

Information for Contributors

The *Journal of Testing and Evaluation* (JOTE) is issued bimonthly by ASTM. Each published paper and technical note is peer-reviewed. The guidelines below offer suggestions to authors and describe our manuscript selection, peer review, revision, and publication processes. Authors who adhere to these suggestions will ensure expeditious handling of submitted material.

Preparation of the Manuscript*

The submitted manuscript should be typewritten or printed, in English, on one side of a sheet only, double-spaced, with wide margins (at least 1 in. (2.5 cm)) on all sides. Pages must be consecutively numbered in single sequence—text, tables, and figures.

Six copies of the original manuscript are needed, each including clear copies of any figures.

The text should include an informative abstract of 100–150 words and a list of 5–10 keywords that can be used to index the contents of the manuscript.

ASTM policy requires the use of SI units in all publications (and in their included tables and figures). If English units must be used to present test results or to describe materials, equivalent SI units should follow in parentheses. Refer to *ASTM E 380, Standard Practice for Use of the International System of Units (SI) (The Modernized Metric System)* for further information and examples.

Commercialism may be avoided by the use of generic terms where possible. Trademarks and trade names should be properly identified as such, if they are used.

References should be cited in the text in numeric order. Type the numerical citation on the line, not as a superscript, and enclose in square brackets. The references should be listed together at the end of the text, in consecutive order, with enough information to allow a reader to find the cited item. See a recently published article in the *Journal* for the style conventions used for papers, reports, books, and computer programs.

All tables should be placed together following the text and references. Tables should be identified with Arabic (not Roman) numbers, and cited in numerical order in the text. It is better to use several simple tables than one large, complex table.

All figures (graphs, illustrations, photographs) should be placed together following text and tables. A separate sheet of figure captions should precede the figures. Figures should be identified with consecutive Arabic (not Roman) numbers. Type size must be large enough to be legible after reduction. All lettering, lines, and symbols must be drawn with opaque black ink on white paper. The axes of each graph must be properly labeled, with specific units. Computer-produced graphs or illustrations must be made using a laser printer (not an impact printer). Photographs must be high-contrast black-and-white. All micrographs, and all figures that are representations of equipment or specimens, must include scale marks.

*For complete instructions and necessary forms for the preparation of manuscripts contact Barbara Stafford, Administrative Assistant, ASTM Journals, 610-832-9621 or FAX 610-832-9623.

The name, mailing address, position, affiliation, and telephone (fax, e-mail) of each author must be supplied in a cover letter. The submitting author is asked to provide names, mailing addresses, affiliations, and telephone numbers of five potential reviewers who are not employed at the same institution as any of the authors. The submitting author must state that the contents of the manuscript have not been published previously and that the manuscript is not under consideration for publication elsewhere. The submitting author should affirm that all those given as co-authors have agreed to be so listed.

Technical Review

Each submitted manuscript that, in the opinion of the Technical Editor, fits the scope of the *Journal*, is technically sound, and will be of interest to the readership is processed for peer review. Three reviewers evaluate each paper, two each technical note. The reviewers consider technical merit, originality, soundness of data, reproducibility of results, logical conclusions, and clarity of presentation. Manuscripts that successfully complete the peer review process are returned to the authors for any necessary revisions.

Three copies of the revised manuscript are needed—one master with original figures; one annotated copy (highlighted to show where revisions have been made and indicating which reviewer's comment has been addressed); and one plain copy. The "Authors' Response Form" should be completed, showing where revisions were made, including any explanation concerning a suggested change not being made. The "Author Agreement" form should be completed by the authors as well, assigning copyright to ASTM.

Should a copy of the revised manuscript be available in computer-produced form, such as from a word-processing program like Word® or WordPerfect®, it may be included at this time with the paper copies mentioned above. Either 3.5 in. (89 mm) or 5.25 in. (133 mm) disks are acceptable. This expedites the handling of the article in the editorial office.

The Technical Editor may either accept the revised manuscript for publication, accept it pending further revision, or reject it. A revised manuscript may be sent for re-evaluation to a reviewer who had found major flaws in the first submission.

Each manuscript accepted by the Technical Editor for publication is then assigned to the editorial staff to ensure compliance with ASTM conventions and appropriate English style and usage. The article is set into print and the page proof is delivered to the author for approval. Should the editorial office not hear from the author in the designated response time, approval is assumed and publication proceeds.

Other Published Items

Some items appear in the *Journal* without peer review. Thus, brief comments on a previously published article, the authors' response to these comments, discussions of new approaches to data gathering, and critical reviews of books or computer programs require the approval only of the Editor-in-Chief. Letters to the Editor are invited at any time.

Dr. Donald R. Petersen
Editor-in-Chief

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