

Article Preparation Guidelines for the *WSTIAC Quarterly*

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Pages two through four of this guide contain most of the information potential authors will need. The rest of the document is more specific and is provided for reference.

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1.0 GENERAL GUIDELINES

The following is a guide for authors writing for the *WSTIAC Quarterly*. Writing style and content instruction is presented to assist authors with creating, formatting and submitting their work for publication. The guidelines help to preserve continuity of the overall publication, as well as assist WSTIAC in maintaining its overall goal of the highest quality DoD materials, manufacturing, and testing publication in the Defense community.

1.1 The Basics

- Titles and abstracts or article outlines should be submitted prior to full article submission.
- Articles should be written using standard word processor software (e.g., MS Word).
- Typestyle for all text (including headings) is Times Roman, 12pt, single spaced.
- Articles should be approximately 6-8 pages long.
- Figures and tables may be embedded in the electronic document
 - However, the highest quality images/graphics should be included wherever possible and submitted as separate electronic files (e.g., .jpg, .tif, .psd, etc.).
- Writing style of articles should be similar to that of *Scientific American*.
- Heading and reference styles should be followed closely.

1.2 Examples of Previously Published Articles

Current and past issues of the *WSTIAC Quarterly* (and its predecessor publication) are available online, <http://wstiac.alionscience.com/quarterly>. Please refer to recent issues for examples of writing style, appropriate graphics, etc.

2.0 WRITING THE ARTICLE

2.1 Article Length

Typical article length should be 6-8 pages, including pictures, graphs, images, etc.

- All text should be 12 point Times Roman, single spaced.
- Some brief articles may only be 1-5 pages in length, while some longer feature pieces are 9-12 pages.

2.2 Topicality

It is strongly encouraged that you submit an article outline or title and abstract prior to submitting the article itself.

- This will help ensure the scope of your article is in line with the scope of WSTIAC
- It will also ensure the article will be of interest to the subscriber-base and will be accepted for publication.
- Once an abstract/outline is decided for the article, significant content changes should be cleared with the *Quarterly* Editor.
 - In most cases, changes are fine, as long as overall scope is maintained.

2.3 Writing Style

The writing style is similar to *Scientific American*.

- Write for a technically savvy, educated person, who is not a specialist in the particular field you are writing about.
- Write at a more descriptive level than you would for a technical journal and not as “dense.” The material should be clear to a much broader audience than would a technical journal.
- An article may be a rewrite of other work generated for publication, but keep in mind that this is not meant to be a peer-reviewed journal article.
- Our publication primarily serves the DoD weapon systems technology community. As such, please keep in mind this audience when writing the article. For example, the overarching scope should cover why this is important to the DoD.

2.4 Programmatics and Promotion

Specific programmatics should be minimized or eliminated. Promotion of the technology is OK; promotion of a specific program/company/product should be limited.

2.5 Sections and Subsections

Subsections within papers should be limited to three levels whenever possible. The three levels of subdivision should follow the format below.

MAIN SECTIONS

Main section headings are all CAPS and are bold.

Sub-Sections

Sub-section headings are title-case and bold.

Sub-Sub-Section

Subordinate headings are title-case, bold and italicized.

If further subdivisions are needed, ask the Editor for guidance.

2.6 Graphics, Graphs and Pictures

Color graphics, graphs and pictures are encouraged and should be of the highest quality/resolution possible.

- For our printing, we need at least **300 dpi** resolution at full size for images to look good in the publication.)
- AVOID use of PowerPoint for transfer of graphics. (PowerPoint “downgrades” the resolution of graphic images to 72 dots per inch (dpi.))
- If there are any questions regarding images, please send the best one you have (print, jpg, bmp, tiff, .psd, etc.) and we can discuss options.
- Original MS Excel charts are acceptable.

2.7 Figure Captions/Descriptions

Figure and table captions should be brief. In almost all cases, a one-sentence title should be used. Description of figures and tables should be in the text of the article. Figures should be numbered sequentially and separate from Table numbering, which also should be numbered sequentially. Figures and tables may be placed within the text where they are called out or grouped at the end of the article. We will make every effort to correlate figure and table callouts to the appropriate figure or table, but your effort in this is appreciated as well.

