

MTI Author Style Guide

Preface

This *Author Style Guide* was created to provide authors for Materials Technology Institute (MTI) publications' the guidelines, procedures and requirements for submission. We prepared this manual with two goals in mind:

- to have consistency throughout all publications of MTI
- to help in editing documents in final stages.

By adhering to the *MTI Author Style Guide*, we strive for our writing process and publications to be both easier to write and to read. As the skill level and writing style varies between each author, having standards will help in the development and readability of MTI publications.

Please take a moment to review the following pages to familiarize yourself with the *MTI Author Style Guide*. As a part of your contract with MTI, you are responsible to adhere to the contents contained in the *MTI Author Style Guide*.

Any questions or deviations from the *MTI Author Style Guide* should be submitted in writing to MTI. When approved, a copy of the style guide will be attached to signed the Consultant or Contractor Agreement.

Process/Criteria

This section describes how MTI publications are prepared and outlines the basic criteria for all publications of Materials Technology Institute, hereinafter referred to as “MTI”.

All project materials to be published or distributed by MTI must have a signed Consultant or Contractor Agreement hereafter referred to as “Agreements”. All provisions regarding deadline requirements, copyright/ownership, and payment of such materials will be governed by the signed Agreements and the *MTI Author Style Guide*.

Adherence to the requirements outlined in the *MTI Author Style Guide* rests with the author/consultant unless otherwise noted in the Agreements.

Types of Publications

Publications at MTI consist of:

Papers	Reports
Manuals	Books
Studies	Newsletters

All publications of MTI will adhere to the *MTI Author Style Guide*.

Publication Process

The MTI publication process is as follows:

Project Team

Each Project Team’s Strategic Project Summary (SPS) outlines the purpose of the project and how the results and data of the project work will be distributed e.g., final report, manual, book. Once the material is received and approved by the Project Team it is submitted to the Technical Advisory Council (TAC).

Products committee

The materials are then given to the Products committee who will decide, based upon recommendation of the Project Team, how and in what form the material will be distributed. If it will become a publication, the material is sent

through the book shepherd process which is overseen by the Products committee.

Submission

All final drafts must be submitted on a CD formatted for Microsoft Windows in Word Format for Office 2007 version or later.

Primary Language

All submissions must be in American English using accepted American English spellings and grammar.

Property Rights

Property Rights of the submitted material are outlined in the individual signed agreement.

Copyright

MTI maintains the copyright of all material published, produced or distributed as a part of project work or as a communication of MTI. This includes, but is not limited to, data, final reports, tables, drawings, etc. as defined in the Agreements. Use of any such material will require copyright permission from MTI in writing.

Permissions

MTI Permission Forms are required for any graphic materials e.g., tables, drawings, photos that are used in a publication obtained through another source. (See attached Permission Form) Permission forms should be tracked on the MTI Graphic Control Sheet.

Graphic Control Sheet

The *MTI Graphic Control Sheet* is required to track graphic material used in MTI publications. The Graphic Control Sheet must be submitted along with the draft and/or final report. (See attached Graphic Control Sheet)

Required Pages Layout

All MTI reports and publications contain the following sections/pages. Other sections and/or pages may be required for specific publications at the discretion of the Project Team.

- Title
- Preface (manuals/books)
- Acknowledgments
- Executive Summary
- Table of Contents
- List of Tables
- List of Figures
- Chapters or Sections
- References
- Bibliography
- Appendix
- Index

Style Requirements

The following are general style requirements for any document submitted to MTI.

Formatting

Software

Documents must be created in Microsoft Office Word version 2007 or later.

Page Setup

Page Size: 8 ½ x 11 sheet

Margins: Top: 0.75 in.
Bottom: 0.75 in.
Left: 0.75 in.
Right: 0.75 in.

Font:

Arial is the default/standard font of MTI. All body/main text should be in Arial 11 pt. type.

Manuals/books should have body text of Times New Roman 12 pt. type.

Headings

Use of headings and subheadings allows the reader in locating specific subject matter within a document. Headings should be numbered and formatted as follows:

Title/Section: Arial, Bold, 20 pts.

1st Level: Arial, 16 pts.

2nd Level: Arial, bold, 14 pts.

3rd Level: Arial, bold, italics, 12 pts.

Line Spacing

All final documents should follow these spacing requirements:

Body Text: single

Before/After Paragraph: single

Heading/Body Text: single

After Title/Main: two lines

Top/bottom figure: single

Note: line spacing may change in the published book/manual version due to text wrapping and layout design.

