

Journal of  
**ENGINEERING TECHNOLOGY**

**Author's Guide**



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## ABOUT THIS GUIDE

To submit a paper to the *Journal of Engineering Technology (JET)*, follow the instructions in this guide. This guide is updated periodically; authors should review all information in this guide before submitting papers for consideration. This guide covers the organization and formatting of manuscripts as well as instructions for submission. Papers that do not follow the guidelines will be returned to the author without review.

## GENERAL REQUIREMENTS AND GUIDELINES

### Manuscript Requirements

*Language & Quality:* Submit all papers in English. The author is responsible for ensuring the readability and quality of the submission in order to help reviewers to adequately assess technical content. If necessary, seek editorial assistance before submitting your paper.

*Plagiarism:* Plagiarism is not acceptable. Phrases, sentences, or sections taken from another document, even if it is your own work, must appear within quotation marks with the appropriate source citation.

*Submittal to Other Journals:* Do not submit a paper to *JET* if you have already published it in another journal or conference proceedings.

*Commercial or Special Interests:* Authors are responsible for ensuring that submitted papers do not advocate special interests or are commercial in nature. Papers that do so will be returned to the author without review. A paper also may be removed from peer review if it describes the properties of a product without disclosing its composition or manufacture. Use generic names of products and equipment unless the trade names or manufacturer's names are essential to the purpose of the paper.

## PAPER SPECIFICATIONS

### Titles

Title should be clear, concise, and avoid lengthy clusters of nouns. Use Times New Roman, 14 point, bold and centered.

### Abstracts

Include an abstract no longer than 250 words that summarizes your paper by briefly describing the main objectives and scope; techniques, approaches, and/or methodology; and findings and conclusions. Define all unfamiliar terms and acronyms; do not include reference citations or equations/lists.

### Author Names and Affiliations

Include accurate and current mail delivery information— name, affiliation, street address, telephone number, fax number, and e-mail address— for each author on the title page. Designate one corresponding author for papers with multiple authors.

## Style

Use standard references for guidance. In matters of spelling, definition, and compounding of words, follow *Merriam-Webster's Collegiate Dictionary*, 11th edition. For other matters of style and usage, use *Chicago Manual of Style*, 16th edition. Avoid jargon, undefined acronyms, use of personal pronouns—particularly first-person singular and plural (I, we, you)—and sexist language.

## Organization of Manuscript

Create two Word files: 1) Title and Author and 2) Manuscript, and organize them as follows:

- **Title and Author:** This file should include author names, affiliations, addresses, phone numbers, fax numbers, e-mails (please indicate corresponding author) and submission date.
- **Manuscript:** This file should include the title, abstract, body of paper, with figures and tables embedded as closely as possible to the related text, acknowledgment (if appropriate), and references. The JET reference style follows *The Chicago Manual of Style*, 16th edition.

## Manuscript Page Setup

- Margins: 1 in (25.4 mm) all around
- Font (typeface): Times New Roman, 12 point
- Numbering: Do not number pages
- Spacing: Double-spaced
- Line-number all text
- Paragraphs: Indent first line 0.5 in.; do not use an extra line space between paragraphs, and adjust Word formatting to remove extra spacing before and after paragraphs
- Headings and Subheads: Include clearly distinguished headings and subheadings
- Table titles and figure captions:
  - Table 5. Effects of All Factors. (Insert title above the table; title is initial capitals; all type is boldface; period at end of caption.)
  - Figure 3. Example of Results. (Insert caption below the figure; title is initial capitals; all type is boldface; period at end of caption.)

## REFERENCES

The JET reference style follows *The Chicago Manual of Style*, 16th edition. For further information, consult [www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

## REFERENCE AND CITATION FORMAT

Chicago style uses an author/date form of text citation for science, engineering, and technology, rather than superscripted or bracketed numbers. Citations include pages numbers consulted or quoted. Examples appear below the example reference list entries. Most website citations include access dates, and for articles from online journals, the DOI (digital object identifier, a permanent designation) is standard, rather than a URL. If the article does not have a DOI, use the URL instead.

The reference list at the end of an article is alphabetized and headed References.

Note that the Chicago manual also includes standard notations for other items, such as units of measure, and explains formatting for graphics.

**R** Reference list

**C** In-text citation format

## **BOOKS**

### **One author**

**R** Petroski, Henry. 2010. *The Essential Engineer: Why Science Alone Will Not Solve Our Global Problems*. New York: Alfred A. Knopf.

**C** (Petroski 2010, 100\*) \*Page numbers refer to pages consulted or quotation location.

### **Two or more authors**

**R** Brockenbrough, Roger L., and Kenneth J. Boedecker, Jr., eds. 2003. *Highway Engineering Handbook*, 2nd\* ed. New York[:] McGraw Hill. \*No superscript

**C** (Brockenbrough and Boedecker 2003, 27-35)

### **Four or more authors**

List all of the authors in the reference list; in the text, list only the first author, followed by et al. and others:

**C** (Barnes et al. 2010)

### **Multiple works by the same author**

Instead of repeating an author's name, use three dashes, and list the items chronologically.

**R** Petroski, Henry. 1982. *To Engineer Is Human: The Role of Failure in Successful Design*. New York: St. Martin's Press.

**C** (Petroski 1982, 67)

**R** ———. 2010. *The Essential Engineer: Why Science Alone Will Not Solve Our Global Problems*. New York: Alfred A. Knopf.

**C** (Petroski 2010, 99-100)

### **Chapter or other part of a book**

**R** Rose, Lance. 1997. "The World Wide Web and Copyright Law." *In Computers, Ethics, and Society*, 2nd ed., edited by M. David Ermann, Mary E. Williams, and Michele S. Schauf, 220-22. New York: Oxford University Press.

