

# Guidelines for authors submitting technical articles to *Insight* – Non-Destructive Testing & Condition Monitoring (The Journal of The British Institute of Non-Destructive Testing)

*Insight* offers an online paper submission and peer-review system to help balance the need for comprehensive and efficient data gathering with authors' modern-day desires to publish quickly.

Authors wishing to submit a paper for consideration should visit the website:

<http://mc.manuscriptcentral.com/insi>

or via the link on the Institute's home page at [www.bindt.org](http://www.bindt.org)

Here authors are clearly guided through the submission process. They are also able to track the status and view the details of all their manuscripts in the *Insight* peer-review system.

## How to submit a paper

### Logging in

Access to the *Insight* submission site is provided in one of two ways:

1. Regular contributors and reviewers may have had an account already created for them. If this is the case they will have received an e-mail with instructions on how to log in and set user ID and password.
2. You may create your own account. Simply click on the 'Create Account' link at the top right-hand corner of the page and follow the step-by-step instructions.

### Passwords

Please retain your password information. For security reasons, we will not e-mail you your current password. If you forget your password you must enter your e-mail address in the Password Help field and click 'Go'. The system will send you an e-mail containing instructions for resetting your password, which you should do within a few days of receiving the e-mail.

### The Welcome Page

When you log in you are taken to the Welcome page. Here you see links to all of the role centres you have permissions for. Typically, authors are given both Author and Reviewer permissions.

To access your author dashboard page, click the 'Author Center' link.

### Instructions and Forms

Access Guidelines for Authors, Copyright form and *Insight*'s Publishing Agreement by clicking the tab at the top right corner of any site page.

### The Author Dashboard

This is where you begin the manuscript submission process. Also, at a glance, you can track the status and view the details of all your manuscripts. Click the appropriate queue in the My Manuscripts section. The information will display at the bottom of the page.

### The Manuscript Submission Process

To begin the submission process, use the 'Click [here](#) to submit a new manuscript' button.

Follow the step-by-step instructions carefully.

#### Step 1 – Type, Title and Abstract

- Select manuscript type from the drop-down list.
- Enter a manuscript title, or paste one in.
- Enter an abstract.
- Click 'Next'.

#### Step 2 – Attributes/Keywords

- Select at least one keyword from the list. Click 'Add' each time to add to the list.
- You can search the list – enter a keyword and click 'Search'.
- Click 'Next'.

#### Step 3 – Authors and Institutions

- Enter or confirm your name and add any co-authors and their information.
- Click 'Next'.

#### Step 4 – Reviewers and Editors

- You can add preferred or non-preferred Reviewers and/or Editors for your submission.
- Click 'Next'.

#### Step 5 – Details and Comments

- If you have a covering letter or any other information relating to your manuscript, add it here and click 'Next'.

#### Step 6 – File Upload

In this step you will upload all of your manuscript files.

- Click 'Browse' to locate a file and select it for upload. (NB. See opposite for acceptable file types.)
- Select the File Designation from the drop-down list.
- Click 'Upload files'.
- During upload a 'Details' pop-up window displaying file attributes appears for each file.
- For image/Figure files, name the file to link to the same name as it has in the main document (eg Figure 1). You may also insert a caption beneath it, or upload a separate list of Figure captions.
- Files display in the 'My Files' section.
- You can change the order of the files and edit details.
- Click > to move to the next file.
- Click 'Save' at the end of the upload process.
- Click 'Next'.

#### Step 7 – Review and Submit

- This is a final review step before submitting your manuscript. All sections must display the green tick before you can click 'Submit' to complete the submission process.

You will receive a successful submission confirmation along with your manuscript ID number.

The manuscript will display in the 'Submitted Manuscripts' column of your dashboard.

### NOTE: LaTeX document submissions

The main body of the TeX or LaTeX document (ie a file ending with '.tex') should be uploaded as above and designated as a Main Document. All files referenced by a main TeX/LaTeX document should be designated as a 'TeX/LaTeX Suppl File' (including other '.tex' files).

