

# ASTM International Author Instructions

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## 1. Manuscript Preparation

- 1.1. File Type and Layout.** Files must be in Microsoft Word, with double-spaced size 12 Times New Roman font and 1-inch margins on all sides. Do not submit a PDF. All mathematical material should be formatted in MathType.
- 1.2. Documenting Experiment Procedures.** When testing is performed to obtain supportive data, authors should include a brief summary of experiment procedures and options followed to help readers understand how the test was performed. This can be in your Materials and Methods section or any section you feel is most suitable.
- 1.3. Figures.** For your initial submission, your figures may be embedded in your article file. Any revised files must include separate figure files in TIFF or EPS format. Resolution should be 300–600 DPI at a minimum width of 3 inches; text and images should be clear, not blurry or pixelated. Color should be in RGB color mode. Text should be in 6–12 font size and must be proofread to ensure that any units are correct and legible. Panels in figures should be clearly labeled with italics capitalized letters (example: (A), (B), etc.) and defined in the figure caption. For journals, supply panels in separate files. Each part of compiled images should meet resolution and text size requirements prior to compiling the figure file. Figures will appear in black/white in print and in color online at no cost to authors. Please be sure your figures will be understood in black/white.
- 1.4. Videos should be uploaded as Supplementary Materials.** See Appendix G for video instructions and details.
- 1.5. Acknowledgements:**
- 1.5.1** Acknowledge any funders; example—The author(s) disclosed receipt of the following financial support for the research, authorship, and/or publication of this article: This work was supported by the Medical Research Council [grant number xxx], or similar verbiage.
- 1.5.2** Acknowledge reviewers if you have extensively used ideas from the peer reviewers. It is appropriate to acknowledge their contribution to the improvement of the paper even though they are anonymous; you may use a simple statement such as: “The authors would like to thank the reviewers for their comments that improved the paper and we acknowledge the inclusion of some of their ideas.”
- 1.6. References** must be complete and in ASTM format. See the ASTM Style Manual for a full list of requirements. Please note, your paper may contain **no** references to ASTM Work Items. The WKXXXX will be changed to a standard designation when or if the standard passes the balloting stage. If the standard is published the title may change and the temporary Work Item page will be removed from the ASTM website. If you refer to ASTM Work Items, you will be asked to remove the references or rewrite your paper.

## 2. ASTM Style Manual

Find the ASTM Style Manual online, [www.astm.org/PUBLISH/](http://www.astm.org/PUBLISH/). Be sure to download the correct Style Manual for your publication. NOTE: The *Geotechnical Testing Journal* has a different style than the other publications.

## 3. The Electronic Submission Process

### Where to Submit Your Manuscript

Submit manuscripts via ScholarOne Manuscripts Central, the online manuscript submission system for all ASTM International publications. For books, STPs, and journal special issues, submission invitation links are required.

- a) Book Chapters: <http://mc04.manuscriptcentral.com/astm-books>
- b) STP papers: <http://mc04.manuscriptcentral.com/astm-stp>
- c) Advances in Civil Engineering Materials: <http://mc04.manuscriptcentral.com/astm-acem>
- d) Geotechnical Testing Journal: <http://mc04.manuscriptcentral.com/astm-gtj>
- e) Journal of Testing and Evaluation: <http://mc04.manuscriptcentral.com/astm-jote>
- f) Materials Performance and Characterization:  
<http://mc04.manuscriptcentral.com/astm-mpc>
- g) Smart and Sustainable Manufacturing Systems:  
<https://mc04.manuscriptcentral.com/astm-ssms>

Click on “User Tutorials” for an overview and to learn more about the submission site.

### Step 1: Type, Title, and Abstract

- a) Check the box to indicate the type of paper you are submitting: Technical Manuscript, Review Paper, Technical Note, Discussion, Closure, Book Review, or Letter to the Editor. See Appendix B for descriptions.
- b) **Title** should be concise but informative enough to facilitate information retrieval. Example: Modeling the Lowest Hardness Point in a Steel Bar During Quenching. To avoid confusion with standards prepared as part of the technical committees' standard development process, titles cannot include the words Standard, Specification, Test Method, Guide, or Recommended Practice. **Running Title** is a short version of the title used at the top of each page. It should be less than 50 characters (including spaces) and convey the general topic of the paper. Example: MODELING THE LOWEST HARDNESS.
- c) **Abstract** must be no more than 300 words. It should be written as one paragraph and should not contain mathematical equations, tables, footnotes, citations, or references. For Manuals and Monographs, the abstract and keywords will not appear in the book but will be on our website to describe your chapter.
- d) **Plain Language Summary**. Include a short, plain language summary that will make it easy for people to find and understand your work. This is not the same as the abstract. Once the paper is published, this summary will be made available through Kudos ([www.getkudos.com](http://www.getkudos.com)) for you to use on Social Media.

