

NAFE Journal Contents – Requirements for Technical Papers and Presentations

Subject to modification or amendment at the discretion of the Journal Editor and Technical Review Committee Chair

Also refer to the NAFE Journal Peer Review process for important info and requirements.

Technical content and formatting requirements and guidelines

1. Titles should have a length not exceeding 20 words. Titles shall be formal and avoid the use of subjective characterizations. Generally, the minimum length of a finished paper is 2,400 word-equivalents and the maximum length is 10,000 word-equivalents. Each author's full name, postal address (no company names), and email address or phone number shall appear in the footer of the first page. The author to whom correspondence should be addressed shall be listed first. Authors name suffixes are limited to degree initials (MS, PhD, JD) and state licensure (PE, RA, LS), without periods separating the initials. Each paper shall begin with the Abstract. A section entitled "Keywords" shall follow the Abstract. Keywords shall include a maximum of ten technical terms describing the content. Avoid generic terms such as "analysis", "investigate", or "testify". Papers should be written in a scholarly form for publication, avoiding the use of first and second person. Papers are expected to be properly organized, appropriately detailed, and logically sequenced – commensurate with a professional publication. Papers shall be written in an objective manner, avoiding a denigrating tone when discussing adverse parties. A set of conclusions or summary shall end the paper. It is not necessary to reveal which party was represented by the author, nor to reveal "which side won".

Author reviewed & understood _____

2. The manuscript should be provided electronically in Microsoft Word or plain text format. The final published Journal article text allows **bold** and/or *italicized* minor portions of the text for emphasis and organization. Photographs, tables, and diagrams (images) should be submitted as full color .tif or .jpg files. For high quality print production, target resolution is 300 dpi at 100% of size used (e.g., a 3 inch wide photo should be 900 pixels wide). All images regardless of format are captioned as "Figure" and will have separate descriptive caption text (e.g. "Figure 3 – Hardness Test Results"). Each image shall be referenced in the manuscript text (e.g. "For details, see Figure 5"). Images may use arrows and other clarifying graphics but these shall be added directly to the image file using image editing software. Images need not be inserted into the body of the draft manuscript (and may be in a separate document), as long as all Figure references and captions are clearly established. Headings should be at the left margin and the first line of paragraphs should be indented. A maximum of two levels of subordinate paragraphs may be included; these paragraphs should use numbers or letters as headings [e.g. "A)" or "1)"], with the first line of the subordinate paragraphs indented. No equations or other content in the body text of the report may be

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handwritten. Special symbols shall be defined properly. Letter symbols and acronyms used shall be defined where they first appear in figures, tables, or text.

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3. Specific cited/referenced works shall be documented in IEEE **or** Council of Scientific Editors (CSE) formats as endnotes under the heading “References”. Guidance on these formats can be found utilizing the NAFE “CSE Citation Cheatsheet” (Citation Sequence or Name Year formats are acceptable), and also online at www.citethisforme.com/us/citation-generator. Microsoft Word (2010-on) can create IEEE citations using References\Insert Citation. Nonspecific informational works shall be separately listed alphabetically at the end of the paper under the heading “Bibliography”. Explanatory text may be provided using footnotes. It is the **author’s responsibility** to research their chosen format and provide complete, properly-formatted citations and bibliography entries; paper publication will likely be held up if authors have not resolved these data.

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4. Excerpts from published literature, consensus standards, codes, and textbooks may be included in manuscripts under “Fair Use” practices (www.copyright.gov/fair-use), and must be properly cited in footnotes or Reference/Bibliography section. Images or text from commercially copyrighted information (e.g. instruction manual content, wiring diagrams, promotional product images) **may not** be included in manuscripts unless the author provides written authorization from the copyright holders for use of that material. The source and website for the material shall be stated in the NAFE article with indication that it is used with permission.

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5. Specific commercial entities (e.g. retailers, manufacturers, property holders) may **only** be mentioned by name under two conditions: 1) the entity is already the subject of public comment regarding the technical topic at issue – for example, in a government defect investigation/recall, or 2) the name is mentioned as part of a descriptive methodology or historical reference, without assertions of deficiency. **Generally the names of specific parties or individuals should not be revealed, nor should any case captions of the matter that is the subject of the Journal paper.** The Journal does not want to be accused of publishing identifiable information on parties which may compromise privacy, settlements or confidentiality agreements.

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6. Only papers which are presented at a NAFE Regular seminar and have received oral critique at the seminar will be accepted for review and publication. For this presentation, **authors are responsible** for providing their own presentation slides or other materials, as well as an appropriate laptop computer and peripherals (other than a projector and microphone) for use in projecting their materials. Authors must provide their presentation slides at least 10 days in advance for Journal Staff review – changes may be requested. Presentations are not to include photographs of deceased persons or gory injuries without specific prior approval – the showing of such content (if unapproved) may result in the immediate termination of the rest of the author's presentation. Following the presentation (limited to **30** minutes), there shall be a 10 minute question-and-answer opportunity; additionally, **the author shall ask a nontrivial “Learning Question” of the audience to verify understanding.** There shall be no promotional information regarding authors included in presentations, other than contact information and company name.

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