



ASTM 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 must be editable and formatted in MathType or Microsoft Word equation editor.
- 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. **Standards and Other Committee Work.** When discussing an ASTM or other standard, at first mention include the standard number and title, with the title in italics. Example: "This was the case according to ASTM A252-10 or ASTM A252, *Standard Specification for Welded and Seamless Steel Pipe Piles.*" Subsequent mentions of the same standard would be "ASTM A252". If the year date is important, please include it (e.g., ASTM A252-10); the copyeditors will not research the latest year or include it if you have not done so.
When discussing ASTM Committee work that has not yet resulted in a standard, refer to it generally without mentioning a specific ASTM work item or WK####. Because work items are temporary and/or unballoted, work item pages are not permanent on the ASTM website. See the references guidelines for how to reference standards. Work items may not be referenced.
- 1.6. **Acknowledgements:**
 - 1.6.1 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.
 - 1.6.2 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."
- 1.7. **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, <https://www.astm.org/get-involved/publish-with-astm.html>. Please be aware of all ASTM editorial requirements by reviewing the ASTM Style Guide. 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.growkudos.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; 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). Please see the Authorship Policy for more information.

Please use institutional email addresses for authors wherever possible. If you use a non-institutional email

address, your paper may be placed on hold while we verify your authorship credentials.

You will be asked to select the contribution(s) for each author. This is a mandatory field in the submission site. The contributor roles are intended to be high-level and cover the work that allows scholarly publications to be produced. Possible contributor roles include:

- Conceptualization
- Data curation
- Formal Analysis
- Funding acquisition
- Investigation
- Methodology
- Project administration
- Resources
- Software
- Supervision
- Validation
- Visualization
- Writing – original draft
- Writing – review & editing

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.
- h) **Permissions.** Check the appropriate required box regarding the permission status. Be sure to obtain permission for figures, tables, or previously published materials. All permissions must be obtained by the author, submitted to ASTM in writing, and cited in the publication with the copyright owner's permission. **Dual publication or publication of others' work without written permission is never acceptable. All cost for copyright permission is the author's responsibility.** See Appendix C for a sample letter to copyright holders. Failure to obtain permissions will result in delays and possible rejection of your paper. If you cannot obtain permission, you must delete the material or replace it with already approved material.
- i) **References. Confirm that all references are complete and in the proper format. See the ASTM Style Manual for complete instructions.** All ASTM publications are English language. Using references in languages other than English limits the peer review pool and significantly increases the time to possible publication. Limited use of foreign language references is highly recommended.

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 copy editor'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) **Open Access Policy.** See Appendix E for a full description of the policy.
- h) **Article Processing Charges (APCs).** There are no article processing charges.

5. ASTM Publication Policies

5.1 Publication Ethics Policy: Peer Review Manipulation. Peer review manipulation is where an individual or group of people use dishonest or fraudulent practices with goals such as publishing fabricated or plagiarized research, or preventing or inappropriately influencing the evaluation of a submission by an independent peer.

Peer review manipulation often attempts to influence the publication record or achieve financial gain. It can involve a single paper, multiple submissions in one journal, or submissions across multiple journals.

Peer review manipulation includes, but is not limited to, the following actions:

- Authors recommending falsified reviewers
- Authors or reviewers falsifying their affiliations and/or professional credentials
- Engagement of a third party to act as falsified reviewers
- Authorship for sale
- Substitution of a manuscript after acceptance
- Data or figure manipulation
- Excessive self-citation
- Authors or reviewers asking another to cite their own works, without justification or explanation of how it relates to the paper in review

Any suspected peer review manipulation will result in the paper(s) in question being placed on hold while the publisher investigates, following the guidelines of the Committee on Publication Ethics (COPE). If after an investigation there are valid concerns, the authors and/or reviewers will be contacted using their supplied email addresses and given an opportunity to address the issue. Failure to respond may result in their institutions also being contacted.

