



EU SHIPSAN ACT Joint Action Newsletter

Instructions to authors for the preparation and submission of articles

Scope

This guide is targeted to all content providers of the EU SHIPSAN ACT Joint Action Newsletter. The scope of this guide is to facilitate the production process of the SHIPSAN ACT JA Newsletter and the communication between the editor, editorial board, section editors and content providers.

Style and format

- The documents should be submitted in electronic format as attachments in text files MS Word 2003 or more recent.
- The photographs should be submitted as attachments in jpeg format
- Font size: 11 pt
- Font style: Calibri
- Paragraph spacing: single
- Paragraph indentation before and after: 6
- Paragraph alignment: full

Content

- The articles for publication should be distinguished for consistency, clarity of meaning as well as for accuracy and validity of information presented.
- The **thematic** and the **“voice from the industry”** sections should also include a key message (2-3 bullets summarising the key points of the article)

Sections		Word limit	Photo of author	Photo relevant to the topic	Key message* (10-60 words)
1.	Editorial	100-200 words	Mandatory	Not required	Not required
2.	News from the leadership	100-400 words	Optional	Not required	Not required
3.	People from the Project	100-200 words	Mandatory	Not required	Not required
4. Thematic Sections	Chemical and radiological issues on ships	100-500 words	Mandatory	Optional	Mandatory
	Occupational health on ships		Mandatory	Optional	Mandatory
	Environmental health and hygiene on ships		Mandatory	Optional	Mandatory
	Infectious diseases on ships		Mandatory	Optional	Mandatory
5.	The voice of the Industry	100-500 words	Mandatory	Optional	Mandatory
6.	Recent Publications	Maximum 3 articles per issue	Optional	Optional	Not required
7.	News and forthcoming dates	50-100 words	Optional	Optional	Not required
8.	What's new on the website	50-100 words	Optional	Optional	Not required
9.	Quiz	50-100 words	Optional	Optional	Not required
10.	Port in focus	100-500 words	Optional	Mandatory	Not required

*Please include two or three bullets summarising the key issues addressed in the article (10-60 words).

References and Bibliography

The direct copy of text or the presentation of ideas of other authors without the use of appropriate citation is not allowed. When direct text of authors is used, it should appear within quotations.

Depending on the nature of the sentence/paragraph that is being written, references to sources may be cited in the text as described in the reference system of the University of Harvard (authorship and year of work) or Vancouver (numbers). In-text references should be provided in full at the end of the article.

For further information please visit the website:
[http://libweb\(anglia.ac.uk\)/referencing/harvard.htm](http://libweb(anglia.ac.uk)/referencing/harvard.htm).

<http://www.sgul.ac.uk/about-st-georges/services/library/guides-help-sheets/help-sheets-pdfs/Vancouver>

Moreover, please download the short guide from the following link:
[http://libweb\(anglia.ac.uk\)/referencing/files/Harvard_referencing_2011_quick.pdf](http://libweb(anglia.ac.uk)/referencing/files/Harvard_referencing_2011_quick.pdf)

Further information on referencing can be found at the following link:
<http://www.reading.ac.uk/internal/studyadvice/Studyresources/Reading/sta-references.aspx>

Data protection

No sensitive information such as personal data or names of companies and ships will be provided in the articles unless special written permission has been attained by the relevant authority/company.

All material should comply with the Data Protection Directive (Directive 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data).

http://europa.eu/legislation_summaries/information_society/data_protection/l14012_en.htm

Submission

- Articles should be submitted within the proposed deadline to the content manager/secretariat: elkost@med.uth.gr
- All articles will be reviewed by the Editor and the Editorial Board prior to publication hence further revisions of the articles might be requested by the authors.
- Essential authorship information: title, name and surname, affiliation, country.