

# ASTM International Author Instructions for Journal, Book, and STP Authors

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- Names and contact information for each author in the order that they should appear.** Authors are urged to register in ORCID at [www.orcid.org](http://www.orcid.org) to get a 16-digit author identifier. ORCID enables authors to be linked with their works, facilitates indexing, avoids duplication, and lessens ambiguities when researchers are looking for a particular author (e.g., Roberta K. Jones, R. K. Jones). Any addition, deletion, or rearrangement of author names in the authorship list should be made as soon as possible prior to publication of the manuscript. No addition, deletion, or rearrangement will be made after publication, including publication in First Look.
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## 3. Where to Submit Your Manuscript

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For an overview, click on "User Tutorials" to learn more about the submission site.

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For this website, the reference that would be included in the reference list is:

Cohen, N., Friedman, R., Mayer, P., and Novey, B., "NPR's Book Concierge: Our Guide To 2015's Great Reads," NPR, 2015, <http://web.archive.org/web/20161012191111/http://apps.npr.org/best-books-2015/> (accessed 12 Oct. 2016).

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Reference must be made to the Manuscript ID #, title, author, and journal or book in all correspondence.

8/2013

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## **Appendix B – Types of Submissions**

The editor may waive these restrictions to encourage papers on topics that cannot be treated within these limitations. Review papers concerned with a large topic area may be longer in order to adequately cover the topic. Justification for longer manuscripts should be provided and permission received from the Journal's Editor.

\*Tables and figures of normal size should generally be counted as 250 word equivalents each.

### **Technical Manuscripts (10,000 words)\***

Technical manuscripts are full-length papers that significantly contribute to the technical literature and should be of interest to testing professionals and/or researchers. They must include a review of past work in the relevant area and should present information of current interest or probe new fields.

### **Review Papers (10,000 to 20,000 words)**

Review papers provide historical context and technical development in a field of interest to ASTM International. They survey the primary sources that contribute to the current state of research on a particular topic. A review paper typically synthesizes and references key relevant papers on a selected topic and presents a coherent view of the "state of the art" as it now stands. The author of a review should demonstrate a thorough understanding of the literature and as a result formulates a useful analysis of it. While authors of review papers do not present new research, they are expected to provide a new perspective. Review papers usually incorporate some of the following elements: recent major research advances and discoveries, significant gaps in the current research, current debates, and ideas of where research might go next.

Review papers can be submitted for consideration but it is highly recommended that an abstract be discussed with the journal editor prior to full submission.

### **Technical Notes (3,500 words)**

Technical notes are shorter than technical papers, approximately 3,500 words, and must also include a review of past work in the relevant area. Technical notes may be used to present preliminary or partial results of research, limited research results, innovative equipment or methods, and/or proposed modifications of testing standards.

### **Discussions (2,000 words)**

Discussions present significant comments or questions about the technical content of a previously published technical paper or technical note published in a journal. They must be submitted during a 6-month period following the date of publication of the paper or note. Discussions should not simply speculate, repeat or emphasize material published elsewhere, advocate special or commercial interests, or controvert established fact. Discussions follow the requirements for other manuscripts except that they do not have abstracts, introductions, or conclusions. The Editor(s) will determine whether a discussion is appropriate for publication, and if so, will forward the discussion to the author(s) of the original paper for a Closure to be written. Be sure to include the authors' names, paper title, journal, and paper ID number. The suggested word count is 2,000 words.

### **Closures (2,000 words)**

Closures are written by the author(s) of an original paper or note in response to a Discussion. The author(s) addresses and clarifies issues raised in the Discussion and provides conclusions to the issues. Closures and discussions are published together and linked to the original paper online. The suggested word count is 2,000 words.

### **Book Reviews (2,000 words)**

Book reviews assess new books whose content is judged important by the journal Editor. They summarize the work, illuminate its strengths and weaknesses, and place it in context with existing literature. Reviews are limited to 2,000 words and are usually written upon request by the Journal's editor(s).

**Errata and Corrigenda**

Errata are corrections of egregious, technical errors made during the publication process that appear in published manuscripts, notes, discussions, etc. Corrigenda are corrections of egregious, technical errors made before the publication process. Errata and Corrigenda are published as separate documents and are linked online to the original paper.

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The current ASTM policy on plagiarism is the following:

**"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 work that is currently subject to copyright protection.

It is permissible, for ASTM specifically and for journals broadly, to publish a paper that *expands* on something already published. In this case it should be made clear that the longer paper is an extension of work already published, with a clear citation of the earlier publication. If the earlier paper is copyrighted, then the author may not repeat blocks of text, tables, or figures from the earlier paper without obtaining permission and providing proper citation of the source. It is also permissible to publish a paper that distills, summarizes, or reviews something already published. This is commonly done in review papers and when publishing a paper based on a student's thesis. In these cases, as well, it should be made clear that the paper is based on work already published. What is not permitted is to publish work that is essentially unchanged from a previous paper or to use work of other without obtaining permission from the copyright owner and properly citing the source.

## Appendix E – Green Open Access\* Policies and Procedures for ASTM International Journals

It is the mission of ASTM International to provide high quality content to our members and customers. Our rigorous peer review process is the cornerstone of that mission along with an experienced and dedicated staff.

ASTM continues to invest in the latest technologies to support our contributing authors with print, electronic publishing, metadata, and submissions to notable indexing and abstracting services.

ASTM has established a Green Open Access policy as of January 1, 2016. Under this new policy, authors will be allowed to deposit their final paper in their company or university repositories with appropriate reference to the source journal after a twelve-month embargo period. Prior to that time a pre-press version can be deposited. ASTM will not collect page charges or article processing charges. ASTM will retain and defend the copyright for all materials published by the society. For more details see the following Policies and Procedures section below.

\* Green Open Access journals provide authors with free access to peer-reviewed papers, usually after an embargo period. There are no article processing charges.

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Policies and Procedures:

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Manuscript received February 5, 2015;

accepted for publication July 10, 2015;

published online October 10, 2015.

The article would then be available to authors for free October 10, 2016.

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