

NONDESTRUCTIVE TESTING HANDBOOK

Fourth Edition

Contributor's Instructions

The NDT Handbook

Production and review of the *Nondestructive Testing Handbook* is coordinated under the oversight of the Technical Publications Division's Handbook Development Committee in the Technical Council of the American Society for Nondestructive Testing (ASNT). Contributions and peer review are conducted in association with the appropriate industrial and method committees of the Technical Council.

Manuscript Preparation

Contributors should submit text as an email attachment. Format the text as a Word document. ASNT staff will prepare your manuscript and format the text for typesetting and review.

Sequence

Equations, References, Tables, and Figures are numbered sequentially in each chapter, beginning with 1. There are no decimals in the numbering sequence. Subsequencing using a, b (1a, 1b, etc.) is used only for adjacent figure parts, not for Tables or Equations.

Images.

The contributor is responsible for providing all images used in the manuscript. Assume images will be printed at 75 mm (3 in) wide. Images should be high resolution (1200 dpi for line art, 300 dpi for photographs). ASNT supports GJF, JPG, PICT, TIFF, and EPS formats. Submit images as email attachments. Do not electronically superimpose labels on photographic (including video capture) images. Instead, indicate labels on a hard copy of the image, then scan it and send it as an email attachment. Include figure captions.

The Reader

Assume the typical reader has completed three years of college toward a degree in mechanical engineering or materials science and has the background of an elementary physics or mechanics course. The assumptions about the reader vary according to the subject in any chapter. Computer science requires a different background from nuclear physics, for example. It is not possible for the *NDT Handbook* to give all the background needed for nondestructive testing. Do not assume your reader is already familiar with the material. Define key terms when you introduce them. Define all variables, constants and abbreviations that appear in equations and elsewhere.

Give all measurements in the metric system known as SI. Measurements in other customary units then follow in parentheses.

The *NDT Handbook* generally avoids abbreviations. Spell out words whenever possible, even for common initialisms such as radio frequency (RF) and alternating current (AC).

Contributor's Obligations to Sources

References

NDT Handbook contributors are encouraged to extensively reference the literature on their subjects. Sources should include all important publications in the field.

References, listed by chapter, appear at the end of the book, not as footnotes. The reference list should contain all sources used, in alphabetical order. Each source in the reference list should

appear in one of the following formats. Note the order of the information and the punctuation. Do not abbreviate titles in references.

The information in references should be a complete as possible – for example, spelling out journal titles and indicating volume, issue, and inclusive page numbers.

Book:

Smith, J.A. and J.B. Doe. (publication year). *Title of Book*, edition. Publisher's city: publisher's name.

Article in periodical or collection:

Smith, J.A. and J.B. Doe. (publication year). "Title of Article." *Title of Journal* Vol. 1, No.1: p 1-10.

Smith J.A. (publication year)."Title of Article in Book." *Title of Book*, edition. Publisher's city: publisher's name: p 1-10.

Paper presented at conference:

Smith, J.A. and J.B. Doe. (publication year) "Title of Paper." Presented at Name of Conference. [Location: sponsor, (month and year of conference).

Smith, J.A. 1993. "Title of Article in Book." *Name of Proceedings Book* [location of conference, month and year]. Publisher's city: publisher's name. Other types of sources (theses, brochures) used should be credited as appropriate.

Quotations

Often it is more effective to use a paraphrase rather than a direct quote. In either case, credit must be given to the source by using references. When a piece of information is not common knowledge (not in the public domain) and the *NDT Handbook* contributor takes that information from a particular source (using either the source's exact words in quotation marks or a rewording), a reference callout should follow the wording as part of the *NDT Handbook* manuscript.

Permissions

The contributor must get permission to reprint text or illustrations that have been used in other publications or belong to other parties. The contributor must obtain permission to reprint from the copyright holder. The copyright holder might be an individual, a publishing house, or the organization for which the material was produced. Permission may be obtained by using forms provided by ASNT. Signed and completed forms should accompany the manuscript submitted to ASNT. Figures (photographs or line drawings) and tables taken from other publications are copyrighted and require permission to adapt or reproduce for publication. The ASNT staff editor may assist with permissions.

Tracing an illustration or making minor changes to its design do not eliminate the need for permission. The ideas for an illustration – what information is shown, how the information is gathered and displayed, the conclusions it represents – are protected by copyright law. Copyright holders of illustrations are credited in a special section of the book set aside for that purpose. The contributor is required to provide with the manuscript a list of all figures and the source that should be credited for each.

Permission is required for quotes or paraphrases of text that are lengthy and contain original or significant ideas, or unique analyses, or formulas. Short quotes do not require permission and are credited using the reference page.

Trade Names

To avoid commercialism, avoid mentioning trade names. When equipment is being discussed and that equipment varies only a little from manufacturer to manufacturer, there is no need for trade names or model numbers. Use generic terms for products: *polyaramid* instead of *Kevlar®* and *acrylic* instead of *Plexiglas®*.

For More Information

Contact the Handbook Editor, ASNT, 1711 Arlingate Lane, PO Box 28518, Columbus, OH 43228-0518. Phone 800-222-2768 or (614) 274-6003; kbalkin@asnt.org.