

Guidelines for Authors

Authors are required to submit an abstract, summarising the key points of the proposed paper in 100 – 300 words. The abstract must include the title of the paper, author/s name/s, the company or institution being represented and country in which it is based. No Trade-names may appear in the title or abstract of the paper. The paper must not contain overtly commercial material.

For acceptance into *Corrosion & Materials*, the abstract must accompany the fully formatted paper. On acceptance of the abstract by the Publications Committee, the paper will then be submitted for peer-review. The review process is rigorous and Authors are advised to familiarise themselves with Section B of this document.

Authors will be notified of the outcome of the review process when completed. The process of review may result in a recommendation for revision. If this is the case, the revised paper will need to be submitted and will undergo further review. If the paper is rejected, reasons for such will be provided.

All submissions are to be in electronic copy and received via email.

SECTION A: GUIDE FOR ABSTRACT & WRITTEN PAPER PREPARATION

ABSTRACT

The abstract, of 100 – 300 words, must include the title of the paper, author/s name, the company or institution being represented and country in which it is based. The abstract should concisely state the significant contributions of the paper, and should be formatted as per below.

Document	Additional Requirement	Format Requirement
Font		Times New Roman and black throughout
Language		English, using Australian or UK spelling. Standardisation facilitates searches
Title of paper		14 pt font bold, centred, use initial capital / lower case, not all capitals, please limit to no more than two lines
Author(s) name & affiliation(s)		12 pt font bold, initials, surname, use initial capital/lower case, not all capitals, additional authors separated by commas, affiliations numbered in superscript and should contain company or institution and country centred
Author Email		12 pt, Left justified
Body	With 'Abstract, in bold, as heading	12 pt, Left justified

Note: the abstract should not contain images, figures, tables or references

PAPER

Please read these instructions carefully.

Papers accepted into *Corrosion & Materials* will be published as submitted and must be fully formatted, complying with the formatting requirements specified herein. The paper should be written in the standard of English for a reader of a technical journal and not in the vernacular of a speaker.

On submission, each paper will be sent to two reviewers whose comments will aid the process of paper acceptance. If acceptance of your paper is dependent upon modifications, the reviewer's check sheet and associated comments will be provided as a guide for revision. The resubmitted paper will be further reviewed.

It is your responsibility to proof-read your paper prior to submission; the process of review is not undertaken to pick up grammatical and spelling errors. ACA does not accept responsibility for errors or omissions in the paper as published. All papers and presentations must be in comprehensible English, as would be expected in a technical journal.

COPYRIGHT

If copyrighted material is used, the author must obtain written permission from the copyright holder to publish. Both the source and the copyright holder must be acknowledged in a footnote. All authors must complete and sign the *Copyright Assignment Form* attached to this document, submitting it with their paper. The copyright form must be received prior to formal paper acceptance. **If a completed copyright form is not received, the proposed paper will not go into *Corrosion & Materials*.**

It is the responsibility of the Author to obtain necessary clearance or permission from the organisation they represent. On acceptance of a paper into *Corrosion & Materials*, the copyright of that paper belongs to the ACA.

USE OF TRADE-NAMES

It is the policy of the ACA that generic names are used in place of Trade-names. Where appropriate, a Trade-name may be used ONCE in the text of the paper and must be identified with a footnote giving the source of the Trade-name. ACA uses the definition of a Trade-name as provided by NACE:

“The name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark.” A Trade-name also refers to any name under which the concern does business (e.g. company name, association, organization, etc.). This definition includes company names in addition to product, process or software names, URL (Web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark. If they have been assigned, Unified Numbering System (UNS) numbers, specification numbers, or chemical compositions shall be used in place of material Trade-names. Trade-names shall not appear in the title, abstract, tables, figures, or captions.