### Additional information for TeX/LaTeX authors

When uploading a TeX/LaTeX main document, the system will analyse the file to determine what additional resource files (such as image files and bibliographic files) are necessary to complete the document. The system will not allow you to submit your manuscript until you have completed your TeX/LaTeX document upload, including all necessary resource files. The system will also not allow you to submit your manuscript if you designate a file as a TeX/LaTeX Suppl File and it is not referenced by any TeX/LaTeX files uploaded to the system.

Files uploaded as TeX/LaTeX Suppl Files will not be viewable as individual files in the HTML proof and will not be rendered independently of the entire TeX/LaTeX document. Therefore, images and other content will show up in the PDF proof at the location specified in your TeX/LaTeX document. In addition, captions for images displayed within a TeX/LaTeX proof must be created in the TeX/LaTeX document, since image proofs cannot be created separately.

## Other points to note regarding papers submitted to *Insight*

### Editorial Policy

The editorial policy of the Journal ensures that each issue contains matter that is highly relevant to a wide range of readers, including engineers, technicians, academics and scientists, appealing to practitioners and young graduates alike.

The Institute invites contributions of quality and originality which will interest the readership of the Journal. Technical papers submitted are peer-reviewed by at least two referees. The decision to publish rests solely with the Technical Committee.

### Copyright

Authors of papers accepted for publication are requested to assign copyright to The British Institute of Non-Destructive Testing.

Full responsibility for the paper rests with the author(s), who, where appropriate, must have obtained permission to publish the material, including permission to use any material that may be protected by copyright.

### The Manuscript

The manuscript should be typed in English, on A4-size paper on one side only, double-spaced with a margin of at least 25 mm all round. Pages should be numbered consecutively. Papers should be limited in length to 5000 words and 15 illustrations.

### Acceptable File Types

Papers can be submitted using any standard word processing software, although MS Word is preferred. In addition, a PDF version may be uploaded, though the online system converts the submitted Word version to PDF for the review process.

Figures should be submitted as separate files in TIFF, EPS or JPEG format. Colour images should be formatted as high-quality JPEGs. Figures submitted in colour will be published in colour at no charge to the authors at the discretion of *Insight*'s editorial staff. Colour should be avoided unless it is required in order to convey a message or serve a purpose in the image.

### Language and Grammar

The manuscript should be written clearly in English. *Insight* does not have the resource to re-write articles which have been poorly written or translated, or which contain major deficiencies in English grammar. It is recommended that authors who are not fluent in English should have their manuscript checked by a translator or native English speaker prior to submission.

### References

References should be written in the order in which they appear in the text in the following format:

1. L Udpa and S S Udpa, 'Neural networks for the classification of non-destructive evaluation signals', IEE Proceedings-F, Vol 138, No 1, pp 201-205, February 1991.

The reference point in the text should be formatted thus <sup>(1)</sup>.

### Biographic Footnote

A short paragraph of 60-70 words in length containing brief education and career details about each author/co-author should be set out on a separate sheet, accompanied by a head and shoulders photograph. For presentation reasons, the biography and photographs will only be used where there are up to two co-authors. For three or more authors, a brief statement of qualifications, current employment and, where applicable, Institute membership will be published for each.

### Awards

#### John Grimwade Medal

Contributors to *Insight* who are members of The British Institute of Non-Destructive Testing (of any grade) qualify for consideration for the John Grimwade Medal. This is awarded to author(s) of the best paper written by a member to appear in that journal each year. Assessment is made annually by the Institute's Technical Committee.

#### The Ron Halmshaw Award

Established in 1994 through the generosity of Dr R Halmshaw MBE, The Ron Halmshaw Award is for the best paper published in *Insight* on any aspect of industrial radiography or radiology.

## THE BRITISH INSTITUTE OF NON-DESTRUCTIVE TESTING

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