### Step 2: File Uploads

Upload your manuscript, figures, supplement files (including videos), and permissions.

### Step 3: Attributes

- a) **ASTM Committee and Subcommittee**. From the submission site, select a main ASTM committee and appropriate subcommittee from the drop-down box and then select "ADD".
- b) **Keywords**. Include 3–10 keywords to be used for indexing purposes.

### Step 4: Authors and Institutions

Enter the names, affiliations, and contact info for all authors in the order in which they should appear. Authors should register in ORCID ([www.orcid.org](http://www.orcid.org); see <https://support.orcid.org/hc/requests/173842> for an infographic for Chinese-speaking authors) for a 16-digit author identifier. ORCID links authors with their works, facilitates indexing, avoids duplication, and lessens ambiguities when researchers search for a specific author (e.g., R. K. Jones, Roberta K. Jones). Addition, deletion, or rearrangement of author names should be made prior to acceptance.

**Authorship Policy:** Being listed as a coauthor means that you have made a significant contribution to the work; you have reviewed and agreed to the final version of the article before submission; and you agree to be accountable for the work. You also agree that the corresponding author will act on your behalf in all communication through submission, peer review, production, and publication. In line with standard publishing ethics, if the work is found to be in error, or in breach of the copyright agreement, that responsibility is shared by all named coauthors. No changes in authorship will be made after acceptance. If coauthors have any concerns about these authorship policies, please contact the ASTM office directly at [aconaway@astm.org](mailto:aconaway@astm.org).

### Step 5: Reviewers and Editors

If there are specific reviewers whom you would like to recommend or oppose, please add them here.

### Step 6: Details and Comments

- c) **Cover Letter**. This should describe what makes your paper unique, and worthy of publication, how your paper fits with the journal's scope, and any other information that will assist our Editors. Include disclosures of conflicts of interest and funding information.
- d) **Funding**. If you have funding information, enter it here. Be sure to also include all funding information in the "Acknowledgments" section of your paper.
- e) **Manuscript Information**. Indicate the number of figures and tables.
- f) **Copyright Agreement**. Read and accept the terms of the ASTM Copyright Agreement. See option for

government employees.

- g) **Confirm:**
- i. The manuscript has not been submitted or published elsewhere.
  - ii. The research meets the ethical guidelines including adherence to the legal requirements of the study country.
  - iii. The paper is not written as a promotion for any specific product or services.
  - iv. There is no conflict of interest that could be perceived to bias your work, acknowledging any financial support and any other personal connections to the editors in your letter.
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- i) **References. Confirm that all references are complete and in the proper format. See the ASTM Style Manual for complete instructions.**

**Step 7: Review and Submit.** Check the submission forms; confirm and submit.

#### 4. ASTM Publication Process

When you submit a paper to ASTM, you can expect the following steps in the publication process:

- a) **Peer Review.** All papers submitted will be reviewed by at least two independent reviewers. After reviews are complete, you will receive the reviewers' feedback along with a decision (Accept, Revise, or Reject).
- b) **Copyediting.** Accepted papers are sent to a professional copyeditor. The copyeditor will focus on grammar, ASTM style, and references. The copyeditor may also add queries for you to address during proofing.
- c) **Typesetting.** Your paper will next be typeset in the ASTM typesetting specifications. Journals, STPs, and books each have their own format that the typesetter will use for your paper.
- d) **Author Proofing.** You will then receive the typeset, formatted PDF. This will include the copyeditor's queries. You should respond to the queries and provide any other necessary corrections. Carefully read the entire paper to ensure the copyeditor did not unintentionally alter your meaning when correcting for grammar. Please note, this is not an opportunity to re-write your paper. Extensive edits may result in your paper being returned to peer review.
- e) **Quality Control.** The ASTM office and our production vendors will implement your edits and ensure the paper is ready for publication.
- f) **Complimentary PDF.** After final publication, your paper's corresponding author will receive a complimentary PDF that can be shared with co-authors.
- g) **Green Open Access Policy.** See Appendix E for a full description of the policy.
- h) **Article Processing Charges (APCs).** There are no article processing fees.