IMPORTANT: Papers that contain improperly used Trade-names will be returned to the author for correction. Final approval from the Publications Committee shall not be given unless Trade-name use conforms to these guidelines. In addition, papers which are overtly commercial in nature must be returned to the author for correction. Final approval from the Publications Committee shall not be given unless the overtly commercial content has been removed or otherwise neutralised.

FORMATTING REQUIREMENTS

Instructions for the format of the paper are detailed below. A separate document contains a template that is formatted and available for your use. Please utilise it as an example even if you do not use it as a template. All tables, images and figures may include colour, but should be legible when printed in monotone.

DOCUMENT		
Maximum Size		Papers may not exceed 12 pages unless permission is sought from and granted by the Publications Committee
Page Size	A4	Portrait
Margins	Left	1.5 cm
	Right	1.5 cm
	Top	2 cm
	Bottom	2 cm
Mirror Margins		No
Page Numbers	See template	10 pt, Centred, 1.5 cm from bottom of page.
TEXT		
Font		Times New Roman and black throughout
Language		English, using Australian or UK spelling. Standardisation facilitates searches
Title of paper		22 pt, Upper case, bold, centred, 2 line spaces following
Author(s) name & affiliation(s)		14 pt, centred
Abstract of Paper		12 pt, left justified, 12 pt spacing (2 line spaces) before and after paragraph
Keywords	After summary	12 pt, Left justified, bold, Maximum of 6 keywords
Layout		1 column
Main text		10 pt, left justified, 6 pt spacing (1 line space) after each paragraph
HEADINGS AND NUMBERING		
Level 1	1. etc.	10 pt, Upper case, Bold, Left justified, Heading paragraph spacing 12 pt before, 6 pt after
Level 2	1.1 etc.	10 pt, Lower case, Left justified (bold if available), Heading paragraph spacing 12 pt before, 3 pt after.
Level 3	1.1.1 etc.	10 pt Lower case, Left justified, Heading paragraph spacing 12 pt before, 3 pt after. Try to avoid using Level 3 headings.
All headings		DO NOT underline headings.
FIGURES (<i>illustrative elements</i> [images, diagrams, graphs]) AND PHOTOGRAPHS		
Format		Paste figures and photographs into the upper part of a 2-row Table and put caption in the lower row. Same format as for main text. Centre caption. Repeat using an extra column for two figures side-by-side. All figures and photographs should be numbered consecutively and cited correctly in the text, in the associated caption and in the reference list. NB: All Figures and Diagrams must be clearly legible. Photographs of instrument screens are not acceptable.
Location		Locate Figures and Photographs as close as possible to the first mention of them in the text.
Resolution		All figures and photographs should have a minimum of 300 dpi.
Captions		Under the Figure, 10 pt, Centred.

TABLES (<i>graphic elements in tabular form</i>)		
Format	See Template.	Use Word TABLE - Insert - Table. All tables should be numbered consecutively and cited correctly in the text, in the associated caption and in the reference list. NB: Figures rather than Tables of data should be used where possible.
Captions		Captions above Table, 10 pt, Centred.
Location		Locate Tables as close as possible to the first mention of them in the text.
EQUATIONS		
Format		Equation Editor (part of Word) is recommended for all equations (see note below). Alternatively ensure the equations comply with the normally accepted standards for mathematical expressions. Also see Template.
Location		Centred
Font		10 point Times New Roman, 6 pt spacing (1 line space) before and after.
Numbering		Number sequentially, number in brackets (1)
REFERENCES		
Footnote Format		Numbered sequentially in superscript ^[1] in text
Referencing Format	Harvard system	Author (date) title, detail.
Referencing Style		See below for referencing examples. Also see Template.
AUTHOR BIOGRAPHY		
Photograph		See template for details
Author short CV		See template for details
UNITS		Only SI units shall be used.

Note: Text, figures and tables should be complementary in content and not present the same data.

References: References should relate to the text and be cited correctly in the Reference List (particularly for the purposes of conducting a search) located at the end of the text after the acknowledgments. In the case of the Vancouver System, references should be numbered consecutively throughout the text with numerals in parentheses.

