Author guidelines

The Journal of The Association of Professional Engineers of Trinidad and Tobago

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The Editor:
Professor Kit Fai Pun, c/o Faculty of Engineering, The University of the West Indies, St Augustine, Trinidad and Tobago, West Indies. Tel: 1-868-662-2002 ext-82068/82069; Fax: 1-868-662-4414; E-mails: KitFai.Pun@sta.uwi.edu and office@apett.org.

Editorial Aim and Policy:
The journal aims to provide a broad international coverage of subjects relating to engineering. It welcomes the submission of papers in various engineering disciplines and related areas. Emphasis is placed on the publication of articles which seek to link theory with application or critically analyse real situations with the objective of identifying good practice across different engineering and related disciplines. Preference will be given to papers describing original engineering work, or material of specific interest to engineers and those working in related fields, in Trinidad and Tobago and the Caribbean region.

Articles may be of a theoretical nature, be based on practical experience, report a case study situation or report experimental results. The prime requirement for acceptance of an article will not be its form but rather that it:

1. makes a significant original contribution to the field of engineering and the advancement of engineering practices;
2. is directly relevant to engineering, engineering management and technology, and related areas;
3. contains elements which have general application;
4. is within the scope of the journal; and
5. has generally not been published previously except in very limited circulation.

If it is felt that a contribution, though technical in nature, will be of broad interest, it may be published under a "technical paper" heading. A paper can be considered for publication as a "research note" if it reports work-in-progress on research which has not yet reached a stage where there are any final results or conclusions. Its value will be judged by the extent to which it contributes to a debate on the research problem, methodology, techniques of data analysis, etc.

The reviewing process:
Each paper is to be reviewed by the Editor and, if it is judged suitable for this publication, it is then sent to two referees for double blind peer review. Based on their recommendations, the Editor then decides whether the paper should be accepted as is, revised or rejected.

Manuscript requirements:
Manuscripts should be in English and submitted in double line spacing with wide margins, with all contributions being subject to a double blind review process. Manuscripts must be sent electronically in Word document to the Editor. There should be a separate title page giving the names and addresses of the authors. The author(s) should not be identified anywhere else in the article.

As a guide, technical/research papers should be between 3,000 and 6,000 words in length. Shorter articles (Communications, Discussions, Book Reviews, etc.) should be between 500 and 2,000 words. Please provide the word count on the first page of your paper. A title of not more than eight words should be provided. A brief autobiographical note should be included containing full name, affiliation, e-mail address and full international contact details. Authors must supply a structured abstract set out under 4-6 sub-headings: Purpose; Methodology; Approach; Findings; Research limitations/implications (if applicable); Practical implications (if applicable); and the Originality/value of paper. Maximum is 250 words in total. In addition provide up to six keywords which encapsulate the principal topics of the paper and categorise your paper.

Where there is a methodology, it should be clearly described under a separate heading. Headings must be short, clearly defined and could be numbered. Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

All figures (charts, diagrams and line drawings) and plates (photographic images) should be submitted in both electronic form and hard copy originals. Figures should be of clear quality, in black and white and numbered consecutively with Arabic numerals.

Ideally, figures created in MS Word, MS PowerPoint, MS Excel, Illustrator and Freehand should be saved in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document by choosing "Insert" from the menu bar, "Picture" from the drop-down menu and selecting "From File..." to select the graphic to be imported.

For figures which cannot be supplied in MS Word, acceptable standard image formats are: pdf, ai, wmf and eps. If you are unable to supply graphics in these formats then please ensure they are tif, jpeg, or bmp at a resolution of at least 300dpi and at least 10cm wide. For photographs, prepare screen shots of the picture. Use "ALT" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "ALT" and "Print screen" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "ALT" and "Print screen").

Photographic images (print or photographic prints) and high quality original photographs should be submitted if supplied electronically they should be saved as tif or jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

In the text of the paper the preferred position of all tables, figures and plates should be indicated by typing on a separate line the words "Take in Figure (No.)" or "Take in Plate (No.)". Tables should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that tables and figures are complete with necessary superscripts shown, both next to the relevant items and with the corresponding explanations or levels of significance shown as footnotes in the tables and figures.

References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef. You should include all author names and initials and give any journal title in full.

You should cite publications in the text: (Adams, 2008) using the first named author's name or (Adams and Brown, 2008) citing both names of the two, (Adams et al., 2008) when there are three or more authors. At the end of the paper, a reference list in alphabetical order should be supplied:

• For electronic sources: if available online, the full URL should be supplied at the end of the reference.

Final submission of the article:
Once accepted for publication, the Editor may request the final version as an attached file to an e-mail or to be supplied on a diskette or a CD-ROM labelled with author name(s); title of article; journal title; file name.

The manuscript will be considered to be the definitive version of the article. The author must ensure that it is complete, grammatically correct and without spelling or typographical errors.

The preferred file format is Word. Another acceptable format for technical/mathematics content is Rich text format.