Guidelines for ISASI Forum Author(s)

ISASI is opening the ISASI Forum to publish—as space allows—appropriate articles not submitted or vetted as technical papers for the annual seminars. Authors who wish to directly submit articles for possible publication in the ISASI Forum should prepare their manuscripts as closely to the following guidelines as possible. Such submissions are not to be confused with nor designed for Technical Papers to be presented during ISASI annual seminars.

All such direct article submissions will be forwarded to the ISASI Forum Article Review Board (FARB) to determine acceptance, conditional acceptance, conditional rejection, or rejection. Conditional acceptance or rejection requires the author to decide whether to revise the submission to meet the FARB concerns. If revised for final acceptance, the Review Board will reprocess the revision. When and if acceptable to the Review Board, the final manuscript, accompanying art, photos, and illustrations will be transmitted to the Publisher and Editor.

Direct ISASI Forum article acceptance and publication will be on a no-cost/no remuneration basis. Every effort will be made to use original material in the publication. To the extent possible, material accepted will be published in a form adapted to a magazine article format as space allows and timeliness requires throughout the publication year.

Articles submitted directly to the Forum must be:

- Material that is of instructional use to air safety investigators and air safety professionals in the performance of their tasks, as compared to material that addresses and is oriented toward air safety operations.
- Not material that castigates individuals, investigative agencies, regulatory agencies, governmental policies, individual airlines, etc. Such material will generally not be published unless presented as an official ISASI position or comment.
- An authoritative source of material.
- Published in a magazine format, adhering to ISASI magazine editorial practices and standards, and be written in a reader friendly fashion for internal/external audience.

Submissions should be sent to ISASI@erols.com with the submission and accompanying materials as attachments. The email should specify that the attachments comprise a proposed article and separated photos/charts/art/illustrations to be reviewed for possible publication in the ISASI Forum. The email text must include your name, valid email address, your position and employer or work status such as consultant or retired.

The attached submission must also:

- Be written in English.
- Be a MS Word document or some other format compatible with MS Word.

- Be between 2,300 to 6,100 words.
- Include the author(s) short bio(s) and email address(es) (not for publication); and (for publication) current position(s), employer(s), and photo(s) (for headshots).
- Use the following filename conventions: Paper—author_last_name-short_title.docx; Image—author_last_name-short_title-figure_n.tiff or jpg, i.e.: (1) shakespeare-12th night.docx; (2) shakespeare-12th_night-figure_1.tif; (3) shakespeare-12th_night-figure_2.jpg.
- Provide tables of items as Table Elements or formatted with tabs. Do not use space characters to align columns.
- As a rule, have all regular text in the manuscript set to full page width (1" margins) and set for flush left.
- Have the manuscript's title in **boldface.**
- Have author name(s) delete in **boldface** and set below the title. Include position/company if desired. Author's biographical data should be:
  - Placed at the beginning, before the main text.
  - Printed in *italics*.
  - Limited to 100 words maximum.

- List all references at the end of the manuscript rather than at the bottom of each page. The references will be used to authenticate non-original text, quotes, and other material from sources other than the author's(s'). References will not appear in the final published version. Parenthetic numbers for references placed in the manuscript text, such as (1), are preferable to superscript for ease of legibility.

Keep in mind that the ISASI Forum is published in two colors—blue and black—and various shades of those two colors. Color photos will be converted to black and white and multi-color graphics will become some shade of blue and black. Cutlines and text referring to muti-colors in a chart or graph will be edited to reflect the Forum's color selection.

In any event, all photos, graphics, charts, and illustrations should be placed in a separate folder and each element should be identified by a "Figure" number (Figure 1) in the text and within the figure caption material. Tables and figures may also be submitted in the following graphics formats: Windows (doc), Windows Bitmap (.BMP), JPEG, or TIFF.

Caution: Graphics and photos are that are not sufficiently high resolution to allow for satisfactory publishing will not be used and may result in a conditional rejection pending the ability to obtain higher resolution images (300 dpi minimum at actual size used). Photos, illustrations, and charts embedded in a Word document that are intended for use in a published article will become very low resolution and should be duplicated as a high-resolution version in the above formats and separately attached to the emailed submission of text material. If the photos, charts, art and illustrations are too large to email, they can be submitted through large transfer applications such as Dropbox or WeTransfer or emailed individually in smaller batches.