Footnotes: Footnotes are to be used to provide necessary supplementary information in a manner that does not disrupt the logical flow of the text. They should be noted in the text with a superscript numeral in parentheses (differentiating them from other referencing systems) and numbered consecutively throughout the paper.

Abbreviations and Acronyms: Abbreviations that may be unfamiliar to the reader should be spelled out, followed by the abbreviation, the first time it appears in the paper. All but the most common acronyms should be handled this way.

EQUATION EDITOR IN WORD

The Equation Editor in Word can be accessed directly on the Template by clicking on the equation. This will access the palette with symbols etc. If required, set the font size to 10 pt in Equation Editor and adjust the various other symbol sizes to suit. When in Equation Editor, go to pull-down menu SIZE - define. For the top line enter 10 pt, for the others it is suggested the best way is to use percentages of the main font size – the list would read 60, 40, 150, and 100%. This is easier and saves having to guess the various other font sizes.

REFERENCING – EXAMPLES

	Harvard (Author, Date) System
Journal Paper	Southwell CR, Forgeson BW and Alexander AL (1958) Corrosion of metals in tropical environments – Part 2 – Atmospheric corrosion of ten structural steels, Corrosion (NACE) 14(9) 53-59.
Technical Paper	Huang Guiqiao and Guo Peng (2005) Effect of environment factors on corrosion rate of steel, (In) Proc. 16th Intl. Corrosion Congress, Sept 19-24, Beijing, China, Paper 23.
Book	Evans UR (1960) The corrosion and oxidation of metals: Scientific principles and practical applications, Edward Arnold (Publishers) Ltd. London.
Book Article	Mikhailovsky YN (1983) Theoretical and engineering principles of atmospheric corrosion of metals, (In) Atmospheric Corrosion (Ed) WH Ailor, John Wiley, New York, 85-105.
Technical/ Research Report	ASTM (1959) Report of Committee B-3, Appendix II, Report of subgroup of subcommittee VI on corrosiveness of various atmospheric test sites as measured by specimens of steel, Proc. ASTM, 59: 183-201.
Web Reference	Wannasurf (2003) see: http://www.wannasurf.com/spot/North_America/USA_California/hueneme/index.html Last accessed 30 September 2003.

SECTION B: THE REVIEW PROCESS

All papers submitted for inclusion in *Corrosion & Materials* are subject to a review process. Each paper will be peer reviewed by an expert review panel drawn from ACA membership. Once this process is complete, and depending upon the reviewers' comments, the paper may be rejected or the author may be asked to make some alterations to the paper in order for it to be accepted. The reviewers will look in particular for:

- acceptable level of English expression as warranted by a technical journal
- clarity of and logic in the paper's technical content
- originality
- a low level of commercial content
- use of generic names rather than Trade-names
- a title and summary that adequately represent the contents of the paper
- clear figures and tables that have been identified in the text

It is the responsibility of the Author to have their paper independently proof-read prior to submission. The reviewers will not spell check, format or rewrite the paper.

The ACA retains the right to accept or reject any paper into its publication *Corrosion & Materials*.

SECTION C: CHECKLIST FOR PAPERS

The content of *Corrosion & Materials* is prepared using the final version of each paper, as submitted, and the onus is upon the Author to ensure the final version is accurate and clear. The ACA does not accept responsibility for errors or omissions in the paper as published. **It is the author's responsibility to check and proof-read their paper prior to submission.** Poorly proof-read papers will **not** be submitted for review, and will be returned to the author.

The checklist below will assist:

1. Are the title, figures, and figure captions free of Trade-names? Trade-names are allowed only once in the paper text and must always be referenced with ownership information.

The ACA uses NACE definition: "**Company names, names under which a company does business, product/service names, URL addresses, etc., are TRADE-NAMES (copyrighted or not, whether it is your company or not). This includes software products.**" If your paper is deemed to not comply with this requirement, you will be required to amend your paper; irrespective of whether there is benefit to you or your company by its inclusion.