#### 5. ASTM Publication Policies

**5.1. Commercialism Policy.** Commercialism is unacceptable in all publications. Use generic terms whenever possible. If you must name a specific product, capitalize trademarks and trade names.

**5.2. Conflicts of Interest.** Authors are responsible for recognizing and disclosing in their cover letters any conflict of interest that could be perceived to bias their work, and they should acknowledge all financial support and any other personal connections with any of the Editors.

**5.3. "Previously Published" and Preprint Policy.** The policy of the ASTM Committee on Publications (COP) forbids the publication of previously published material in a peer-reviewed, archival document or electronic format. With limited exceptions, this definition would encompass any work that is currently subject to copyright protection. The

material in question need not be identical to the previous publication, only substantially the same. The Editor of the publication is responsible for determining whether the material is “substantially the same” in each case. Exceptions to this policy can be granted only with the approval of the Editor. Papers that contain some previously published materials require permission from the copyright owners. All submissions will be subject to a similarity checking software program. See Appendix D for more information.

Authors may submit for publication a paper that has been posted online as a preprint. A preprint is considered a non-peer reviewed draft document that is shared publicly on preprint servers. Preprints may be given a digital object identifier (DOI) by the preprint servers. Once the peer-reviewed paper is published by ASTM, the paper must be cited using the full citation to the published book or journal with the ASTM-assigned DOI.

Authors who use Kudos to claim their publications can generate a shareable PDF with the paper summary and DOI that can be posted on external sites and repositories such as Research Gate. See Item 6.2 for more information.

**5.4. Author/Copyright Owner Agreement.** The corresponding author will be required to electronically accept ASTM’s Author/Copyright Owner Agreement (see Appendix A). You will advise all coauthors of the terms of the agreement and the use of their name(s) in the manuscript. A government employee option is available.

**5.5. Manuscript Style Manual.** All authors should download ASTM’s Style Manual (see [www.astm.org/PUBLISH/](http://www.astm.org/PUBLISH/)) for instructions on paper format, citation/reference style, table format, etc. A sample paper is available in ScholarOne and should be used as a guide for the appropriate elements of a submission. The paper should be carefully proofread by the author. Number all pages in sequence beginning with the title page. Pages of the manuscript should be arranged in the following order: abstract, keywords, main text, acknowledgments, appendices, references, tables with captions, list of figure captions, and figures.

**5.6. Written Language.** The manuscript must be in good scientific American English; this is the author's responsibility. If English assistance is needed, the author should seek this out before submitting the paper. Websites where you can get English editing assistance include LetPub (<http://www.letpub.com/>), the American Journal Experts (<http://www.aje.com/>), and J&J Editorial (<https://jjeditorial.com/>), contact Brit Stamey at [brit@jjeditorial.com](mailto:brit@jjeditorial.com)).

## 6. Citing Your Work

A reference is provided on the first page of your paper. When citing your ASTM paper in other works, follow the provided reference.

**6.1. Using Websites as References/Archiving Websites.** Archiving websites enables researchers to view the website that you viewed as it was on the day and at the time that you viewed it. This is especially helpful for mitigating the effects of “link rot”, or websites that have become permanently unavailable. All URLs that you cite in your reference list should be archived on or as close to the day that you viewed it.

a.) To archive a website, copy the URL, go to [www.web.archive.org](http://www.web.archive.org), and paste the URL into the box in the lower right corner that says “Save Page Now”.



b.) You will then receive a new URL that includes the archive (date of access) information; for example:

<http://web.archive.org/web/20161012191111/http://apps.npr.org/best-books-2015/>. This is the URL that must be included in your reference list, along with the author(s), title, and publication date.



