

Journal or Program Submission Checklist

To streamline the process from submission through publication, we have prepared the following checklist. All of these items are NOT necessary for the *initial* submission to the Editor or meeting Program Chair. However, if your article is accepted for publication, you will be asked to submit it on disk using the following guidelines. Therefore, for efficiency sake, you may want to prepare your initial submission for presentation with these requirements in mind.

Checklist for INITIAL submission:

Please see the "Instructions to Authors" page for types of manuscripts accepted and the style guidelines required. Be sure your article contains all of the following elements:

- _____ Title, Author Name, Affiliation (including full address), and Abstract
- _____ Text includes standard headings (Abstract, Introduction, Methods and Materials, Results, Discussion, Conclusion)
- _____ References (if applicable), in the following format (alphabetical order by last name; no numbers)
Osborn, A. S. (1929). *Questioned Documents*. Albany, NY: Boyd Printing Company, p. 228.
Kam, M.; Fielding, G.; and Conn, R. (1997). Writer Identification by Professional Document Examiners. *Journal of Forensic Sciences*, Vol. 42, No. 5, pp. 778-786.
- _____ Article on disk* (Word format) and three copies of article, including graphics, at the required dpi (see below) with captions
- _____ Cover letter indicating permission to reproduce the article in the *Journal*, and including author's name, address, phone, fax, and e-mail address

Please send your submission to: Susan Morton, Editor, *Journal of the ASQDE*
San Francisco Crime Laboratory
850 Bryant Street
San Francisco, California 94103

Checklist for FINAL submission, after notified of acceptance by Journal Editor:

- _____ Two copies of final article, with author's name, address, phone, fax, and e-mail address
- _____ Forms provided by Editor, completed and signed
- _____ CD or PC disk (IBM format) prepared, labeled with article title and author's name, containing:
 - _____ Article, in Word format, on disk or e-mailed to the Editor
 - _____ Use font size 10, Times New Roman, single-spaced text.
 - _____ NO rules, text boxes, page numbering, columns, or other "fancy" formatting, as it doesn't translate well into PageMaker and makes reformatting by the typesetter much more difficult. The typesetter will put it in the proper format.
- _____ Only the captions or legends for graphics and tables should be included in the text of the article to indicate approximate location of both graphics and tables; graphics* and tables** must be saved in separate files (see information below)
- _____ *Graphics on disk in TIFF format, saved by author's name and graphic reference (Example: JONESFig1). Do NOT include captions inside the graphic; they will be typeset below the illustration. If scanning, line art (including any graphic with text) must be scanned at 900 dpi minimum (1200 dpi recommended), and grayscale (halftone) at 350 dpi minimum, with a maximum width of 6" height proportional). Color graphics must be CMYK, not RGB. Due to the high cost of publishing color graphics, the editor may request that the author(s) bear the cost or accept black and white graphic publication.
- _____ **Tables created/saved as individual Word files or Excel files and labeled like graphics (Example: JONESTab1).