**Please note:* Figure and Table Captions are Written in Title Case with Each Major Word Capitalized.

2.8 Author Bios and Pictures

We typically like to print a brief bio and picture of our authors. This is optional and is the author’s choice whether or not they would like to have their picture and/or bio included at the end of the article (we sometimes print a bio without the picture but never the picture without the bio). If you would like to have your picture and/or bio included please submit them when you submit your article.

- Bios should be 200-300 words
- Pictures should be a headshot and can be any digital photo format (e.g., .jpg, .gif, .bmp, etc.).

2.9 Acronyms

All acronyms should be spelled out at their first occurrence and defined with their appropriate acronym, and then the acronym may be used for the rest of the article. The example is the Department of Defense (DoD), and may then be referred to as DoD thereafter. (See also **Government Agency Names** and **Chemical Names/Symbols**.)

2.10 Chemical Names/Symbols

Chemical names and symbols should be treated much like acronyms. On the first occurrence, the appropriate name should be used and defined with the appropriate symbol or acronym. Thereafter symbols may be used. For instance, titanium (Ti), titanium dioxide (TiO₂), and high-density polyethylene (HDPE) could now be used as Ti, TiO₂ and HDPE. (See also **Acronyms**.)

2.11 Government Agency Names

All agency names should be spelled out at the first occurrence and defined with the appropriate acronym. Thereafter the acronym may be used. For example, the Office of the Deputy Under Secretary of Defense (Science & Technology) (ODUSD(S&T)) could now be used simply as ODUSD(S&T). (See also **Acronyms**.)

2.12 Trademarks

Use of trademarked names and symbols should be avoided whenever possible. If a trademark is used the following guidelines apply:

If the trademark is registered (e.g., with the USPTO), ® shall be used together with the following endnote: *[Insert trademark name] is a registered trademark of [insert owner name].

If the trademark is not registered, ™ shall be used together with the following endnote: *[Insert trademark name] is a trademark of [insert owner name].

3.0 DEADLINES, EDITING, AND PUBLIC RELEASE

Authors will work with the Editor to coordinate deadlines, tentative publication dates and scheduling, technical questions, and deadlines.

3.1 Scheduling and Deadlines

The *WSTIAC Quarterly* is published four times per year, but several issues are developed concurrently. After your title and abstract or article outline is submitted, the Editor will work with you to set a tentative publication schedule and submission deadline. As is typical in the publishing world, publication scheduling is tight and once committed to a deadline please make every effort to submit everything on time. In the case that you know you cannot make a deadline, contact the Editor as soon as possible.

3.2 How to Submit your Article

Articles including all accompanying photos, graphics, bios, etc. should be submitted directly to the Editor via email (bcraig@alionscience.com) on or before deadline. If the file sizes prohibit delivery through email we can set up a special FTP site to transfer your files. Or you can send them on a CD or DVD to:

WSTIAC
ATTN: Benjamin D. Craig
201 Mill St.
Rome, NY 13440

WSTIAC does not guarantee that all articles submitted will be published.

3.3 Editing

After submittal, the first step is an overall editorial review that assesses the article for appropriateness of scope, readability, technical content, and length. The Editor will respond to the author(s) with comments and questions. The Editor will make a concerted effort to highlight any and all changes made to the original work during this first review. The author(s) will be given approximately a week to review and respond to changes and questions. Once the first editing round is completed, further changes will most likely be very minor and does not require re-approval.

The article will then be put in publication layout form and will undergo layout and copy editing. A final draft will be sent on for review and public release approval.

3.4 Public Release

Rest assured that no article will be published without the proper releases. WSTIAC is a de facto Department of Defense center and therefore held to many of the same requirements as our authors.

If required by the source, the article should be submitted to the author's respective Public Affairs Offices for Public Release Approval if needed.

Before publication, all articles and the publication itself are reviewed and approved by the WSTIAC Contracting Officer's Technical Representative.