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

N. Cohen, R. Friedman, P. Mayer, and B. Novey, "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/>

**6.2. Claiming Publications in Kudos.** Kudos is used to increase the visibility and impact of published works. When authors publish with ASTM, they receive an email suggesting they send a message to their colleagues announcing the newly published work. Publications on your Kudos page are linked to abstracting and indexing services, research subject repositories, etc. From your Kudos publication page you can generate a shareable PDF with the paper summary and DOI that can be posted on external sites and repositories such as Research Gate. Registration is free for authors and researchers; see [www.growkudos.com](http://www.growkudos.com).

## 7. Contacts for Peer Review and Editorial Offices

### Peer Review

Sara Welliver  
ASTM Publications  
J&J Editorial Services  
201 Shannon Oaks Cir., Ste. 124  
Cary, NC 27511  
919-650-1459, ext. 210  
Email: [astm@jeditorial.com](mailto:astm@jeditorial.com)

### Editorial: Manuals, Monographs, and Data Series

Monica Siperko  
ASTM International  
100 Barr Harbor Drive  
West Conshohocken, PA 19428  
610-832-9622  
Email: [msiperko@astm.org](mailto:msiperko@astm.org)

### Editorial: Journals and STPs

Alyssa Conaway  
ASTM International  
100 Barr Harbor Drive  
West Conshohocken, PA 19428  
610-832-9620  
Email: [aconaway@astm.org](mailto:aconaway@astm.org)

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

9/2021

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- For the author's employer, if the Work is a "work for hire", made within the scope of the author's employment, the right to use all or part of the information in (any version of) the Work for other intra-company use (e.g., training);
- You retain any patent and trademark rights and rights to any process or procedure described in the Work;
- The right to include the Work in full or in part in a thesis or dissertation (provided that this is not to be published commercially);
- The right to use the Work or any part thereof in a printed compilation of works of the author, such as collected writings or lecture notes (subsequent to publication of the Work by ASTM); and
- The right to prepare other derivative works, to the extent the Work is not book-length form, or to otherwise re-use portions or excerpts in other publications, with full acknowledgement of its original publication by ASTM.



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Other uses by authors must be authorized in writing by ASTM.

By electronically accepting this Agreement, you agree to all the above terms and limitations.

## 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)\* 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) 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) 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) 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.

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

**Editorials** (maximum of 2,000 words, plus up to 4 figures) present an overview and analysis of a specific topic of interest and are written by Editors or Associate Editors. The topic of each Editorial is selected by the Editor or Associate Editor. The Editorial provides research issues, opportunities, and challenges in any specific area of research related to the journal. The Editorial can also provide a call for action and could be written as a white paper. The Editorial will be reviewed and approved by Co-Editor(s) [in case it is written by AE(s)] or approved by AE(s) (in rotation) in case it is written by Co-Editor(s).

**Interviews** (maximum of 5,000 words) present the notes of an interview [conducted by Co-Editor(s), AE(s), or member(s) of the editorial board] with leading thought leaders from industry, academia, government, or nonprofit organizations. The format for this will be either like a Q&A, or Q&A with some additional notes. The Interview will be reviewed and approved by Co-editor(s) [in case it is written by AE(s) or member(s) of EBM] or approved by AE(s) (in

rotation) in case it is written by Co-Editor(s).

**Book Reviews** (2,000 words) 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 papers. 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.

**Appendix C – Request for Permission Template**

Date:

TO:

I am preparing material for a publication titled: **(list publication)**, [the "Publication"] to be published by ASTM International. I hereby request copyright permission for non-exclusive worldwide rights, in all languages, to include the following copyrighted material [the "Material"] in this Publication to be published, distributed, licensed, sub-licensed, and/or sold by ASTM:

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Company: \_\_\_\_\_

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Preferred Credit Line: \_\_\_\_\_

## Appendix D – ASTM Policy on Plagiarism

The current ASTM policy on plagiarism is the following:

**“Previously Published” and Preprint Policy.** The policy of the ASTM Committee on Publications (COP) forbids the publication of previously published material in a peer-reviewed, archival document or electronic format. With limited exceptions, this definition would encompass any work that is currently subject to copyright protection. The material in question need not be identical to the previous publication, only substantially the same. The Editor of the publication is responsible for determining whether the material is “substantially the same” in each case. Exceptions to this policy can be granted only with the approval of the Editor. Papers that contain some previously published materials require permission from the copyright owners. All submissions will be subject to a similarity checking software program. See Appendix D for more information.

