

NATIONAL

EMERGENCY

RESPONSE

Official Journal of the Australasian Institute of Emergency Services



CONTRIBUTOR GUIDE

Editorial standards for article submission

1. PURPOSE OF THIS GUIDE

This guide ensures all contributors to *National Emergency Response Journal* understand the editorial process and the standards required for publication. It outlines what editors may adjust without further approval, and what changes will require the author's sign-off.

2. ABOUT NATIONAL EMERGENCY RESPONSE JOURNAL (NER)

National Emergency Response Journal is the official journal of the Australasian Institute of Emergency Services (AIES).

We aim to publish high-quality, accurate, and relevant material that:

- shares learnings across the emergency management sector
- promotes excellence in practice and leadership
- showcases innovation, training, research, and community engagement

We welcome contributions from practitioners, academics, volunteers, agencies, and industry experts.

We do not accept article submissions from corporates or businesses with the exception of our Corporate Members.

3. SUBMISSION TIMELINE

Each calendar year, we publish three editions of *National Emergency Response*.

Generally, these are distributed in late March (Autumn), June (Winter) and October (Spring/Summer).

Specific timelines are available on the website in January for all three editions that will be published in that calendar year.

Late submissions may be held for the next edition.

4. WHAT TO SUBMIT

COPY

- Ideal article lengths are 250–1,500 words
- Smaller articles are encouraged and may be included in the 'In Brief' section
- Submissions exceeding 1,500 words may be split across consecutive editions
- Word format is preferred

PHOTOS

Photos are essential for magazine / journal publishing. NER requires:

- At least one high resolution image for articles 500 words or less
- At least two high resolution images for article 500–1,000 words
- At least three high resolution images for articles 1,000–1500 words
- High resolution means the original size the photo was taken in (ie not compressed).
- Please include a caption for each photo including full names in left-to-right order of people including their organisations and post nominals if required

5. WRITING STYLE & TONE

NER reflects a professional, accessible, and sector-inclusive voice. Articles should be:

- clear, factual, and easy to follow
- free of jargon, or have jargon explained
- neutral in tone unless clearly marked as opinion
- written in Australian English
- aligned with common terminology used across emergency management

6. EDITING STANDARDS

The following edits may be made **without** returning the article for author approval:

5.1 TECHNICAL CORRECTIONS

- grammar, spelling, and punctuation
- fixing typos
- correcting obvious factual errors

5.2 STYLE GUIDE ALIGNMENT

- standardising headings, dates, numbers, and acronyms
- applying NER format and layout

5.3 CLARITY AND READABILITY

- rephrasing awkward sentences without changing meaning
- trimming repetition
- smoothing transitions

5.4 STRUCTURAL REFINEMENTS

- minor reordering for logical flow
- adding subheadings

5.5 TONE AND CONSISTENCY

- adjusting tone to match NER's professional voice
- removing informal wording

5.6 HEADLINES & CAPTIONS

- refining headlines for clarity
- tightening image captions

The following edits may be made and the article will be returned for author approval:

- adding new content, context, data, or quotes
- significant restructuring
- changes involving sensitive or operational information

7. IMAGES & PERMISSIONS

Authors are responsible for ensuring:

- images belong to them or have agency permission
- identifiable people have consent
- operational photos comply with agency protocols

8. REFERENCING & ATTRIBUTION

For research-based submissions:

- include reference details where appropriate
- ensure correct attribution of quotes, statistics, and studies

9. ABOUT THE AUTHOR

- Provide your full name and post nominals for the byline.
- Including your job title is optional.
- Provide a headshot and a brief bio (one paragraph). Longer versions may be edited for space.

10. CONTACT

For submissions or queries please contact NER Editor at editor@aies.net.au