Decisions to reject or retract papers with ethical violations will be final, subject to the adjudication through the COP appeal process. ASTM reserves the right to deny future submissions from any author or institution who has violated this policy.

5.2 Correction and Retraction Policies

ASTM provides authors with the opportunity to review proofs before an article posts online. Authors should make every attempt to make all necessary corrections at this proofing stage. However, in some cases corrections may be required post-publication.

Requests should be submitted to the Publishing Manager, Alyssa Conaway, aconaway@astm.org, with the correction and an explanation of the request. With the approval of all authors, these may be made at the discretion of ASTM. Correction notices will be issued as either Corrigenda (author error) or Errata (publisher error).

ASTM may issue post-publication corrections (Corrigenda or Errata) to address any changes to the version of record that include:

- Errors or omissions that impact readability, indexing, or compliance to ASTM policies
- Errors or omissions related to the validity of an article

Multiple errors or omissions in the article that impact the validity of the article may require investigation by ASTM, following the guidelines of the Committee on Publications Ethics (COPE), and may result in retraction.

Please see our Author Name Change Policy for information regarding post-publication author name changes.

ASTM will consider retracting a publication if:

- There is evidence that the findings are unreliable, either because of major error (such as miscalculation or experimental error) or as a result of fabrication or falsification
- There is evidence that the paper was plagiarized or that the findings have been previously published elsewhere without attribution or permission (redundant publication)
- Copyright infringement, reporting of unethical research, or other legal concerns made in conjunction with ASTM legal counsel
- The work has been published solely on the basis of a manipulated peer review process
- The authors failed to disclose a major conflict of interest that would have affected recommendations by the peer reviewers and editors

Retractions are generally not appropriate if:

- There is no reason to doubt the validity of the findings
- The main findings of the work are still reliable, and correction could sufficiently address errors or concerns
- An editor has inconclusive evidence to support retraction, or is awaiting additional information
- Author conflicts of interest have been reported to the journal after publication, but in the editor's view these are not likely to have influenced recommendation for publication.

5.3 Authorship Policy

When you upload your paper, you will be asked to select the contribution(s) for each author. This is a mandatory field in the submission site. The contributor roles are intended to be high-level and cover the work that allows scholarly publications to be produced. Possible contributor roles include:

Conceptualization
Data curation
Formal Analysis

- Funding acquisition
- Investigation
- Methodology
- Project administration
- Resources
- Software
- Supervision
- Validation
- Visualization
- Writing – original draft
- Writing – review & editing

Any deletion, addition, or rearrangement of author names after initial submission will require the approval of all authors and a detailed explanation of the reasoning for the requested change. If all authors do not approve or if the explanation is unsatisfactory, the authors' institution(s) may be contacted to assist in resolving the paper's authorship. During any such investigation, the paper will remain on hold and will not receive a final decision or proceed to publication. Failure to resolve the authorship may result in the paper being rejected.

5.4 Policy on the Use of Artificial Intelligence (AI). Authors may not use AI to generate any part of their manuscript, and so AI may not be included or acknowledged as an author or any other type of contributor.

Authors may use AI to identify improvements to their manuscript, including graphics, but must review, evaluate, and take responsibility for those improvements and must be transparent in their methods section and their cover letter about how they have used AI.

Reviewers may not submit any ASTM manuscript submission to any LLM or use AI in any way on a review of an ASTM manuscript submission.

5.5 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.

5.6 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.

5.7 “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. The cover letter must clearly state that the paper was posted as a preprint and provide the DOI or URL for the posted preprint. Versions of a manuscript that have been altered as a result of the ASTM peer review process may not be posted as preprints. 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, and the author is responsible for updating the preprint with a DOI and link to the ASTM-published version of the article.

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.

5.8 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.

5.9 Manuscript Style Manual. All authors should download ASTM's Style Manual (see <https://www.astm.org/get-involved/publish-with-astm.html>) 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.

