

Instructions for Authors or Presenters

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Articles Submitted for Consideration

The author or joint authors are required to submit a statement acknowledging the material is original and has not been previously published. Certification of authorship assures that the individual author or joint authors submit true and original research, containing correct references cited, indicating copyrighted works properly attributed and stating that the approval for publication for the research involving an individual or individuals has been obtained.

Manuscripts for publication and the style required include:

Research Articles. Use the format as outlined for "Research Article."

Review Articles. If possible, use the format as outlined for Research Article.

Technical Note. If possible, use the format as outlined for "Research Article" when summarizing the present state of knowledge about a technical development, advancement, or procedure.

Editorials. Brief and do not need text subheadings.

Book Reviews. Include the name of the book, price, and source of information. Describe the relevance of the book to the readers.

Case Report. Description of an unusual case or cases.

Other specific matters pertaining to the punctuation, grammar and acceptable terminology is found in dictionaries, guides to the style of modern English usage, and handbooks for writers.

The style manual used by scientific journals and the preferred method to use for information published in the *Journal of the American Society of Questioned Document Examiners* is titled *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, Style Manual Committee, Council of Science Editors.

The following example for a "Research Article" is provided:

Title Page. Identifies the contents, the author(s), and author affiliation.

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Author Statement (Byline). This helps ensure that the persons credited as authors can take public responsibility for the report by designing the research, and carrying it out, and writing of the results, thus stating the authenticity and validity of their articles. The name and address of the author(s) must be included.

Author Affiliation and Site of Research. Location where the research occurred.

Abstract. This is a single informative paragraph briefly stating the test and major elements of the methods, findings, and conclusions.

Text on the Title Page. The text begins after the Abstract.

The sections of a Research Article should use the following headings and purposes:

Introduction. States the question to be examined or the hypothesis.

Methods and Materials. Describes the design of the research and methods or instruments used and procedures used. States how the findings were analyzed. *Text Subheadings*—Indicate the structural elements of the article or a sublevel that further defines the section. (Two levels within a section are generally sufficient.)

Discussion. Analysis or alternative views.

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Conclusion. Summary of the findings. Other analysis or alternative views. The outcome of the study and areas for future study, if pertinent.

References. Papers, articles, and documents used to describe the elements of the argument or findings, as well as sources describing the

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Example:

Vastrick, T. (1998). The Uniqueness of Handwriting. *Journal of the American Society of Questioned Document Examiners*, Vol. 1, No. 1, pp 4-7.

(Other specific formats for citing the work of an author(s) are described in *Scientific Style and Format and the ASQDE website*, <http://www.asqde.org>. See Journal Submission Checklist for more details.)

Format for Submission

Initially, articles submitted must be double spaced, including title page, abstract, text, acknowledgements, references, tables, and legends. A one-inch margin is required. The pages must be consecutively numbered in the lower right corner of each page. The tables must accurately describe and be accompanied by a title, and illustrations must have legends.

The author must submit the finished article on a PC floppy disk or CD in Word format, along with a printout of the article contained on the disk. Graphics included on the disk must be in "TIFF" format at a resolution of 350 dpi for grayscale (halftone) and a minimum of 900 dpi (1200 recommended) for line art or any graphics including text at a size suitable for printing. The disk must be clearly labeled with the name of the file, the author, phone number and e-mail address, and the software and hardware used. Include only the final version of the article on the disk. (See *Journal Submission Checklist* for specific guidelines on submitting graphics.)

One copy of the article and accompanying illustrations must be submitted with the disk or CD, along with a cover letter. The cover letter must indicate permission to reproduce the article in the *Journal of the American Society of Questioned Document Examiners*. A form will be sent to the author when the article is accepted for publication, and must be returned prior to final acceptance for publication.

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