

**ASTM Author Instructions
for Books in the New Publications Series**



Author Instructions for Typeset Books {ASTM BK Heading 1}

Author 1, Author 2, and Author 3¹ {ASTM BK Heading 2}

INTRODUCTION {ASTM BK HEADING 3}

THESE INSTRUCTIONS HAVE BEEN FORMATTED IN THE STYLE OF an ASTM book chapter, using our ASTM book template. Print these instructions out so that you will have them for reference as you are working on your manuscript. {ASTM BK Body Text}

If you type your manuscript using Microsoft Word 97 or higher, the template has been developed for your convenience. All of the styles included in the template appear in this text in braces, demonstrating where to apply them in your own manuscript. Authors may also choose to use this Word file by typing over the text, since the template is already applied. All authors submitting electronically must also submit a hard copy of their manuscript. {ASTM BK Body Text Indent}

Your manuscript will be peer reviewed for technical content and acceptability for publication by ASTM. Manuscripts submitted for consideration must not have been previously published. Copies of our policies regarding peer review and previously published material are attached. (Attachments A and B)

WORD PROCESSING INSTRUCTIONS

ASTM requests that all authors use Microsoft Word for preparing manuscripts. Please send in the Word version along with a hard copy of the manuscript. **Please ensure that the electronic and hard copy versions of your manuscript are identical.** You will receive a proof copy or PDF proof of your manuscript before publication.

Creating a New Manuscript Using the Template {ASTM BK Heading 4}

When creating a new document using the ASTM Book Template, follow these steps:

- Copy this template into your templates directory, e.g., C:\Windows\ApplicationData\MSoffice\Templates, so that it will be an available template within Word. {ASTM BK Bulleted List}
- Launch Microsoft Word.
- From the “File” menu, select “New.” When the New dialog pop-up window appears, select this book template.
- All of the heading styles outlined in this document are included in the template: ASTM BK Heading 1, ASTM BK Heading 2, ASTM BK Heading 3, ASTM BK Heading 4, ASTM BK Heading 5, ASTM BK Heading 6, ASTM BK Body Text, ASTM BK Body

¹ Include author’s job title, affiliation, and mailing address in a footnote on page 1 of each chapter. {ASTM BK footnote}

Text Indent, ASTM BK Footnote, ASTM BK Figure Caption, ASTM BK Table Caption, ASTM BK Bulleted List, ASTM BK Numbered List.

- Click on the appropriate style in the pull-down style menu on the Formatting Toolbar and begin typing. Press Enter at the end of a paragraph or heading. Do not include additional line endings as all spacing between paragraphs and headings is built into the style.

MANUSCRIPT ORGANIZATION

Page Setup: {ASTM BK Heading 4}

Top and Bottom Margins: 1 in.

Left and Right Margins: 1 in.

Font Size: 12 pt.

Printer: Laser printer.

Number each page in the upper right-hand corner for the review copy.

Author Byline

The full name of each author should appear on the first page below the title of the chapter, followed by a numbered footnote. The footnote should contain each author's job title, affiliation, and mailing address.

Subheads

Manuscripts should be organized with as many subdivisions (subheads) as necessary to ensure good readability. First level subheads must be flush left, boldface, all capitals {ASTM BK Heading 3}; second level subheads must be flush left, boldface, initial capitals, and lowercase {ASTM BK Heading 4}; third level heads must be flush left, italicized, initial capitals, and lowercase {ASTM BK Heading 5}; and fourth level heads must be indented .5 in., italicized, followed by an em dash, and should run-in with text {ASTM BK Heading 6}.

Example:

EXPERIMENTAL METHOD {ASTM BK HEADING 3}

Test Procedure (ASTM BK Heading 4)

Testing Equipment {ASTM BK Heading 5}

Depositions—Silicon depositions were processed... {ASTM BK Heading 6}

EDITORIAL STYLE

Trademarks

Avoiding commercialism in all publications is a long-standing ASTM policy. Therefore, use generic terms whenever possible. Capitalize trademarks and trade names if they are used. If TM or ® must be used, include the company name, city, and state as a footnote the first time used and capitalize the trademark name throughout the rest of the manuscript.

Technical Terms and Nomenclature Sections

Please be accurate when spelling technical terms, ensuring that they are consistent throughout your manuscript. Place the nomenclature section at the beginning of your manuscript, prior to the introductory paragraph.