5.10 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.

Please note the following position statement on Authorship and AI Tools from the Committee on Publication Ethics (COPE; <https://publicationethics.org/cope-position-statements/ai-author>): "AI tools cannot be listed as an author of a paper. AI tools cannot meet the requirements for authorship as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements. Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics."

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, and paste the URL into the box in the lower right corner that says "Save Page Now".



<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.



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

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.

7. Contacts for Peer Review and Editorial Offices

Peer Review

Emily Dye and Victoria Lambert
ASTM Publications
Wiley Partner Solutions
(1) 201-748-5727
Email: PeerReview@astm.org

Editorial: Manuals,

Monographs, Data Series, and

Technical Reports

Monica Siperko
ASTM International
100 Barr Harbor Drive
West Conshohocken, PA
19428
Email: 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

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

8. Special Issue Policies

If guest editors who propose a special issue do not have an established credibility with ASTM—such as a peer reviewer, Editorial Board Member (EBM), author, or ASTM member—they will be asked to join the peer reviewer pool of the journal before they may submit a proposal for a special issue. The amount of time they serve as a peer reviewer will be at the discretion of the journal Editor(s).

8.1 The Special Issue

A special issue is a collection of papers focusing on a specific area of research that has a broad interest and is within the scope of the chosen journal. It could analyze and review a particular topic; address gaps, issues,

or challenges in the body of knowledge; or enable and encourage dialogue and create new ideas.

8.2 The Guest Editor(s)

The responsibilities of guest editors include:

- Writing the call for abstracts and soliciting content for the special issue
- Reviewing submitted abstracts to determine their suitability for the special issue
- Promptly reviewing manuscripts as requested, inviting appropriate reviewers (not more than 1 of which can be recommended by the authors), and recommending action (accept, revise, reject) to the journal Editor
- Maintaining the desired standards of quality and credibility in the journal by means of the peer review process
- Adhering to all ASTM policies
- Ensuring that their editorial services will not compromise the impartiality of ASTM

It can be helpful for special issues to have more than one guest editor. This reduces potential bias and encourages balanced coverage. Guest editors should be able to demonstrate experience in editing or reviewing technical content. A team of guest editors may include a junior scholar who is building recognition in their field, if the other guest editors are accomplished and recognized scholars in the topic area. If none of the proposed guest editors are EBMs, the special issue will be overseen by the journal Editor or an EBM.

Guest editors may submit papers to the special issue. Their papers will undergo ASTM's standard peer review process along with all other papers. At the journal Editor's discretion, the peer review process for guest editors' submissions will be handled by either the journal Editor or an EBM of the journal Editor's choosing. To avoid competing interests, papers authored by the guest editors or their close colleagues (with close professional or personal relationships) should be a limited portion of the special issue content.

While soliciting content for the special issue, guest editors may send personal invitations to request contributions to the issue. Guest editors shall not guarantee publication for any author, and guest editors shall not accept payment (monetary, in-kind, or through professional arrangements) in exchange for publication.

8.3 The Journals

Special issues may be published in any of ASTM's active journals:

- *Advances in Civil Engineering Materials* (ACEM), <https://go.astm.org/ACEM>
- *Geotechnical Testing Journal* (GTJ), <https://go.astm.org/GTJ>
- *Journal of Testing and Evaluation* (JTE), <https://go.astm.org/JTE>
- *Materials Performance and Characterization* (MPC), <https://go.astm.org/MPC>
- *Smart and Sustainable Manufacturing Systems* (SSMS), <https://go.astm.org/SSMS>

8.4 The Proposal

All proposals should be submitted by email to the Publishing Manager, Alyssa Conaway, at aconaway@astm.org.

8.5 The Call for Abstracts

If you are using an open call for papers, ASTM staff will work with you in conjunction with the journal Editor to finalize the call for abstracts.