Justification

All documents should be typed with a left justification.

Page Numbering

All page numbers should be located at the bottom, center 12 pt. Arial font in Arabic numerals.

Bullets/Outline

Bullets used should be the Microsoft Word default.

- This is an example of the bullet size and shape with the indent and wrap around.

Lists

If a list (outline) is need for information, use the Microsoft Word List Style 1/1.1/1.1.1 which looks as follows:

1.
 - 1.1.
 - 1.1.1.

Page Layout

Orientation

All text pages should be portrait, even those containing graphics and tables.

If a table/chart/graph extends the entire page, it may be changed to landscape.

All landscape pages must turn counter-clockwise, reading left to right with appropriate header and footer information running across top and bottom of page as if portrait.

MTI Disclaimers

All communication pieces, whether published, posted on the website or in any distribution to the membership, must contain an appropriate disclaimer. MTI Staff will include the appropriate disclaimer for submitted documents. A list of general standard disclaimers is attached for review.

Logos

Use of an MTI logo in a publication will be furnished in appropriate graphic format by the MTI Staff.

Graphics

All graphic material including photos, drawings, charts, graphs, artwork, etc should be submitted as **individual files** in original electronic format with paper copies submitted as back up reference.

Files, preferably, should be tiff or eps. In some cases, jpg will be accepted. Files should **not** be embedded into a pdf document.

Electronic quality should be 600 dpi with no less than 300 dpi unless otherwise noted in the Agreements.

Written permission to reprint any graphic element is required from the original owner or copyright holder. **It is the author's responsibility to obtain the formal written permission to reprint.** The author should use the attached MTI Permission Form.

Authors are responsible for obtaining all information to be used in the caption line as well as for the reference, citation or endnote as applicable to the written material.

Titles for illustrative elements e.g., artwork, photos, graphs will be designated as: "Figure" sequentially numbered, Title/Name, centered, bold, Arial, below the element and listed in the "List of Figures" section.

Titles for tables will be designated as: "Tables" sequentially numbered, Title of Table, bold, Arial, left justified, placed above the element and listed in the "List of Tables" section.

Use of the **MTI Graphics Control Sheet** is required with all material submissions; draft or final. The Control Sheet shall contain type of element, table/figure number, title, location, permission, and receipt of original.

Proofreading

Authors will submit a document that is as error free as possible. Project Team members review will be for content foremost and style secondary and formatting by suggestion. Those proofreaders, reviewers, authors, etc. are encouraged to use the Proofreading Checklist provided.

Abbreviations, Acronyms, and Symbols

Identify abbreviations, acronyms, and symbols on first use by spelling it out completely following it with the abbreviation, acronym or symbol in parentheses, e.g. Materials Technology Institute (MTI).

Abbreviations not requiring identification are units of measurement and those symbols listed in the Periodic Table of Elements e.g., Fe for iron.

Spell out organization's name completely on first use and in references, and bibliographies except for those acronyms adopted officially by the association.

Use of any Greek letters or special symbol may be inserted using the Microsoft Word Symbol menu located under Insert on the Toolbar in a standard TrueType font.

Alloys and Trade Names

Unified Numbering System (UNS) designations for all metals and alloys must be noted in parentheses immediately following the common names. The latest edition of *Metals & Alloys in the Unified Numbering System* (ASTM and SAE International) will be used in determining the UNS designations.

Steel designations are to be preceded by "Grade." Do not use "AISI" designations. Ferritic, martensitic, and austenitic stainless steel designations are to be preceded by "Type."

For other alloys, the names are to be preceded by "Alloy." (Note: "Alloy" is capitalized.)

Trade names, including trademarks, should be avoided; use generic names whenever possible. Where there is no satisfactory generic name, the trade name will be noted.

Corrosion-Related Terms

Make corrosion-related terms consistent with definitions given in the NACE Glossary of Corrosion-Related Terms located at www.nace.org/naceframes/resources/glossary.pdf.

Numbers

In general, express numbers zero through nine as words and all others as numerals e.g., one two, 15, 25.

Unit of measurements should be in numeral form.

In a series of numbers of one or more numerals, express all numbers in the series as numerals.

Any number that begins a sentence, no matter the value, must be spelled out.

Metric

Use metric units as defined by the Systeme Internationale (SI). State the actual units of measurement first in the text.

Citation and Referencing

MTI requires the use of endnotes to be numbered consecutively and located at the end of each chapter. All Endnotes will be listed as part of the References or Bibliography page.