Authors may submit for publication a paper that has been posted online as a preprint. A preprint is considered a non-peer reviewed draft document that is shared publicly on preprint servers. Preprints may be given a digital object identifier (DOI) by the preprint servers. Once the peer-reviewed paper is published by ASTM, the paper must be cited using the full citation to the published book or journal with the ASTM-assigned DOI.

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.

### **Committee on Publications (COP) POLICY ON PLAGIARISM**

#### **What is Plagiarism?**

In the context of research proposals, the U. S. National Science Foundation defines plagiarism broadly as “the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit” [[Code of Federal Regulations, 45, 689.1](#)]. Plagiarism can also violate federal copyright law that is punishable by statute.

The U. S. Copyright – Fair Use ([Sections 107 through 118](#) of the Copyright Law title 17, U.S. Code) doctrine allows use in appropriate context of material published earlier when the source of the material is clearly identified.

**Plagiarism can be full, partial, or self-plagiarism.** An example of the first case is when an author republishes an entire chapter or article of another author without disclosing this fact or the source. In a partial plagiarism, only portions of another person’s earlier published work or direct statement is copied with little or no changes and, again, without proper attribution. Self-plagiarism is publishing one’s earlier peer-reviewed work again, in the same or a different publication, without disclosing this fact or the source. This also applies to material that is in the public domain or easily accessible on the Web such as Wikipedia <http://www.wikipedia.org/>.

**Images.** Authors are expected to properly reference image(s) from other sources and obtain written permission for the

use of the image(s) from the copyright holder(s).

### **COP Policy on Plagiarism**

ASTM COP does not tolerate plagiarism or violation of any federal copyright laws in any form in its publications. Plagiarism is an unethical behavior and is never acceptable. Work by others that are cited in articles or books whether quoted directly or paraphrased, must be properly acknowledged either by references or as footnotes.

### **Authors' Responsibilities**

All authors are equally accountable regarding the submitted work. To avoid the charge or claim of plagiarism, an author must provide clear indication of the original source of material by giving reference to previous work or source of a quote.

Authors are expected to be responsible for the contents of the text submitted to ASTM for publication. Hence, it is the responsibility of the author(s) to adhere to the highest ethical and professional standards with respect to plagiarism.

Authors who are unclear about what does and does not constitute plagiarism should research the definition to ensure that, in their collective conscience they are not in violation of plagiarism prior to submitting their work to ASTM.

**Images.** Authors are expected to properly reference image(s) from other sources and obtain written permission for the use of the image(s) from the copyright holder(s).

If COP brings a charge of plagiarism to the author(s), a response is required within three months. If there is no response, ASTM will contact the authors' institution. If there is no response from the authors or the institution, ASTM will no longer accept any submissions from the authors or from their institution.

### **Reviewers' Responsibilities**

If reviewers or other readers detect or suspect a case of plagiarism in an ASTM published work or material in the review stage, it is their ethical and professional responsibility to contact the ASTM Managing Editor, Books and Journals, who will follow up on the individual case.

### **Procedures for Investigating Plagiarism**

All journal submissions will be checked for potential plagiarism using iThenticate/Turnitin™ software. iThenticate/Turnitin™ detects similarities to papers published in the existing literature. Based on the results of the check, the journal Editor will determine if the submission is acceptable for consideration for peer review. If a submission is rejected due to a substantial degree of similarities with published work, the author and co-authors of that submission will be advised that their submission has been rejected due to apparent plagiarism and their funding institution and/or employer will be informed.

The Managing Editor will form an ad hoc committee consisting of 3 to 5 individuals that may include the journal or book editors, authors, reviewers, counsel, Vice-President of Publications and Marketing, and representatives from COP, to investigate the alleged violation and make a recommendation to COP for a vote regarding the allegation.

ASTM COP will follow the procedures on self-plagiarism (redundancy) and plagiarism as outlined in the flowcharts published by the separate and independent organization, Committee on Publication Ethics (COPE). Go to [www.publicationethics.org](http://www.publicationethics.org) for full details and flowcharts outlining a process for communicating with authors, reviewers, readers, etc. at <http://publicationethics.org/files/All%20Flowcharts%20English%2017%20July%202012.pdf>.