Upon approval from the journal Editor, ASTM's marketing team will format the call for abstracts into an ASTM-branded email for distribution. ASTM staff will share this email with you so that you can use it in your solicitations. Special issues are often most successful when the guest editor is active and engaged in soliciting content.

Abstracts will be submitted to ASTM for tracking purposes; if authors send you abstracts directly, please forward them to ASTM staff. When the abstract deadline closes, you will receive an email package with all submitted abstracts and a tracking sheet with abstract information. You will be asked to indicate in this tracking sheet which abstracts are approved. The authors of those approved abstracts will be invited to submit full papers for the special issue.

8.6 The Authors

Authors may be asked to submit a copy of their most recent CV/resume along with their abstract. Authors should be able to demonstrate experience in the topic of the special issue. Authors whose expertise is not within the scope of the journal or special issue will not be invited to submit full papers.

8.7 The Reviewers

Papers submitted to special issues undergo the same peer review process as regular submissions. All papers must receive at least 2 reviews from independent reviewers. As a guest editor, you may not also be a reviewer.

Peer reviewers may be EBMs or ASTM members, but this is not required. The guest editor should have previously vetted the peer reviewers and confirm that they are qualified to review on the issue topic. A single peer reviewer should not be assigned to more than 10% of total papers or more than 5 papers, whichever is less. Peer reviewers who do not use institutional email addresses may be asked to provide their institutional webpages or CVs/resumes to verify their credentials.

8.8 The Peer Review Process

The peer review team will check-in all submissions and ensure they are ready for peer review; i.e., all files are present and correctly formatted, all entries in the peer review site are complete, etc.

ASTM uses single-blind peer review, where the authors do not know the identity of the reviewers, but the reviewers know the identity of the authors. If the reviewers have any potential conflict of interest with the authors or the authors' affiliated organizations, they should decline to review.

The peer review process is as follows:

1. The peer review team will assign one guest editor as the handling EBM for each paper.
2. When you first receive a submission, you have the option to reject without review. This may be appropriate if the paper has a high iThenticate score for plagiarism, if the paper is poorly written, or if the paper is outside the scope of the issue or journal. If you recommend rejection without review, the paper is sent to the journal Editor for a final decision.
3. Most papers proceed to peer review. Please assign at least 2 independent reviewers for each paper. We recommend inputting 3 or 4 reviewers for each paper and inviting the first 2. If a reviewer declines, the peer review staff can invite your alternate reviewers.
4. Once 2 reviews are submitted, you will be asked to make a recommendation (Revise, Accept, Reject). If the reviews greatly conflict, you may seek a third review. If you feel you have a situation that requires more than 3 reviewers, please contact ASTM staff (aconaway@astm.org).
5. To make a recommendation, please read the paper and the reviewer comments, synthesize the reviewer comments, and add feedback for the authors.
6. The paper, along with feedback from you and the reviewers, is then sent to the journal Editor for a decision.
7. If the paper is accepted or rejected, a final decision letter is sent to the authors. The decision letter includes the feedback from the reviewers, guest editor, and journal Editor.
8. If revisions are requested, a decision letter is sent to the authors with a revision deadline as well as the feedback from the reviewers, guest editor, and journal Editor.
9. When the revised paper is submitted, you will be notified to make a recommendation (Revise, Accept, Reject). You may send the revision back to 1 or more of the original reviewers. Please do not add new reviewers for revised papers.

10. The journal Editor makes the decision for all papers. When all papers in the issue have a final decision (Accept or Reject), peer review closes for the issue.

8.9 The Publication Process

Papers move through production (copyediting, typesetting, author proofing) individually after they complete peer review. Papers that finish peer review and production before the scheduled special issue publication date may publish online on the journal's First Look website. The First Look paper is assigned a DOI and is considered a published paper.