Examples:

NOMENCLATURE

- D Transverse diffusivity of the composite laminate, cm^2/ms
 M_{sat} Moisture saturation level, weight %
 G_{Ic} Intralaminar fracture toughness, J/m^2
 α Notch length of the fracture toughness test specimen, mm

TECHNICAL TERMS

anion – a negatively charged ion.

breakdown potential – the least noble potential where pitting or crevice corrosion, or both, will initiate and propagate.

cathodic protection – a technique to reduce the corrosion rate of a metal surface by making it the cathode of an electrochemical cell.

Metric Practice

ASTM policy requires the use of SI metric units in all publications (including figures and tables). See IEEE/ASTM SI 10 Standard for the use of the International System of Units (SI): The Modern Method System as a reference. If in.-lb units must be used to accurately present test results, SI equivalents in parentheses must follow all instances of in.-lb units in the text. Refer to the SI Quick Reference Guide on ASTM's website (<http://www.astm.org/PubGuide>) or request a copy from ASTM Headquarters.

Chemical Symbols

In the text, spell out chemical compounds the first time they appear followed by the formula in parentheses, e.g., hydrochloric acid (HCl); the abbreviation may be used thereafter. Spell out all individual chemical elements. In figures and tables, use abbreviations freely for compounds and elements.

Mathematical Material

Mathematical copy must be clear and unambiguous. Include appropriate Greek symbols and distinguish between ambiguous symbols (e.g., zero and letter “o”, one and letter “l”). Make subscripts and superscripts obvious. Identify and define all symbol and letters, whether used in text, tables, or figures. In addition, each equation must be centered on the line, with the number of the equation in parentheses placed on the far right. Leave one blank line above and below the equation. All symbols must be defined following the equation if not previously defined in the text or nomenclature section.

Example:

$$\langle G = - (U_{\alpha+\Delta\alpha} - U_{\alpha}) / (B \Delta\alpha) \rangle \quad (1)$$

where

- $U_{\alpha+\Delta\alpha}$ = elastic strain energy at crack length,
- U_{α} = elastic strain energy at crack length,
- B = thickness of fracture model, and
- $\Delta\alpha$ = change in crack length from Step n to $n + 1$.

Numbering

Use Arabic numbers throughout as per the following examples:

- Multiple number statements (i.e., fifteen 2-cm rods).
- Place a zero before a decimal point (i.e., 0.65).
- Use spaces in place of commas for numbers containing more than four digits (i.e., 12 345).

Citing Standards

Give the full citation for standards (from ASTM and other organizations) in the text, not in a footnote or reference. For example, the test was conducted in accordance with ASTM Test Method for Peeling Resistance of Paperboard (D 1029). For subsequent referrals, use letter and number reference only (i.e., ASTM D 1029).

Tables

Place tables together at the end of your manuscript. Cite tables in numerical order in the text in parentheses, i.e., (Table 1). Tables that are clear and of laser print quality may be shot as art. Note the following points when constructing tables:

1. The table caption is centered ABOVE the table. In the caption, include the word “table” in boldface, capital letters, i.e., (**TABLE 1**). Tables should be numbered consecutively in Arabic, not Roman, numerals (Table 1, not Table I). {ASTM BK Numbered List}
2. Insert an em dash after the table number; the first word of the caption and any proper names should begin with capital letters; all other words should begin with lower case letters. Format the table caption in italics (see example on next page).
3. Provide all units of measurement and do not put more than one category of information in each column or row.
4. Insert a zero before decimal fractions, e.g., 0.7. Use three dots (...) in empty places in tables.
5. All explanatory notes should be alphabetical, lower case, italic footnotes.
6. See example Table 2 for style.

Example:

TABLE 2—Results of tests. {ASTM Table caption}

Specimen ^a	Length, m	Width, m
1	10	5.5
2	8	0.2
3	6	0.5
4	...	0.4

^aRefrigerated at 20°C for three days.

Figures

Place all figures (art and photographs) together at the end of the manuscript, along with a separate page of captions for all illustrations. For captions, use consecutive Arabic, not Roman, numerals. The type in an illustration cannot be hand-lettered and font size should be large enough to be legible after a 20 % reduction. Please include in-text figure citations throughout your manuscript in numeric order, i.e., (Fig. 1). When including hard copy of original art, indicate the top of the page for each illustration. When submitting electronic files for art, use MS Word's "Link to File" feature *and do not embed figures in text*.