This process includes comparing the documents in question, notifying all authors if possible, obtaining an explanation from the authors, determining the next course of action, e.g., revision to remove or reference material from other works, rejection, notification of the funding institution, printing a retraction, or whatever is necessary to resolve the

issue dependent on the publication stage of the material in question.

### **Notifying ASTM of Plagiarism**

To inform ASTM of suspected plagiarism submit your allegation in writing to the Managing Editor, Books and Journals. Include your name, email address, phone number, and indicate exactly what parts of the work published or under review by ASTM International are duplicated and the citation of the original work. Include any documents or details that will assist in the investigation and discovery of the original sources.

### **Confidentiality**

The investigation will be held in reasonable confidence during the investigation of plagiarism but will require full disclosure to anyone assisting the Managing Editor in the deliberations.

### **Penalties**

In the case of a positive finding of plagiarism by ASTM's investigation, ASTM will notify in writing the author(s), as well as the authors' funding institution and/or employer, of the allegations and subsequent positive findings. If the paper is still under review, it will be rejected. If the paper or book chapter has already been published by ASTM, a message will be included in the digital version in the ASTM Standards and Engineering Digital Library (SEDL) indicating that the paper was found to be in violation of the ASTM plagiarism policy and a notice indicating the paper was RETRACTED, and an explanation as to why it was retracted will be inserted into any print versions with future sales. Additionally, ASTM will forward the submission to RETRACTION WATCH (<http://retractionwatch.com>).

The author(s) of the plagiarized work will be requested to write a registered letter to the author(s) of the original work, apologizing for the violation. If there is a refusal to do so, ASTM will exercise their right to refuse all future submissions from the offending author(s) as well as the authors' institution/employer.

The author(s) of the original source material will also be notified by ASTM of the use of their material in the plagiarized work.

### **Sources used in creating this document:**

Plagiarism policies:

[American Chemical Society](#)

[American Mathematical Society](#)

[American Physical Society](#)

[Association for Computing Machinery](#)

[Committee on Publication Ethics](#) (COPE)

[Computer Science Journals](#)

[Institute of Electrical and Electronic Engineers](#)

Articles on plagiarism:

[Imperial College](#)

[Royal Society of Chemistry](#)

## 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.

**Impetus:** This is in consideration of mandates requiring government funded researchers to publish their work in peer-reviewed, Open Access (OA) journals. Open Access can be either Gold or Green. Gold OA is free immediately upon publication and the cost of publishing is borne by the authors who pay article processing charges (APCs). Green OA is free after an embargo period, and the authors are not charged APCs. The cost of publishing is borne by the subscribers. Article processing charges are acceptable but are usually not included in the funding. Authors are also requesting that their papers be included in their university or corporate repositories. To address these issues the following COP Policies and Procedures have been developed:

**Policies and Procedures:** ASTM has adopted a Green OA process as of January 1, 2016. The start date for the embargo period will be the date the paper is published online. For example:

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.

ASTM will continue its subscription-based business model and retain copyright. No APCs will be levied.

Authors may place their approved, pre-press papers without final edits, which they receive from the copyeditor, in their company or university repository in accordance with the Fair Use terms outlined in the Author Copyright Agreement (also below) recognizing ASTM International as the publisher with a complete reference including the DOI.

Final papers will be made available to authors without charge after a 12-month embargo period. After the embargo is lifted, authors can submit the final published paper to their company or university repositories with appropriate reference to ASTM International as the copyright holder, including the DOI.

Subscribers to ASTM Compass® or to individual journals would have immediate access to all published papers (with no embargo). Individual papers can also be purchased by non-subscribers immediately upon publication.

Papers published prior to January 1, 2016, will remain part of the subscription-based process and will not be available as OA publications.

ASTM will defend copyright and submit published work to the Library of Congress.

ASTM will collect ORCID numbers from authors, assign DOIs for papers, and submit this material to CrossRef, FundRef, and other indexing services.

ASTM will conduct the rigorous peer review process established by the COP.

ASTM will copyedit, format, and prepare metadata for each published paper. The papers will be published online in full color. Printed materials will be in black/white.

