

# JOURNAL

OF THE INTERNATIONAL KITCHEN EXHAUST CLEANING ASSOCIATION

## Article Submission Guidelines

### Mission Statement:

The International Kitchen Exhaust Cleaning Association prints the *IKECA Journal* to provide its members and other interested parties in the commercial kitchen exhaust cleaning industry with a forum for the discussion of topics of interest to the entire industry.

### Readership:

*IKECA Journal* readership includes all aspects of the commercial kitchen exhaust cleaning and inspection industry including: contractors, fire authorities, insurance providers, facility managers and owner/operators.

### Submissions:

- Articles or proposals may be submitted at any time to the Editorial Board of the Journal of the International Kitchen Exhaust Cleaning Association via email to [information@ikeca.org](mailto:information@ikeca.org).
- Submission deadlines are posted on the IKECA website.
- All submissions are read by the Editorial Board first.
- They may then be sent to peer reviewers, anonymously, for comments, revisions and recommendations.
- Submissions may be returned to the author for revisions.
- The completed submission is then forwarded to the Editorial Board for the final publication decision.
- The Editorial Board reserves the right to delay or withhold publication of any article submitted.
- Authors will be kept informed of such decisions.
- Authors can obtain CEUs for their work on articles, up to .3 CEUs.

### Copyright

All submissions accepted for publication (with a few exceptions, such as reprints of articles) will remain the copyrighted property of the International Kitchen Exhaust Cleaning Association. Written permission must be obtained from IKECA to reprint any published article.

### Format and Length

- Articles should be submitted as e-mail attachments in Microsoft Word format.
- Any graphics or tables must be compatible with Word or Microsoft software.
- Each article must contain a short biography of each author (50 words)
- Article lengths must be a minimum of 750 words not to exceed 2,000 words.

### Relevance

Articles must be relevant to the kitchen exhaust cleaning industry and related professions (*see: Readership, above*).

*If you have questions, please contact IKECA Headquarters at (215) 320-3876.*