

ASNT Manual for Authors of Technical Papers

Guidance to Authors in Preparing Technical Papers for Consideration by
Materials Evaluation

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Materials Evaluation: The Monthly Journal of ASNT

ASNT solicits and encourages the preparation of original manuscripts on NDT investigations and applications for consideration for publication in *Materials Evaluation*, the Society's monthly journal.

Materials Evaluation is a well-established journal, with a publication history stretching back to 1942. Annual volumes generally exceed 1,200 pages and are received by over 10,000 ASNT members and subscribers in over 90 countries. The journal's technical papers are refereed by experts in their fields, and are abstracted by the major abstracting services.

This manual is intended to assist prospective authors in the organization and composition of technical papers that the Society can accept. The cost of publication permits the acceptance only of those papers having timely and significant information that is presented clearly and directly .

Preparing Technical Paper Manuscripts

The following are some guidelines for preparation of manuscripts for technical papers. Please note that guidelines for preparation of tutorial and feature articles may differ somewhat.

Title — The title of the paper should give an accurate description of the work in a minimum number of words, to permit proper cataloging and indexing.

Abstract — A brief abstract (100 to 200 words) eases reading of the entire paper, gives an understanding of its contents, and indicates the intention and scope of the paper.

Keywords — The keywords are a short list of the most important terms and topics of the paper, which assist in proper cataloging, indexing and abstracting.

Introduction — Every paper should contain at least one or two introductory paragraphs stating the paper's subject, purpose, scope of coverage and structure. Background or historical information may also be included if necessary.

Body — The body of the paper should be organized using two levels of headings. Papers submitted to *Materials Evaluation* should not exceed 5,000 words. Papers that are over this limit should be broken into more than one paper by the author.

Conclusion — Papers should have at least one or two paragraphs of summary or concluding information, analyzing the results of the work and indicating any need for further work on the subject.

Acknowledgments — An Acknowledgments section is the proper place in which to thank contributors to your work, recognize the use of grant money, and credit commercial entities involved in the work.

References — Citations should be given throughout the paper using the last name of the author(s) and the year of publication: (Harrison, 2006). At the end of the paper, a References section should provide full publication information

for each cited work. These should include (as relevant) the names of the authors as given in the publication, the title of the work, the title of the journal or book in which the work appears, the volume number, place of publication, publisher, date of publication, and page numbers.

Appendices – Appendices may be used to present supplementary material that is necessary for completeness but that, inserted in the main body of the paper, would detract from the paper's orderly and logical presentation. They may also be used to include information valuable only to specialists in the field. As Appendices can be disruptive to the flow of a paper, they should be avoided where possible.

Equations – Equations should be prepared in MathType if possible. Carefully check all equations and ensure that all superscripts, subscripts, variables, etc., appear correctly. Clearly label all vectors, matrices and tensors. All equations will be reset by editorial staff. Define variables upon first appearance.

Tables – Each table should include a table number, title, appropriate headings, and body copy, and should be referred to in the body of the paper. Data may be organized in an electronic table format (such as Word) or by tabbing between columns. Keep the formatting very simple (no rules or shading). Editorial staff will reformat all tables.

Figures – *Materials Evaluation* accepts papers containing up to 10 figures. All figures should be numbered in consecutive order as they relate to the text. Include in the text a discussion of the significance of each figure. Captions must include the figure number. Please refer to figures in the text as: Figure 1, Figure 2b, etc. Electronic files should be made as grayscale, CMYK or bitmapped images. Final resolution of grayscale and CMYK images must be 300 dpi with a 150 line screen. Bitmapped images must be 1200 dpi. Figures will be printed in color only if deemed necessary by editorial staff.

Spelling – Papers must be written in English to be considered for publication in *Materials Evaluation*. American spelling is used. In the interest of clarity, authors should avoid the use of acronyms and initialisms unless the repeated use of the full phrase becomes awkward.

Units – *Materials Evaluation* is an SI journal. Papers submitted should use this metric system of measurement. Imperial units are generally not used in technical papers published by *Materials Evaluation*.

Commercialism – ASNT adheres to a non-commercialism policy befitting the publication's status as a technical journal. The use of trade names in papers should be avoided. If it is necessary to credit a business or specify a commercial product, please use an Acknowledgments section to do so, making any references to commercial products or entities in the body of the paper generic.

Submitting Papers for Consideration

Papers may be submitted to the editor of *Materials Evaluation* electronically via e-mail or through the regular mail at:

Editor, *Materials Evaluation*
ASNT
1711 Arlingate Lane
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Receipt of the paper by ASNT will be acknowledged. The complete contact information for the corresponding author should be noted clearly on the manuscript, and the author should keep the editor informed as to changes of address.

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Since 1993, papers published in *Materials Evaluation* are considered for an annual Outstanding Paper Award. The purpose of this award is to encourage a high level of quality in papers published in the journal. Recipients of the award are selected on the merit of written contributions published in *Materials Evaluation* during the previous calendar year. Selection is based equally on the material's originality, usefulness and clarity, and on the appropriateness and accuracy of its supporting material.