Non-subscribers to Compass® would pay for purchasing papers from the ASTM website or they may contact the author for a free copy of the paper. The author can provide the paper to the researcher or direct them to their repository for the pre-press version while the embargo is in place and to the final version after the embargo has been lifted.



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- The right to present the Work at a meeting or conference and to distribute copies of such Work to the delegate attending the meeting after the Work is published by ASTM with appropriate citation to the published article;
- For the author's employer, if the Work is a "work for hire", made within the scope of the author's employment, the right to use all or part of the information in (any version of) the Work for other intra-company use (e.g., training);
- You retain any patent and trademark rights and rights to any process or procedure described in the Work;
- The right to include the Work in full or in part in a thesis or dissertation (provided that this is not to be published commercially);
- The right to use the Work or any part thereof in a printed compilation of works of the author, such as collected writings or lecture notes (subsequent to publication of the Work by ASTM); and
- The right to prepare other derivative works, to the extent the Work is not book-length form, or to otherwise re-use portions or excerpts in other publications, with full acknowledgement of its original publication by ASTM.
- Kudos is used to increase the visibility and impact of published works. When authors publish with ASTM, they receive an email suggesting they send a message to their colleagues announcing the newly published work. Publications on your Kudos page are linked to abstracting and indexing services, research subject repositories, etc. From your Kudos publication page you can generate a shareable PDF with the paper summary and DOI that can be posted on external sites and repositories such as Research Gate. Registration is free for authors and researchers; see [www.growkudos.com](http://www.growkudos.com).

Other uses by authors must be authorized in writing by ASTM.

## Appendix F – Reviewer Scorecard

These are the questions that reviewers are asked to answer after assessing your paper. Please keep these items in mind as you prepare your manuscript and ensure that your manuscript meets these minimum requirements:

1. Contribution: Does the paper contribute to the permanent literature or to the immediate interests of the technical community?
2. Non-Commercial: Are all descriptions of commercial products, or their use, objective and not presented in an advertising manner?
3. Communication: Do the authors have a command of the written English language that makes Is the paper acceptable in literary form and structure, continuity of thought, and logical development?
4. Not Previously Published: It is important that the substance of the paper shall not have been published elsewhere unless the paper is clearly defined as a review paper. Does the paper meet this requirement?
5. Succinctness: Is the paper including the title concise yet thorough? If condensation is required, please specify exactly what material is extraneous?
6. Reproducible Results: Are the material tested, the testing conditions, and the test results sufficiently described to permit other investigators to check the procedures and conclusions?
7. Figures: Are the figures legible not blurry, with clear, crisp labels? Now is the time to suggest new/better figures based on what you see in the manuscript. An indication of scale is required in all photographs and all figures should be legible in color (online) and black and white (if printed).
8. References: References to pertinent work in the field should include the author, title, publisher, and year date be included. Do the references provide all of the information necessary to enable the reader to obtain copies for print and online sources, including the author, title of paper or chapter, book or journal name, volume, issue, publisher, symposium dates and location, publication date, and page range, etc.?
9. Is this paper Award Caliber?

Would you be willing to review a revision of this manuscript?

- Yes
- No

Recommendation

- A – Accept as is
- O – Optional Revisions
- M – Mandatory Revisions
- R – Reject

## Appendix G – Video Guidelines

### Videos (Optional Supplementary Materials)

**These instructions are provided to assist you in creating and submitting video(s) for consideration. By addressing these issues early, your video will be closer to acceptable quality.**

**Original video(s)** may be submitted with your manuscript to add value or clarify a point. You may link to already published videos as a reference if they are freely available such as YouTube or other social media sites.

#### **What type of permissions might I need?**

If your video appears in another publication, you will need permission from the copyright holder.

#### **What about copyright?**

ASTM will not enforce copyright for submitted videos. The paper is copyrighted by ASTM and subject to the terms of the Author Agreement.

#### **Are there length or size restrictions?**

The total file size must not exceed 100MB\* (30 seconds to 8 minutes maximum). Be concise. A short video that clarifies your point is most effective. The reviewers or the Editor may require that you cut extraneous footage.

\*If file size is larger, reduce the resolution from HD to 1280 × 1024 or 1024 × 780. This should not affect image quality.

#### **How many can I submit?**

Although there is no set limit on the number of video submissions, Editors and peer reviewers will consider the importance and contribution each video makes to the paper.