4.0 ATTRIBUTION, FOOTNOTES, AND ENDNOTES

4.1 Author Name/Title

The author's(s') full name(s) and title(s) should be provided. Also, the lab, division, agency, etc. for where the author(s) works (work). For example:

- Waldo Emerson, Warhead Performance Department, Naval Surface Warfare Center/Indian Head Division, Indian Head, Maryland.
- Sandra Johanssen, Branch Chief, Dynamics Branch, Army Research Lab, Aberdeen, Maryland. Agency names should be submitted in the style approved by that agency.

4.2 Cited References

Cited references should be numbered sequentially and provided at the end of the text under a main section titled either “**References**”. This will be the last section of the article unless a “**General References**” section is included. (See the next section “**Uncited/General References**” for more on general references.)

The numbers should appear in the text in square brackets [] at the end of the appropriate sentence or paragraph for which the reference is relevant. The general rule is that if the reference is pertinent to only one sentence, then the number should be in brackets at the end of the sentence after the period.[1] If the reference is pertinent to the entire paragraph, then the number and brackets should fall at the end of the paragraph, after the period.[2] Examples are provided below for numbered references.

Book

1. Saito R., G. Dresslhaus, M.S. Dresselhaus, *Physical Properties of Carbon Nanotubes*, Imperial College Press, London.
2. Beall G.W., *Polymer-Clay Composites*, T.J. Pinnavaia and G.W. Beall editors, John Wiley and Sons, New York, 2001, p. 267.

Chapter in a Book

1. Puszynski J.A., “Advances in the Formation of Metallic and Ceramic Nanopowders”, *Powder Materials: Current Research and Industrial Practices*, F.D.S. Marquis editor, The Minerals, Metals, and Materials Society, 2001, pp. 89-105.

Journal Article

1. Aumann C.E., G.L. Skofronick, and J.A. Martin, “Oxidation Behavior of Aluminum Nanopowders”, *Journal of Vacuum Science & Technology B*, Vol. 13(2), 1995, pp. 1178-1183.
2. Gash A.E., T.M. Tillotson, J.H. Satcher Jr., L.W. Hrubesh, R.L. Simpson, “Use of Epoxides in the Sol-Gel Synthesis of Porous Fe₂O₃ Monoliths from Fe(III) Salts”, *Chem. Mater*, Vol. 13, 2001, p. 999.
3. Hahn D.W. and M.M. Lunden, “Detection and Analysis of Aerosol Particles by Laser-Induced Breakdown Spectroscopy”, *Aerosol Science and Technology*, Vol. 33, 2000, pp. 30-48.

Conference Proceedings

1. Bratcher M., R. Pesce-Rodriguez, P. Kaste, A.L. Ramaswamy, “Nanotube Modification of Energetic Materials”, *Proceedings of the 38th Meeting of the JANNAF Combustion Subcommittee*, Destin, FL, April 2002.
2. Gash A.E., R.L. Simpson, T.M. Tillotson, J.H. Satcher and L.W. Hrubesh, “Making Nanostructured Pyrotechnics In A Beaker”, *Proceedings of the 27th International Pyrotechnics Seminar*, Grand Junction, CO, 2000, pp. 41-53.

Contractual Final Report

1. Gell M., “Advanced Coating Technology Development for Enhanced Durability and Reduced Cost in Naval Application”, ONR Contract No. N00014-98-C-0010, June 1997-December 2001.

NASA Mission/Report

1. “Materials International Space Station Experiment (MISSE)”, FS-2001-07-136-MSFC, ISS Mission 7A.1, STS-105.

4.3 Uncited/General References

References which are not cited specifically in the text, but have additional reading, background information or further detail, may be included in a **General References** section at the end of the article. This section follows the **References** section. The reference styles exemplified above should be used. General references should be in alphabetical order by last name of first author, or first letter of report title if no specific authors are listed.

4.4 Footnotes/Endnotes

Footnotes are not used in the *WSTIAC Quarterly*. Any notes should be marked in the body of the text by standard MS Word symbols (e.g., *, †, etc.) and included within the list of references at the end of the article, thus becoming endnotes.

4.5 Acknowledgements

If the author wishes to acknowledge the contributions of other people or organizations, this may be done in an **Acknowledgement** section placed immediately before the **References** section