

**FIRE & ARSON INVESTIGATOR:
JOURNAL OF THE
INTERNATIONAL ASSOCIATION
OF ARSON INVESTIGATORS**

Author Guidelines

AUTHOR GUIDELINES.....	3
GENERAL	3
SUBMITTING ARTICLES.....	3
1. SUBMISSIONS.	3
2. TYPE OF SUBMISSIONS.....	3
<u>Scientific/Engineering</u>	3
<u>Practitioner</u>	3
<u>Legal</u>	4
<u>Insurance</u>	4
3. EDITORIAL REVIEW BOARD ACTIONS.	4
4. FORMAT OF ARTICLES	4
5. TITLE PAGE:	4
6. TEXT.	5
7. ILLUSTRATIONS AND PHOTOS.	6
8. REFERENCES.	6
9. TABLES.	7
10. UNITS & ABBREVIATIONS.....	7
11. SYMBOLS AND EQUATIONS.	7
12. REFERENCED DATA.	7
13. COPYRIGHTED MATERIAL.	7
14. PERMISSIONS.....	8
15. TIMELINE.	8

AUTHOR GUIDELINES

GENERAL

The *Fire & Arson Investigator* journal (ISSN: 1059-7298) is published four times a year (January, April, July and October) by the International Association of Arson Investigators, Inc. (IAAI), 2111 Baldwin Avenue, Suite 203, Crofton, MD 21114, Phone: 410-451-FIRE(3473) and Fax: 410-451-9049. The *Fire & Arson Investigator* journal is the official publication of the IAAI and is solely an educational and advisory aid to members to assist in raising the level of expertise in fire investigation and to suppress the crime of arson and related offenses.

The articles express the views and opinions of the authors, which are not necessarily those of the IAAI or its editors. Furthermore, the IAAI is not responsible for the views expressed by individual contributors in articles published in the journal. Submissions primarily emphasizing a commercial interest, specific product, process or manufacturer are not encouraged, yet will be reviewed on a case-by-case basis.

The Journal reserves the right to accept or reject any article submitted for publication.

SUBMITTING ARTICLES

1. Submissions. An electronic MS WORD file version, **5,000 words or less**, should be submitted to the IAAI Editorial Review Board for the *Fire & Arson Investigator Journal* through the PeerTrack system at the following website:

<http://www.edmgr.com/iaai-fai/default.aspx>

2. Type of Submissions. Four general types of submissions will be considered for publication in the Journal:

Scientific/Engineering. A journal article developed through experimental or analytical studies in the field of fire, arson or explosion investigation that presents original conclusive results.

Practitioner. A well-documented case study, report, procedure, or process that provides accurate data and analysis on a particular issue or problem in the fire, arson and explosion investigation area by application or innovation.

Legal. A case analysis, interpretation of the law, updates of the law, or legal findings that provide an accurate analysis on a particular legal issue or problem in the fire and arson investigation area.

Insurance. A case study, description, and/or interpretation of policies that provides an accurate analysis on a particular insurance-related issue or problem in the fire, arson and explosion investigation area.

3. Editorial Review Board Actions. The Journal's Editorial Review Board will reach a consensus and communicate one of the following comments back to the submitter(s) regarding their proposed publication: (1) Accept, (2) Accept with minor revisions, (3) Reject, or (4) Reject with a recommendation for re-submission.

4. Format of Articles. 5,000 words or less. Titles should be brief, followed by name, affiliation, address, country, and postal code (zip) of author(s). Indicate to whom correspondence and proofs should be sent, including telephone and fax numbers and e-mail address.

5. Title Page: All articles will be reviewed through a double-blind review process. This requires that a separate title page with all contact information be submitted in addition to the full manuscript. The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author
- Bios
- Include a 100-word abstract, along with keywords.
- Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.
- Please provide 4-6 keywords for indexing purposes. At least one of the keywords should identify one of the 16 topics listed in NFPA 1033, which include:
 - (1) Fire science
 - (2) Fire chemistry
 - (3) Thermodynamics
 - (4) Thermometry
 - (5) Fire dynamics
 - (6) Explosion dynamics
 - (7) Computer fire modeling
 - (8) Fire investigation
 - (9) Fire analysis

- (10) Fire investigation methodology
- (11) Fire investigation technology
- (12) Hazardous materials
- (13) Failure analysis and analytical tools
- (14) Fire protection systems
- (15) Evidence documentation, collection, and preservation
- (16) Electricity and electrical systems

6. Text. All articles will be reviewed through a double-blind review process. This requires that all manuscripts be submitted without any personal information, names, titles or affiliations. Manuscripts should be submitted in Word or PDF through the PeerTrack system. The submission should include the original source (including all style files and figures) and a PDF version of the compiled output.