2. Does your paper include an Abstract, an Introduction, a Summary or Conclusions and References? (A good paper also usually has experimental details and procedures, results and acknowledgments).

3. Is your paper written using clear English expression at the level for a technical journal and not in the vernacular of a speaker?

4. Is your paper formatted correctly (font, margins, spacing, and layout) with correctly placed footnotes and references?

5. Are images contained in your paper suitable for viewing in black and white as well as colour?

6. Are all diagrams, tables and images presenting relevant information, do they all have captions and are they numbered correctly and consecutively?

7. Was written permission obtained from copyright holders for copyrighted material? Have sources and copyright holders been acknowledged by reference?

8. Have you completed the official **ACA Copyright Assignment Form** to send with the paper?

If the answer is "NO" to any one of these questions, please double-check the format and style instructions. If there are any questions, please contact [the ACA's Head Office](#).

Copyright Assignment Form

Please sign this Copyright Assignment form and **return it at the time you submit your paper.**

I warrant that I am the owner of all copyright in the manuscript supplied by me for publication in *Corrosion & Materials*. I understand that The Australasian Corrosion Association Inc. cannot be held responsible for any errors contained in the manuscript or for any necessary format changes when preparing the paper for publication.

Copyright in the text and illustrations of the manuscript entitled:

by:

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I warrant that the manuscript:

- (a) Contains no libellous or other unlawful statements
- (b) Does not infringe the copyright or any other rights of any third party
- (c) Has not previously been published in the English language
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Signed Date:

It is agreed that:

- (1) the author(s) retain(s) the right to use the substance of this manuscript in future works, including lectures, press releases and reviews provided that acknowledgment is made to the publisher **The Australasian Corrosion Association Inc.**; and
- (2) the copyright reverts to the author if the article is not published.

THIS STATEMENT MUST BE RECEIVED BY THE AUSTRALASIAN CORROSION ASSOCIATION INC. AT THE TIME YOU SUBMIT THE FINAL VERSION OF THE MANUSCRIPT. Authors directly employed or paid by Government where such a transfer is disallowed may claim exemption upon those grounds.

Please return this form at the time of paper submission to: The Australasian Corrosion Association via Email to: twinn@corrosion.com.au

Reviewers Report

Title:

Author:

Papers published in **Corrosion and Materials** fall into one of the three following categories

Original research.....

Review

Case history.....

Please indicate in which category the submitted paper falls.

For an original research paper

- Does the paper contain new and significant information to justify publication?
- Does the paper demonstrate an adequate understanding of the relevant literature in the field, and cite an important range of references?
- Are the experimental methods employed appropriate?
- Are the experiments clearly explained?
- Are the results presented clearly and analysed appropriately?
- Do the conclusions logically follow from the experimental results and do they adequately summarise the major findings in the paper?
- Are the conclusions significant?

For a review paper

- Does the paper review an area of interest to Corrosion and Materials?
- Does the paper contain new and significant information to justify publication?
- Does the paper demonstrate an adequate understanding of the relevant literature in the field, and cite an important range of references?
- Will the paper extend the knowledge of the average reader?
- Is the paper logically presented?

For a case history

- Is the paper of general interest?
- Does the paper clearly identify any implications for further research or professional practice?
- If necessary are personalities and organisations sufficiently well disguised?

For all papers

- Is the paper free from blatant commercialism?
- Has attention been paid to the clarity of expression, readability, and sentence structure, use of jargon, acronyms, spelling and punctuation?
- Is the referencing adequate?
- Is duplication between Tables and Figures avoided?
- Is the paper acceptable for publication in its present form?
- Can the paper be made acceptable with suitable modification?

Reviewers are asked to add further comments, if thought appropriate, that are intended to be helpful to the author(s).