

## **NAFE Journal Contents – Requirements and Guidelines for Technical Papers**

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

A concise Abstract of approximately 100 words shall be sent to the Journal Editor for initial consideration. After acceptance as a presenter, one 90% complete draft copy of manuscript shall be submitted to the Journal Editor no later than 30 days before seminar.

Following presentation at the seminar, an updated draft ready for technical review shall be provided to the Journal Editor electronically (journal@nafe.org), normally within 30 days.

NAFE Journal manuscripts will be evaluated on whether they describe methodologies and concepts clearly, whether those methodologies and concepts are technically sound, and whether the final conclusions reached by the author(s) (based on those methodologies and concepts) are reasonable. Additionally, manuscripts are expected to be properly organized, appropriately detailed, and logically sequenced – commensurate with a professional publication. Compliance with these expectations (and those outlined below) is the responsibility of the author(s), and the NAFE Journal Committee is not staffed to individually guide significant rewriting of manuscripts. Author(s) may wish to obtain professional guidance on technical paper creation.

### **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. The use of the term “Forensic Engineering” in the title is recommended but not required.
2. The manuscript should be provided electronically in Microsoft Word or plain text format. A PDF formatted version should also be supplied for reference. The final published Journal article text will be produced in Times New Roman 12 point, and the only allowed variations are to **bold**, and/or *italicize* minor portions of the text for emphasis and organization. All Figures and Tables shall be referenced in the text (e.g. "See Figure 1.") and be captioned as described below.
3. Generally, the minimum length of a finished paper is 2,400 word-equivalents and the maximum length is 10,000 word-equivalents. As an approximation, each full manuscript page of text, tables or figures is the equivalent of 300 words.
4. 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) and state licensure (PE, RA, JD), without periods separating the initials.
5. 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.

6. No equations or other content in the body text of the report may be handwritten. Special symbols shall be identified properly. The letter symbols used should be defined where they first appear in figures, tables, or text, and arranged alphabetically in an Appendix at the end of the paper titled, "Appendix Notation."
7. Standard definitions and symbols should be used.
8. 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. Image file names should indicate Figure or Table number (e.g. "Figure1.jpg"). Each image shall be referenced in the text, and have a separate descriptive caption below the image (e.g. "Table 2 - Test Results"). Images may use arrows and other clarifying graphics but these shall be added directly to the image file using image editing software. For graphics in images, appropriate contrast for both color and black & white reproduction should be chosen. 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.
9. Specific cited/referenced works shall be documented in Council of Scientific Editors (CSE) "Citation Sequence" or "Name Year" format as endnotes under the heading "References". Guidance on these formats can be found utilizing the NAFE "CSE Citation Cheatsheet", and also online at <http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>.  
Nonspecific informational works shall be separately listed alphabetically at the end of the paper under the heading "Bibliography".
10. Acronyms and organizational title abbreviations may be used provided the name or title is given in full at the place first used and followed in parentheses by the abbreviated form.
11. Excerpts from published literature, consensus standards, codes, and textbooks may be included in manuscripts under "Fair Use" practices, 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, 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 of the material shall be stated in the NAFE article with indication that it is used with permission.  
**It is the responsibility of the author(s) (or their staff) to provide properly formatted source citations including all required data.**
12. Each paper shall begin with the Abstract. Papers should be written in a scholarly form for publication, avoiding the use of first and second person. To the extent possible,

papers shall be written in an objective manner, avoiding a denigrating tone when discussing adverse parties; it is not necessary to reveal which party was represented by the author. **Specific commercial entities (e.g. retailers or manufacturers) 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.

13. 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”.
14. A set of conclusions or summary shall end the paper. This ending, to the extent possible, shall not discuss prevailing parties in the case(s).

#### Following submittal for technical review

The technical review of the manuscript will be managed by the Journal Editor, and contact will be made with the author as necessary.

#### Requirements for publication after technical review

After the technical review is completed and the manuscript is accepted by the Journal Editor for publication, corrections should be made by the author and the final draft (and images) sent electronically to the Journal Editor (journal@nafe.org).

NAFE will endeavor to return important documents submitted to the Journal, but cannot guarantee safe return. It is recommended that authors make and retain good file copies of submissions.

#### **IMPORTANT:**

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. 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 or papers, other than contact information. The oral presentation may be waived through approval of the President and the Technical Review Committee Chair for matters deemed to be of urgent interest and benefit to the members. The Technical Review Committee Chair has final determination as to publication.