Graphs and Charts {ASTM BK Heading 5}

All graphs and charts should be incorporated using Microsoft Office products such as PowerPoint and Excel. Simulate shading with solids, black lines, or patterns (not shades of gray) in black ink on white paper using a laser printer. Avoid fine dot or line patterns. All labeling should be included in 12-pt type. Hand-lettered labeling is not acceptable.

Diagrams and Photographs

All line art and photographs should be submitted in TIFF format. Files should be 300 dpi for photographs and 600 dpi for line art. The maximum size for figures for our 8½ by 11-in. books is 43½ picas wide and 58 picas deep (portrait style) or 58 picas wide and 43½ picas deep (landscape style). Place the figure captions at the end of the text and provide separate TIFF files for each image. Photographs must be clear, grayscale images with good contrast. Avoid the use of photomicrographs as they cannot be used easily in electronic products. Use illustrations to demonstrate a point only when necessary. Do not use color photographs. If using a conventional camera, keep in mind that the larger the negative, the sharper the image. The best scanned photos originate from film. If using a digital camera, use the setting with the highest resolution (1200 × 960 pixels or greater). If drawing with ink, scan in the drawing. **Keep master copies of your artwork as original artwork will not be returned to the authors.** Submit files on (a) Microsoft-compatible CD-Rom along with a hard copy original version; (b) 3½ in. disk, with compressed files, using appropriate software like Winzip along with hard copy; or (c) zip disk.

If it is absolutely necessary to provide hard copy originals for images, be sure to provide camera-ready figures of the best quality. Convert any original color artwork to grayscale before submitting manuscript.

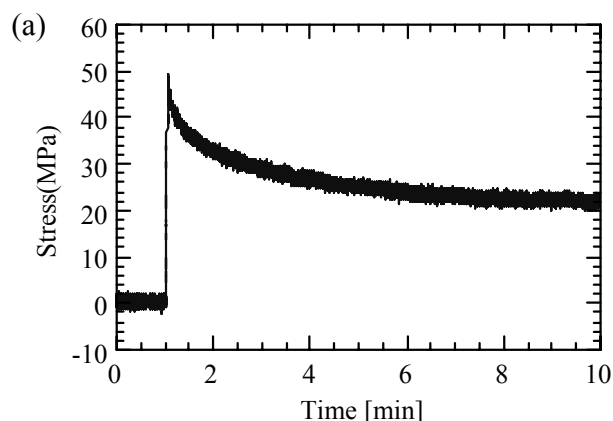


FIG. 1—Type figure caption here. {ASTM BK Figure Caption}

Permissions

If you have taken any tables or artwork from another publication, written permission from the publisher *must be* obtained and submitted with your manuscript. A sample form is attached for your use. (Attachment C)

References

Note: ASTM has two styles of references.

References for publications sponsored by the following committees are the Author/Date Style: C01 (Cement), C09 (Concrete and Concrete Aggregates), D18 (Soil and Rock), E35 (Pesticides), and E47 (Biological Effects and Environmental Fate).

All references must contain enough information to allow a reader to find the cited materials. Use italics for titles of books or journals and do not abbreviate journal titles. Reference to personal communications must be footnoted on the bottom of the same page as the first citation, not listed in the reference section.

Web site references must contain the title of the site, the URL, and the date you viewed the site. If possible, also include the author, the date the information on the site was written or posted, and any other pertinent information that will help the reader find the reference.

For Numeric Style References, cite the references in the text in numeric order in brackets, e.g., [1] or [1,3,5] or [3–8]. References should be listed in the order of their citation at the end of the paper.

For Author-Date Style References, cite references in the text using the author's last name and date of publication, e.g., (Jenkins 1980) or (Jenkins and Smith 1980) or (Jenkins et al. 1980). When there is no individual author, use the publisher with the date, i.e., (Composites Research Institute 1989). References should be listed in alphabetical order at the end of the paper. For multiple citations, use the following notation:

- (Jenkins 1980, 1989) for two references by the same author.
- (Jenkins 1980a, 1980b) when both references were published in the same year by a single author.
- (Jenkins 1980; Wong 1972; Smith and Jones 1990) for different references, with multiple authors, with the years of publication.