#### **When should I submit my video?**

All videos must be delivered with the manuscript at time of submission. When a video is submitted with a paper, the author should add a section titled Supplementary Material at the end of the paper, just before the References. This will inform Editors and peer reviewers that a video(s) exists so they open the file. **Include a brief title and number to ensure they are not mixed up (Video 1, Fatigue Limit Testing, etc.).** The link to the video will be moved to the appropriate place in the paper when it is published, just like your figures, tables, and other links.

#### **What should I include in the video?**

As concisely as possible, film the activity that clarifies or demonstrates your point. This may be as simple as a flash-point observation or more involved if demonstrating a procedure. We suggest you keep it simple and strive for clarity in the video and audio (if any). The content of videos should be considered supplemental to the manuscript to enable an accepted paper to be published on its own merits in case a video is rejected by the reviewers or the Editor.

Commercialism is not acceptable. Minimal use of equipment logos that cannot be avoided may be allowed if the content is not presented in an advertising manner. No company branding is permitted.

#### **Can I use laboratory personnel or others in the video?**

If people other than the authors are shown in the video, obtain permission from them and submit a signed permission statement to ASTM with your video. If people are part of the demonstration, ensure that they will be available if you are required to re-shoot a section of the video. This applies to voice-overs as well.

#### **What about peer review?**

The peer review process for videos mirrors the peer review process for papers. Videos will be reviewed for content, technical accuracy, relevance to the paper, and visual and audible quality. Final acceptance or rejection of the video is up to the discretion of the book or journal's Editor and the ASTM staff.

To reduce requests for revisions, watch the video critically and have a colleague view and listen to the audio portion (if any), because a fresh eye will often catch errors or details that you may have missed. You may be asked to revise or edit your video prior to acceptance by the Editor or peer reviewers.

### **Where will readers find my video?**

All videos will be hosted on an ASTM server and linked from the paper to the URL. Video(s) must be called out in the text in the same manner as a figure or table. Example: We performed tests to determine the fatigue limits (Video 1).

### **Do you have any advice from the experts?**

ASTM does not offer services such as videography and post processing. Authors must shoot and narrate the videos or engage the services of a third party at their own expense.

- Each video must be submitted as a single file and NOT embedded in a document.
- It is recommended that a tripod be used during filming to reduce a “shaky” production.
- The video must be shot in landscape mode, not portrait.
- Try a few shots with different lighting options to determine what works best.
- If audio is included, the quality must be understandable. Poor quality audio is grounds for rejection. Reduce background noise. Subtitles with legible text can be added but voice-over must still be clear and articulate.
- Plan ahead. Make sure you will not be interrupted at the lab or location. Check that all safety requirements for the procedure or test being shown are in place (safety glasses on, gloves on, proper lab attire, etc.).

### **Accepted Formats:**

#### Via Video Camera:

File Format: MP4

Codec: H.264

Resolution: 640 x 360 (16:9 aspect ratio, square pixels)

30 Frames per Second (29.97/30 fps)

Progressive Scan

Variable Bit Rate (VBR) target of 3Mbps (5Mbps maximum)

#### Recommended Settings:

Codec: AAC

Sample Rate: 44.1 Hz

Stereo Sound

Bit Rate: 320 kbps

#### Via Cell Phone:

Go to [www.youtube.com](http://www.youtube.com) and create a channel.

Save As MP4. The .MOV suffix will be replaced with MPV.MOV.

Name the video with paper title, authors, journal title, and video number (Video 1, etc.).

Replace the Public option with Private (only specific YouTube users can view).

Upload your video.

### **Workflow:**

1. Authors upload each video as **“Supplemental File for Review”** to the paper submission site when submitting their papers and figures for consideration
2. Editors, EBMs, and peer reviewers are alerted that one or more videos exist as Supplemental Material
3. Reviewers submit comments
4. Authors revise the paper and video(s) as necessary
5. EBMs and Editors make their final recommendation regarding acceptability of the paper and video(s)
6. Approved papers are moved to Production and the video(s) are sent to ASTM for hosting on their server and the creation of a URL.
7. Authors approve copyedited, formatted paper.
8. ASTM’s IT staff provide URLs for the video(s) to J&J Editorial for incorporation in to the paper as links.