The Safety & Security Review

Guidelines for Contributors

The Safety & Security Review is a RedR publication on Security Management in the aid sector. The publication provides a forum for discussion of issues and concerns in security management for field and headquarters staff, operational agencies, donors, specialists in security & risk management, and other key actors in the humanitarian aid sector.

Style
Please adopt a simple, direct style. Contributors are asked to bear in mind the readership of the Safety & Security Review which covers a broad range of readers for whom English is not necessarily their first language. Begin with the most important point and go on to provide context and examples. Sub-headings may be used where appropriate.

Avoid jargon where possible. Explain unusual or specialist terms. On first mention, include the full meaning of an acronym: e.g. Standard Operating Procedure (SOP).

Language
We are currently only able to accept articles in English.

Article length
The optimal length is 1000 words, if accompanied by a photo, graphic or table. If no graphic is included, the maximum length is 1200 words.

Book reviews
The optimal length is 600 words. Please cover: main areas of coverage, relevance (specifically, in the field), value for money, and readability. Does the book compare favourably with other available literature? Would you recommend it to colleagues?

Layout
Articles should be typed or clearly hand-written, and double-spaced if possible. Please include the following:

- Title
- Author (first and family name)
- A sentence giving simple biographical details, stating where you are working/studying at present, and other relevant, brief information.
- If writing on behalf of an organisation, or if further information is available, please include the address, e-mail and name of the person to write to at the end of the article.

E-mail / disks
If possible, e-mail your article to Erin Noordeloos: erin.noordeloos@redr.org.uk preferably as a Word attachment. The article in Word or text-file format on CD is acceptable. Please exclude any stylistic features and include a print-out with the disk.

Photographs / illustrations
Please provide a caption and credit for photos. Photographs (b&w prints or colour transparencies, preferably) will be returned shortly after publication. We welcome digital / scanned images (jpeg or giff) sent via e-mail: but they should be at least 300 dpi.

Further information
We will always attempt to acknowledge receipt of articles. The editor reserves the right to make editorial changes as necessary but, wherever possible, will seek the agreement of the author for these changes. A copy of the issue will be forwarded to the contributor once published.
The Safety & Security Review is published by RedR, 250A Kennington Lane, London SE11 5RD.
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