References (Examples of Numeric Style) (All committees use this style EXCEPT C01, C09, D18, E-35, and E-47)

- [1] Theiss, T. J. and Shum, D. K. M., “Experimental and Analytical Investigation of the Shallow-Flaw Effect in Reactor Pressure Vessels,” USNRC Report NUREG/CR-5886 (ORNL/TM-12115), Oak Ridge National Laboratory, July 1992.
- [2] Code of Federal Regulations, Title 10, Part 50, Section 50.61 and Appendix G.
- [3] McAfee, W. J., Bass, B. R., and Bryson, Jr., J. W., “Development of a Methodology for the Assessment of Shallow-Flaw Fracture in Nuclear Reactor Pressure Vessels,” ASME Pressure Vessel and Piping Conference, Orlando, FL, 27–31 July 1997, PVP-Vol. 346, pp. 85–94.
- [4] Tide Tables for Miami, FL USA, July 1997, Miami Harbor Entrance at East Coast FL, URL: <http://www.tides.com>, Nautical Software, Inc., Santa Barbara, CA, 21 May 1998.

References (Examples of Author-Date Style) (For Committees C01, C09, D18, E35, and E47 Only)

- Anderson, D. E., June 1984, “Surface Impoundment of Soil Liners,” *Geotechnical Testing Journal*, Vol. 6, No. 2, pp. 30–41.
- Composite Research Institute and Materials Structural Analysis Society, 1989, *Composites for Small Aircraft Applications*, University of Pennsylvania Press, Philadelphia, PA, pp. 25–30.
- Jenkins, J. A., 1980a, *Fundamentals of Soil Mechanics*, Vol. I, John Wiley and Sons, New York.
- Jenkins, J. A., 1980b, *Fundamentals of Soil Mechanics*, Vol. II, John Wiley and Sons, New York.
- Tide Tables for Miami, FL USA, July 1997, Miami Harbor Entrance at East Coast FL, URL: <http://www.tides.com>, Nautical Software, Inc., Santa Barbara, CA, 21 May 1998.

FOR MORE INFORMATION

Please refer to the following resources for additional guidance:

- *Webster’s New Collegiate Dictionary* for spelling, punctuation, and capitalization.
- *Chicago Manual of Style* for good technical writing.
- IEEE/ASTM SI-10 Standard for Use of the International System of Units (SI) for information on the conversion to and use of SI metric units.

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- COP Previously Published Policy (see **Attachment B**)
- Request for Permission to Reprint (see **Attachment C**)

Instructions last updated 04/24/03

ATTACHMENT A

Committee on Publications Review Policy

Anonymity of the Reviewers: In keeping with long standing publication practices, ASTM protects the anonymity of the peer reviewers.

ASTM's Review Process: Manuscripts published by ASTM require peer review. When the reviewers' comments are received, they are sent to the Editor for consideration. The Editor makes a recommendation after which time the reviews are sent to the author requesting revision of the manuscript in accordance with the reviews and any additional comments provided by the Editor. The Editor may also request additional reviews as warranted.

In cases where a book is prepared by a single author, an arbitrator reviews the comments and makes recommendations.

Controversial Manuscripts: When a reviewer recommends that material be rejected, the Editor or arbitrator confers with the COP Representative assigned to that publication to reach a joint decision.

ATTACHMENT B

Committee on Publications “Previously Published” Policy

In order to maintain the integrity of the publication process, the policy of ASTM and its Committee on Publications (COP) forbids the publication of previously published material. For the purpose of this policy, “previously published” means published in a peer reviewed, archival document or electronic format such that the material can be easily referenced and obtained. With limited exceptions, this definition would encompass any material that is currently subject to copyright protection. Informally published proceeding of workshops or seminars would not normally fall under the scope of this definition.

In order to be subject to this policy, the material in question need not be identical to the previous publication, only substantially the same. The editor of the publication and the assigned COP Representative are responsible for determining whether or not the material is “substantially the same” in each case.

Exceptions to this policy can be granted with approval of the Technical Editor of a journal or the Technical Editor of a book and the COP Representative. Examples for exceptions may include, the completeness or technical accuracy of a manual might be compromised without the materials contained in a previously published work. Similarly, a journals’ Technical Editor may feel that the readers would benefit from the information so much that they agree to sacrifice journal pages to accommodate the previously published article.

In cases where an exception is granted, all necessary waivers of copyright must be obtained by the author and submitted in writing to ASTM and cited in the publication with the copyright holder’s permission.

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