cincinnati, OH (1989).

### ***Conference Proceedings Citation:***

Cox, J.: Shipley Company Proactive Chemical Risk Assessment Program. In: Lithography Chemical Safety Symposium Proceedings, Austin, 1993, pp. 38-54. J.C. Cox, Ed. Semiconductor Environmental, Safety & Health Association, McLean (1994).

### ***Government Publication Citation:***

National Institute for Occupational Safety and Health: Criteria for a Recommended Standard-Occupational Exposure to Styrene. DHHS (NIOSH) Pub. No. 83-119. NIOSH, Cincinnati, OH (1983).

## **Letters**

- Letters must be submitted in accordance with the rules for manuscript preparation. Do not submit the text of the letter on letterhead stationery.
- Letters should represent a personal point of view. Authors should try to limit comments to three double-spaced, typewritten pages or less.
- A title must be supplied by the author and placed before the salutation "Dear Editors."
- Name and address of author(s) must appear at the end of the letter. Anonymous letters will not be published.
- Letters commenting on another author's work will be sent to the author in question for possible reply. Both the comment and reply letters will be published together.

## **Software and Book Reviews**

- All reviews must be double-spaced. Do not use letterhead stationery.
- Software reviews must contain a heading with the following information; software name; manufacturer's full name, address, and telephone number; list price; demonstration price; operating system, format (Windows, Unix, Mac, etc.), requirements (e.g., 256kb RAM. SVGA graphics display, etc.); summary.
- Any person interested in reviewing software should contact the editor.
- Book reviews must contain a heading with the following information: book title; author or editor; publisher's name and full address; year of publication; number of pages; price; ISBN number.
- Any person interested in reviewing books should contact the editor.

## **News and Notices**

News items and meeting notices should be sent at least three months in advance of the issue date to [journal@sashaonline.org](mailto:journal@sashaonline.org).

## **Author Responsibility and Acknowledgment**

Authors are responsible for the entire content of their manuscript, including text, tables, figures, and references. Authors must also be certain that their manuscript, or a similar version, has not been or will not be published elsewhere (see copyright form).

Authors must obtain written permission by the author and publisher to reproduce previously published tables and figures. The source of this material must be noted on the manuscript itself in addition to the signed "release" form(s).

### **SUBMISSION CHECKLIST**

#### **Initial manuscript submission**

- Electronic original including in either Microsoft® Word or another software application that can be reviewed in Microsoft® Word.
- Manuscript is double-spaced and in either 10 or 12-point font size. Professional looking fonts should be used (e.g., Times New Roman for text body, Arial for headings, etc.).
- Margins along all edges are at least 1 inch wide, with page size settings set at 8-1/2" x 11" and with "Portrait" orientation (i.e., vertical).
- The title, name, complete address of author(s), and abstract appear on the first page.
- Graphics (e.g., figures, graphs, diagrams, etc.) are included in the file and are compatible with Microsoft® Word.
- An abstract is provided at the beginning of the file.
- After the abstract six keywords are provided for subject indexing/searching purposes.
- Spell and grammar checking were done prior to submission

#### **After Editorial/Peer Review**

- Provide a revised file to [journal@sessaonline.org](mailto:journal@sessaonline.org) that incorporates the Editorial/Peer Review Board's comments, or provide a rebuttal to comments that weren't included in the cover email.
- Complete and return the transfer of copyright assignment, which can be found at <http://sessaonline.org/ejournal/copyright.pdf>.
- If applicable, provide any written permissions by authors/publishers to reproduce previously published tables and figures.