

# **Guide for Authors**

The instructions below are specifically directed at authors that wish to submit a manuscript to the *Journal of the American Society of Trace Evidence Examiners (JASTEE)*. *JASTEE* publishes articles from scientists and researchers on Trace Evidence topics such as case studies and original research. There is an established working relationship with the Scientific Working Group for Materials Analysis (SWGMA) and *The Microscope* journal, such that SWGMA standards or previously published *Microscope* papers may be included in *JASTEE*. Otherwise, all submitted manuscripts will undergo a double blind peer review process. Assigning reviewers is the responsibility of *JASTEE* Editors. Review of submitted manuscripts generally is complete within 45 days. Following peer review, accepted papers are published when enough articles have been submitted to account for an issue release.

## **Formatting**

- Online publication means there is no word count limit or fees for the inclusion of colors.
- All pages must be in portrait orientation.
- Margins: 1.3” top, 1” bottom, 1.25” left and right margins
- Author list (Lucida Sans Unicode font, size 11) – include names, footnotes for author information, and the highest educational degree received. Example:  
*Jane Doe,<sup>1</sup> M.S., Joe Schmo,<sup>2</sup> B.S., and John Bloggs,<sup>3</sup> Ph.D.*
- Author footnotes (Lucida Sans Unicode font, size 10) – include laboratory/employer and address for each author as a footnote at the bottom of the title page. If applicable, the corresponding author will be designated within the appropriate footnote.
- Title of manuscript: Lucida Sans Unicode font, size 14, bolded
- Body of manuscript: Lucida Sans Unicode font, size 10
- Divide manuscript into sections with appropriate titles in **bold** capital letters (e.g., ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS, REFERENCES)
- If subsection titles are included, subsection titles should be italicized (e.g., *Sample Set*)
- Body of manuscript must be single spaced, except for “ABSTRACT” and “Keywords” which have 1.15 line spacing.
- Include Keywords to assist readers in quickly identifying the main focus of the research article. Keywords should follow the abstract.
- Include appropriate tables and figures within the text or at the end of the document.  
Additional formatting may be required later such as moving, resizing, or minimal editing.

## **Tables**

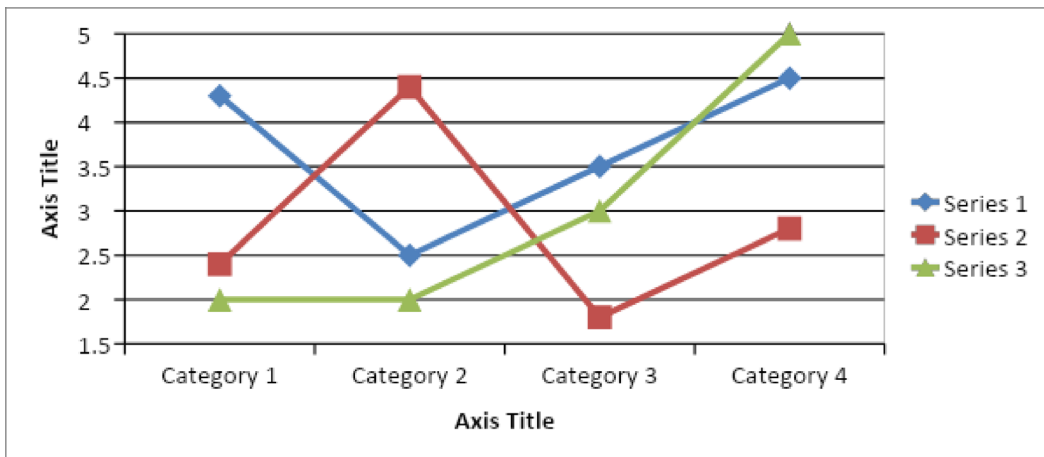
Tables will have titles above the table (title: Lucida Sans Unicode font, size 9, italicized). Font within the table will be Times New Roman, size 10. An example of Table formatting:

*Table 1: Table Title*

Column 1 Header	Column 2 Header	Column 3 Header	Column 4 Header	Column 5 Header
Row 1	Text	Text	Text	Text
Row 2	Text	Text	Text	Text

## Figures

Figures will have titles below the figure (title: Lucida Sans Unicode font, size 9, italicized). Generally, photographs should include a scale or magnification. Data from instrumentation should have axes titles which can be easily read. An example of Figure formatting:



*Figure 1: Figure title and/or description*

## Appendices

Appendices appear at the end of the entire manuscript rather than within the text. Generally, appendices include additional data too extensive to appear within the text.

## References

References must be numbered consecutively in the order in which they appear in the text; this is known as the citation-sequence system. In text citation should be a square bracketed number at the end of the sentence [#]. Please visit the following link which explains the citation-sequence system for referring to references:

<http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>

## Manuscript Submission

All manuscripts should be submitted electronically to the *JASTEE* Editor-In-Chief, Heidi Prough, at [ProughH@michigan.gov](mailto:ProughH@michigan.gov).