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Key to issues

REGULAR FEATURES AND SHORT TITLES

AUTHOR INDEX

SUBJECT INDEX

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

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 that 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, in an A4-size document, 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.

Language and Grammar

The manuscript should be written clearly in English. Insight does not have the resource to re-write articles that have been poorly written or translated, or that 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, or use a language editing service. If the language of the paper submitted does not meet the requirements of Insight's editorial staff in this regard, the manuscript will be rejected outright.

The Abstract

The abstract should introduce the paper succinctly. It should mention the techniques used without going into methodological detail and mention the most important results. The abstract should be written as a single paragraph and should cover the background, principal findings and conclusions of the paper. Please do not include any citations in the abstract. Avoid specialist abbreviations. Please note that in the online version (see below) the Abstract is viewable to all without charge so it represents a potentially valuable opportunity to 'market' your paper.

Equations

Excessive mathematical detail and formulae that are widely available in the literature should be avoided.

If your manuscript is, or will be, in Microsoft Word and contains equations, please follow these instructions to make sure that your equations are editable when the file enters production:

- Format display equations in MathType (http://www.dessci.com/products/mathtype/)
- Inline equations should be input completely via MathType.
- Do not include an equation that is part text, part MathType
- Do not use graphic objects.

Abbreviations

Please keep abbreviations to a minimum. Define them upon first use in the text, for example Magnetic Flux Leakage (MFL). Non-standard abbreviations should not be used unless they appear at least three times in the text.

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 [1].

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.

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.

LaTeX 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).

Awards

The 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 carried out 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. Assessment is carried out annually by the Institute's Technical Committee.

How to submit a paper

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

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.

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 email with instructions on how to log in and set a 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 email you your current password. If you forget your password you must enter your email address in the Password Help field and click 'Go'. The system will send you an email containing instructions for resetting your password.

The Welcome Page

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

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

Instructions and Forms

Click the tab at the top right corner of any site page to access the Guidelines for Authors, Copyright form and Insight's Publishing Agreement.

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.

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

After the paper is successfully submitted you will receive confirmation along with your manuscript ID number.

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

Step-by-step instructions for the submission process and further details for LaTeX submissions may be found on the BINDT website at: http://www.bindt.org/publications/insight-journal/online-paper-submission

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Official Journal of the British Institute of Non-Destructive Testing

INSIGHT

INSIGHT – ***Non-Destructive Testing and Condition Monitoring*** is the journal of the British Institute of Non-Destructive Testing.

INSIGHT was launched in April 1994, replacing the former *British Journal of Non-Destructive Testing* and incorporating, in quarterly issues, the former *European Journal of Non-Destructive Testing*.

INSIGHT is published monthly and circulated worldwide to more than 65 countries.

FEATURES PROGRAMME 2021

		DEADLINES		
Month	**Theme**	**Editorial Copy**	**Ad Copy Instruction**	**Ad Material**
Jan	Novel Applications	16.11.2020	23.11.2020	30.11.2020
Feb	Electromagnetics	11.12.2020	18.12.2020	04.01.2021
Mar *	Composites Inspection	15.01.2021	22.01.2021	29.01.2021
Apr	Ultrasonics	15.02.2021	22.02.2021	01.03.2021
May	Optical and Thermal Methods	15.03.2021	22.03.2021	29.03.2021
Jun *	The Energy Industries	15.04.2021	22.04.2021	29.04.2021
Jul	The Rail Industry	14.05.2021	21.05.2021	28.05.2021
Aug	Condition Monitoring	15.06.2021	22.06.2021	29.06.2021
Sep *	NDT for Industry 4.0	15.07.2021	22.07.2021	29.07.2021
Oct	Radiography	16.08.2021	23.08.2021	31.08.2021
Nov	Ultrasonics	15.09.2021	22.09.2021	29.09.2021
Dec *	The Aerospace Industry	15.10.2021	22.10.2021	29.10.2021

*** Euro issue**

In addition to the above features, each issue includes general news stories affecting the whole industry and technical articles on a broad range of subjects.

INSIGHT contains:

- Technical and scientific reviews
- Original research and development papers
- Practical case studies and surveys
- Details of products and services
- Newsdesk – contract and marketing news from the industry
- NDT Info – the world's most comprehensive serially published survey of NDT literature
- Technical literature – a comprehensive review of relevant literature, including the latest international standards and safety information
- International Diary – a comprehensive listing of information and calls for papers concerning relevant events, conferences, symposia and exhibitions
- Profiles on personalities and organisations associated with the industry

Each issue embraces matter that is highly relevant to a wide range of readers, including engineers, technicians, academics and scientists, appealing to practitioners and young graduates alike.