

# The ITEA Journal of Test and Evaluation

## Manuscript Guidelines

### CONTENT

The International Test and Evaluation Association (ITEA) invites both members and nonmembers to submit manuscripts to the editor for publication in *The ITEA Journal of Test and Evaluation*. Papers within the full range of subjects of interest to the test and evaluation community are welcome. Submission of a paper will be taken to imply that it represents original work not previously published. All papers are reviewed for originality, depth of treatment, significance, organization, interest and clarity before acceptance for publication. Papers must be objective and completely free of advertising and commercialism. Avoid use of company and product names if possible. Articles are published in black and white only, so do not use color descriptions in either text, captions, tables or figures.

### COPYRIGHT

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### CLEARANCE

Responsibility for government or employer clearance of articles, if required, lies with the author, prior to submission to ITEA. A copy of the clearance statement should be furnished with the article.

### PREPARATION OF PAPERS

**Length.** Typical *Journal* articles run from four to eight *Journal* pages in length (inclusive of graphics, references, biographies and endnotes); 2,400 to 4,800 words is a guide, with 4,800 words the limit.

**Abstract.** Text should be preceded by an abstract (usually 50 to 150 words), summarizing the principal points in the paper.

**Biographical Sketch.** A short biographical sketch (one paragraph/100 words or less) of the author is required. Please include highlights such as education, present employment, experience, recognition received for accomplishments, and professional society membership.

**Format.** Manuscripts must be supplied in both electronic and hard copy formats. Each figure or chart must be provided as separate files, one file per figure—**TEXT-EMBEDDED GRAPHICS AND POWERPOINT GRAPHICS CANNOT BE ACCEPTED.** Preferred electronic formats are Microsoft Word for text and JPEG, TIFF or EPS for graphics (300 dpi for photo images/600 dpi for line art). Disks must be labeled with the computer platform (PC or Macintosh), application software (w/version number), and author's name.

**Graphics.** Authors are encouraged to provide photographs, illustrations, line art, and figures to enhance an article. Note: The *Journal* publishes feature articles in black and white only, so all photographs/graphics will be converted to black and white. All figures should be numbered with consecutive Arabic numerals, have descriptive captions at the bottom, and be mentioned in the text. Keep figures separate from the text and provide a separate list of captions. If a figure is computer-generated, you must provide a copy in both electronic and hard copy form. Laser printers (or a device that provides equal or better output) should be used for computer-generated figures. All graphics must be camera-ready; photocopies are unacceptable. The reverse side of the graphic material should be lightly marked with a felt-tipped pen or pencil for clear identification of the graphic as it relates to the text. **Caution:** Take care not to stack photographs before ink dries.

**Tables.** Tables must be submitted in the same format(s) as graphics (black and white camera-ready or in electronic format for importation into layout software—see specifications above).

**Equations and Mathematical Formulas.** Equations and mathematical formulas must be submitted in the same format(s) as graphics (camera-ready or in electronic format for importation into layout software—see previous specifications) to ensure complete accuracy and avoid font/symbol conflicts. Articles should contain a complete table of symbols and their definitions.

### STYLE

**Policy.** ITEA reserves the right to edit all articles for consistency, clarity, length, and style. Manuscripts will be edited to conform generally with *The Chicago Manual of Style*, 14th edition. The author should avoid the use of first person pronouns, keep paragraphs short, and avoid using sexist language.

**Capitalization/Acronym Usage.** *The ITEA Journal of Test and Evaluation* adheres to a down style and avoids capitalization wherever possible. If an organization or program must be referred to formally, use a generic reference in second and subsequent references to avoid complicated acronyms, which may not be understood by everyone and detract from readability.

### REFERENCES

**In-text References.** *The ITEA Journal of Test and Evaluation* uses the author-date system as described in *The Chicago Manual of Style*. The basic reference in the author-date system consists of the last name of an author and the year of publication of the work, with no punctuation between them: (Smith 1978). A specific page, section, equation, or other division of the cited work follows the date, preceded by a comma: (Smith 1978, 74) or (Smith 1978, 74-76). When the reference is to both volume and page of the author's work, a colon distinguishes between the two: (Smith 1978, 3:74) or (Smith 1978, 3:74-76). For works of multiple authorship, use names for two or three authors: (Meredith and Lewis 1979). For more than three authors, use the name of the first followed by "et al." (Smith et al. 1978).

**List of References or Bibliography.** List references alphabetically at the end of the article according to the last name of the first-named author. A bibliography may be used instead of references. Each reference should include the last name of each author followed by the first name, date, article title, publication title, and remaining details, e.g.,

Gross, Richard. October 1990. "Military Strategies Reassessed." *Aerospace and Defense Science*, 52-53.

Proctor, R.W., and Van Zandt, T. 1994. *Human factors in simple and complex systems*. Boston: Allyn and Bacon.

**Endnotes.** *The ITEA Journal of Test and Evaluation* uses endnotes rather than footnotes. The chief differences between an endnote and a bibliographic entry are that, in an endnote, the author's name is not reversed as it is in an alphabetically arranged bibliography, and punctuation between author's name, title of the work, and facts of publication consists of commas and parentheses rather than periods, e.g.,

1. Richard Gross, "Military Strategies Reassessed," *Aerospace and Defense Science*, October 1990, 52-53.

2. Jay W. Schwartz and Kenneth D. Shere, "A Real-Time Sensor System and Simulation Tool," *The ITEA Journal of Test and Evaluation* 13, no. 1, (March 1992):42.

**Please Note:** References containing incomplete endnote or bibliographic information will be edited out of manuscript.

### RETURN POLICY

Following publication, two complimentary copies of *The ITEA Journal of Test and Evaluation* issue that contains the manuscript are sent to the author. Manuscripts accepted for publication, including all associated artwork and/or illustrations, will not be returned unless specifically requested by the author. If returned, manuscripts and artwork will be in the condition that has resulted from the work of the editor and printer.

### MAILING ADDRESS

All material submitted for publication should be addressed to: Editor in Chief, *The ITEA Journal of Test and Evaluation*, 4400 Fair Lakes Court, Suite 104, Fairfax, Virginia 22033-3899; telephone: (703) 631-6220; fax: (703) 631-6221; e-mail: [journal@itea.org](mailto:journal@itea.org).