

AUTHOR INSTRUCTIONS

Once you have submitted your abstract and it has been accepted by the Organizing Committee you may prepare your manuscript to *Metallurgical and Materials Transactions A* (jointly published by TMS and ASM International).

Author instructions can be found at <http://mmta.msubmit.net>

1. Be certain to put a cover letter with your manuscript indicating that the manuscript is for the International Symposium on Stress Corrosion Cracking in Structural Materials.
2. Indicate in the cover letter that it is a "Symposium Paper"

(For your convenience, the material below is taken from the MMTA web site.)

Review Process

The manuscript submission and peer review process is broken down into the following 8 steps. NOTE - BEWARE OF DUPLICATE SUBMISSION. YOUR PAPER SHOULD ONLY BE SUBMITTED ONLINE. DO NOT ALSO E-MAIL IT TO THE EDITORIAL OFFICE OR TO TMS:

1. The Author submits a manuscript.
2. The Editor assigns an Associate Editor to the manuscript.
3. The Associate Editor assigns a Key Reader to the manuscript.
4. The Key Reader assigns two reviewers.
5. The Reviewers review the manuscript.
6. The Key Reader makes a recommendation to the Associate Editor.
7. The Associate Editor makes a final decision.
8. The Staff contacts the Author with the decision.

Submission Process

The manuscript submission process is broken into a series of 4 screens that gather detailed information about your manuscript and allow you to upload the pertinent files. The screen sequence is as follows:

1. A long form asking for author, title, abstract, and file quantities. NOTE - AT THE BOTTOM OF THIS SCREEN IS A BUTTON ALLOWING YOU TO SAVE WHAT YOU'VE DONE AND COME BACK LATER. IT IS RECOMMENDED, THOUGH, THAT YOU TRY TO SUBMIT YOUR PAPER IN ONE SESSION IF POSSIBLE.
2. A screen asking for the actual file locations (via an open file dialog). After completing this screen, your files will be uploaded to our server.
3. A completion screen that will provide you with a specific manuscript number for your manuscript.
4. An approval screen that will allow you to verify your manuscript has been uploaded and converted to PDF correctly.

Before submitting a manuscript, please gather the following information:

- All Authors

- First and Last Names
- Postal Addresses (for Corresponding Author only)
- Work Telephone Numbers (for Corresponding Author only)
- E-mail addresses
- Title (you can cut and paste this from your manuscript)
- Abstract (you can cut and paste this from your manuscript)
- Manuscript files in PDF, Word (Please make sure the "Language" is "English (U.S.)" via Tools->Language->Set Language), WordPerfect, text, or RTF format. NOTE - IF YOUR PAPER IS ACCEPTED FOR PUBLICATION, THE PUBLISHER WILL NOT BE ABLE TO USE PDF FILES. PDF IS ACCEPTABLE FOR THE INITIAL SUBMISSION AND REVIEW PROCESS ONLY.
- **Please note that for figure/image submission you should submit the lowest resolution possible at this time that will still allow for a quality representation of your images. Please be advised that for review purposes, it might be more desirable to have color artwork appear in gray-scale so that it can be downloaded and/or printed easily by reviewers without access to color printers. For example, this might be achieved easily by using triangles and squares in graphs rather than colored lines. You will have another chance to resubmit your images at a higher resolution that will be acceptable for print at a later date, once your paper has been accepted for publication.**
- Your text must either contain a list of figure captions, or you must put the figure caption on each individual figure (preferable).
- Contact information (e-mail address and institution) of desired peer reviewers (if any).

Please note that if you are submitting a PDF file, you must embed in this PDF the fonts used in the original article file (e.g., Chinese, Korean, or Japanese fonts). Otherwise, there is a good chance you will be requested to forward the original word processing file for your paper, which will then prolong the review process.

NOTE ON SI UNITS: It is the policy of Metallurgical and Materials Transactions to use the International System of Units (SI). You may access the [NIST site](#) to obtain information on SI units. If a particular situation justifies the use of another system, conversion must be made to SI units in parentheses or in tabular form.

Guidelines for Electronic Image Submission

The following are guidelines for formatting electronic images depending on the image type, size, and layout. These guidelines should be considered minimum in terms of image resolution. Higher resolutions are also acceptable.

Image File Submission Requirements

Once your paper has been accepted for publication, your figures will be run through image pre-flight software. If your images do not pass this pre-flight, you will receive an email stating the problems with the images and instructions on how to resubmit revised versions of them. Until the images are submitted correctly, your paper will not be able to be published.

Image Size

An image intended for the journal's double column format (i.e., an image to fit into the space of a single column on the 2-column layout), should be sized to 84 mm (3.30 inch or 20 picas). Images submitted for a layout that spans both columns (i.e., an image that will occupy the full-page width) should have an image width of 176 mm. (6.93 inch or 41.5 picas). These image sizes must be followed to ensure the proper image resolutions.

Image File Formats and Resolution

Acceptable file formats for graphic images are TIFF, EPS, and JPEG. Graphics must be submitted individually. Files submitted in formats other than TIFF, EPS, or JPEG may be rejected for quality issues.

The recommended resolution for black and white photographs is 300 dpi (dots per inch). The recommended resolution for line art (charts or images that contain typographic elements) is 800 dpi.

Line art images should contain rules with a thickness of not less than 0.25 point.

Images that are expected to be scaled to a larger size for final print need to be submitted with enough initial resolution to print at that enlarged size.


Poor image quality becomes more evident as the graphic image dpi decreases below the acceptable range.

Color Images

Images intended for printing/reproduction in color must be submitted as color using CMYK color space in TIFF or EPS format. Color images that do not meet these requirements may be rejected for quality issues.

After the manuscript is submitted, you will be taken to a page that will allow you to review your manuscript that has been converted to PDF. If the conversion is not correct, you can replace or delete your manuscript files as necessary. After you have reviewed the converted files, you will need to click on "Approve Manuscript". This link will have a red arrow ➡ next to it. Throughout the system, red arrows ➡ reflect pending action items that you should address.

Getting Help

If you need additional help, you can click on the help signs  spread throughout the system. A help dialog will pop up with context sensitive help.

Manuscript Status

After you approve your manuscript, you are finished. You can get the status of your manuscript via:

1. Logging into the system with your password.
2. Clicking on the link represented by your manuscript tracking number and abbreviated title.
3. Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display detailed tracking information about where your manuscript is in the submission/peer review process.

Starting

The manuscript submission process starts by pressing the "Submit Manuscript" link on your "Home" page. Please make sure you have gathered all the required manuscript information listed above **BEFORE** starting the submission process.