**C** (Rose 1997, 77)

## **Corporate author**

**R** Asphalt Institute. 2001. *Superpave Mix Design*. 3rd ed. Superpave Series No. 2 (SP-2).  
Lexington, KY: Asphalt Institute.

**C** (Asphalt 2001, 65)

## **JOURNAL ARTICLES**

### **Article in a print journal**

In the text, list the specific page numbers consulted. In the reference list entry, list the page range for the whole article.

**R** Woods, Donald R. 2000. "An Evidence-Based Strategy for Problem-Solving." *Journal of Engineering Education* 89 (1): 443-59.

**C** (Woods 2000, 445)

### **Article in an online journal**

Include a DOI, if the journal lists one, and an access date. If a DOI is not listed, include a URL and access date.

**R** Baker, Diane F. "Peer Assessment in Small Groups: A Comparison of Methods." *Journal of Management Education* 32: 183-209. Accessed November 18, 2008. doi:  
0.1177/1052562907310489.

**C** (Baker 2008, 202-4)

### **Article in a newspaper or popular magazine**

Newspaper and magazine articles include dates, rather than volume numbers. Include an access date and URL if the article is available online. If the article is a press release or no author is given, list under the title.

**R** Seabrook, John. 1994. "My First Flame." *The New Yorker*, June 6, 70-9.

**C** (Seabrook 1994, 72)

**R** "Deception, Missteps Sparked a Tragedy." 2003. *Boston Globe*, June 8. Accessed September 20, 2004. [http://www.boston.com/news/package/nightclub\\_fire/Deception\\_missteps\\_sparked\\_a\\_tragedy+.shtml](http://www.boston.com/news/package/nightclub_fire/Deception_missteps_sparked_a_tragedy+.shtml).

**C** ("Deception" 2003)

## **OTHER ITEMS**

### **Thesis or dissertation**

**R** Blackmon, Fletcher. 2003. "Linear and Non-Linear Opto-Acoustic Underwater Communications." PhD diss., University of Massachusetts.

C (Blackmon 2003)

**Conference paper (unpublished)**

**R** Loui, Michael. 2008. "Role-Play Scenarios for Teaching Responsible Conduct of Research."  
Paper presented at the annual meeting of the Association for Practical and Professional  
Ethics, San Antonio, Texas, February 21-24.

C (Loui 2008)

**Conference paper (published)**

**R** Liu, Jigang. 2006. "Developing an Innovative Baccalaureate Program in Computer Forensics."  
In *Proceedings of the 36th Annual Frontiers in Education Conference*, Session S1H, San  
Diego, California, October 28-31.

C (Liu 2006)

**Website**

Because websites move and/or frequently change URLs, include an access date. If the  
publication date is not noted, use the "last-modified date." If no author is indicated, list under the  
title.

**R** Linder, Doug. 2002. "The Triangle Shirtwaist Factory Fire Trial." Accessed March 8, 2006.  
[http:// www.law.umk.edu/faculty/projects/ftrials/triangle/triangleaccount.html](http://www.law.umk.edu/faculty/projects/ftrials/triangle/triangleaccount.html).

C (Linder 2002)

**Blog, email, or text message**

Cite these in running text ("An entry posted to Engineering Ethics Blog on September 13, 2010,  
"In an email to the author on March 7, 2009, . . ."), and do not include in a reference list.

**Item in a commercial database**

For items retrieved from a commercial database, add the name of the database and an accession  
number following the facts of publication. In this example, the dissertation cited below is shown  
as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song  
Dynasty." PhD diss., University of Chicago. ProQuest (AAT 3300426).

**Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books  
consulted online, list a URL; include an access date only if one is required by your publisher or  
discipline. If no fixed page numbers are available, you can include a section title or a chapter or  
other number.

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.

(Austen 2007)

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

(Kurland and Lerner, chap. 10, doc. 19)

## METRICATION

Provide measurements in both SI (metric) and US customary units. After the measurement unit of the original research, include the equivalent conversion in parentheses.

## GRAPHICS

Minimum resolution for the graphics should be at least 300 dpi. All graphics in your paper must be original. Charts, diagrams, etc. from an already-published source are acceptable only if accompanied by permissions from the original publisher. A simple citation in the text is not sufficient. In your caption, include the phrase “reprinted with permission from \_.”

## PAPER SUBMISSION

**There is a \$10 submission fee, which is charged by Scholastica.**

Submit papers in Microsoft Word (\*.docx) format. The paper must be ready for blind review, all affiliations must be removed, and title page must be separate so that it can easily be prepared for blind review.

- Line numbering: Turn on document line numbering as continuous.
- Fonts: Use Times New Roman, 12 point, as described in the section on manuscript page setup.
- Charts: Click on Paste to insert charts or images from other applications into the Word document. Do not use Paste Link.
- Equations: Check the equations to ensure that symbol substitutions are correct.
- Images: Whenever possible, use the .jpeg image format instead of .bmp, because .jpeg images are compressed. Images should be grayscale or CMYK color. Images and tables that were not produced by the authors must not be used in the paper without permission. Authors must include permissions for images and tables from other sources.
- Manuscripts already published in another journal or conference proceedings must be substantially different for publication in the *Journal of Engineering Technology*.

If the manuscript is accepted for publication, the corresponding author will receive further instructions for graphics, biographical sketches of authors, etc. to meet publication requirements.

Authors of accepted manuscripts are responsible for page charges of \$75 per journal page. (A printed page of text contains approximately 750 words, roughly three double-spaced typed pages. Estimate the space required for tables and figures.) The page charge includes two complimentary copies of the journal issue.