After the last paper completes peer review, you will be asked to provide an Editorial for the issue. The Editorial will serve as an introduction to the special issue, and it will be available for free download online so that interested readers can learn more about the special issue topic.

All authors will receive a link to download their paper and the full eBook of the special issue.

If staff or Editors identify irregularities during peer review, production, or post-publication, or if suspicions of ethical violations are raised by authors, reviewers, Editors, or third parties, ASTM will suspend the peer review and publication process of all content in the issue to investigate the concern. Such concerns may include but are not limited to peer review manipulation, trading of citations, or identity concerns of authors, editors, or reviewers involved in the special issue.

8.10 ASTM's Publication Decisions

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Appendix A – Author/Copyright Owner Agreement (to be accepted online when you submit your paper or chapter)

9/2021

**ASTM International
Author/Copyright Owner Agreement**

Paper/Chapter Title as submitted (the “Work”)

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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)* 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.

STP papers must meet the requirements of Technical Manuscripts as provided here. Follow the ASTM Style Manual and organize your paper to include title, abstract, keywords, introduction (make clear the objective of the work), discussion of prior literature on the topic (what research has been done and what is the basis of the new techniques and/or standards under development?), materials and methods (what are the current methods and why is your method better?), results and discussion (a detailed synthesis and analysis of the results presented), conclusion (clearly identify a novelty or unique approach), and references (see ASTM Style Manual for full reference details and URL archiving). Results should be presented in a clear and easily understood way by the readers. When data is presented in graphs, it is recommended that they contain error bars and/or some discussion as to the reproducibility and reliability of the results. Use appropriate statistical analysis methods where possible. The existing literature should be highlighted as a meaningful part of the discussion to show why the author's work is supported by, building on, or presenting new technical information in the context of existing literature. Testing reports are not appropriate for submission to ASTM.

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

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## 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. The cover letter must clearly state that the paper was posted as a preprint and provide the DOI or URL for the posted preprint. Versions of a manuscript that have been altered as a result of the ASTM peer review process may not be posted as preprints. 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, and the author is responsible for updating the preprint with a DOI and link to the ASTM-published version of the article.

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### **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.

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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 Director, 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 Director 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 Technical Committee Operations, 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

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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 Director, 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.

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

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.

As of January 1, 2025, ASTM will allow submitting authors to choose to publish their journal article open access (OA) by paying an OA fee. These authors will retain copyright and will agree to publish with ASTM under a CC BY license.

Journal submitting authors who do not choose this OA option, as well as all STP authors, will continue to be allowed to deposit their final article in their company or university repositories with appropriate reference to the source journal after a 12-month embargo period. Prior to that time a pre-press version can be deposited. ASTM will retain and defend the copyright for all non-OA articles. For more details see the following Policies and Procedures section below.

### **Policies and Procedures:**

ASTM has adopted an OA publishing option for journal articles as of January 1, 2025, and will also continue its 12-month embargo policy for all other journal articles and for all STP chapters. For all non-OA journal articles and all STP chapters, the start date for the embargo period will be the date the paper is published online. For example:

Manuscript received February 5, 2025;

accepted for publication July 10, 2025;

published online October 10, 2025.

The final article would then be available to authors for posting in their institutional repositories on October 10, 2026.

ASTM will continue its subscription-based business model and retain copyright on all non-OA articles. Journal submitting authors choosing the OA option will retain copyright and publish with ASTM under a CC BY license.

Authors may place their accepted, pre-press papers 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 articles 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 article to their company or university repositories with appropriate reference to ASTM International as the copyright holder, including the DOI.

Journal subscribers will have immediate access to all published papers, with no embargo. Individual papers can also be purchased by non-subscribers immediately upon publication.

Articles published prior to January 1, 2025, will not be available for the OA publishing option.

ASTM will defend copyright for all non-OA articles 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 and white.

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## 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:

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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? Do the results and conclusions clearly identify a novelty?
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). Are there too many or too few figures?
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.