Language. Papers will be accepted and published in the English language.

Headings. Your article should be structured with unnumbered headings. Normally two headings are used as follows:

Main Subhead: FIRE CHEMISTRY
Secondary Subhead: Principle of a Hydrocarbon Sniffer

If further subordination is required, please limit to no more than one.

Abbreviations. Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes. Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

Scientific Style. Please use standard mathematical notation for formulae, symbols, etc...:

Italic for single letters that denote mathematical constants, variables, and unknown quantities

Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g. cos, det, log, lim, max tan, d (for derivative)

Bold for vectors, tensors, and matrices

Page limit – Most manuscripts, on average, do not exceed ten pages of text double-spaced with 1-inch margins (excluding photographs, tables, and illustrations). Longer or shorter articles are not necessarily discouraged, but the editor may need to divide longer articles dependent on space. Authors will be contacted through PeerTrack if necessary changes are required.

7. Illustrations and Photos. Drawings should be uniformly sized, if possible and planned for 50% reduction in size when published. Drawings may be sent electronically in MS Word format, along with the rest of the manuscript, but .TIFF or .JPG files separate from the manuscript would be desirable for superior reproduction. Both line drawings and photographs must be called out in the text. Name your figure files with “Fig” and the figure number (e.g., Fig1.eps). Appropriate captions should all be typed on one sheet and should be understandable without reference to the text. All illustrations and photographs (regardless of file type) must be supplied at the correct resolution:

- Black & white and color photos - 300 dpi minimum
- Graphs, drawings, etc - 600 dpi minimum
- Combinations of photos and drawings (black & white and color) - 300 dpi

8. References. Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Fire dynamics research spans many disciplines [1].
2. This result was later contradicted by Quintiere [5].
3. This effect has been widely studied [1-3, 7].

Reference List. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Do not use footnotes or endnotes as a substitute for a reference list. Literature references should be listed at end of manuscript, using the following style:

Journal article:

1. Quintiere J (1989) Scaling Applications in Fire Research. *Fire Safety Journal* 15: 3-29. doi: 10.1007/s00421-008-0955-9

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted.

2. Smith J, Jones M, Quintiere J et al (1999) Fire Burn Injuries. N Engl J Med 325-329

Book:

3. DeHaan J (2002) Kirk's Fire Investigation. 5th ed. Pearson, New Jersey

Book Chapter:

4. Lentini J, Madrzykowski D (2011) The politics of fire. In: Cote A (ed) The Fire Protection Handbook, 3rd ed. Wiley, New York, pp 230-257

Online document:

5. Custer R (2001) Big fires. IOP Publishing ChemistryWeb.
<http://chemistryweb.org/articles/news/11/6/01>. Accessed 26 June 2001

Dissertation:

6. Trent JW (1975) Experimental plume dynamics. Dissertation, University of Maryland

Legal Citations:

Citations to published court decisions should be in the format provided by the current edition of Bluebook (r), A Uniform System of Citation (Harvard Law Review Assn.).

7. Michigan Miller's Mutual Ins. Co. v. Benfield, 140 F.3rd 915 (11th Cir. 1998)

9. Tables. Number consecutively and type on a numbered, separate page. Please use Arabic numerals and supply a heading. Column headings should be explanatory and carry units.

10. Units & Abbreviations. SI units should be used, with solidus notation for fractions (kW/m^2). Parentheses should be used when there is more than one unit in the denominator (e.g. $x/(yz)$). English units or other equivalents should appear in parentheses if necessary.

11. Symbols and Equations. If there are a significant number of symbols and variables cited in equations, authors should consider listing these symbols and their meanings.

12. Referenced Data. When at all possible, data referenced in articles and technical notes should include known error rates and uncertainties associated with that data.

13. Copyrighted Material. The Journal encourages the submission of original articles and technical notes. However, previously published copyrighted material may be re-

published on a case-by-case basis and only with the written permission of the copyright holder.

The submitter(s) also agrees that any claims to copyright are relinquished, and their article becomes part of the “public domain” to be used in training and republication in other fire and arson-related venues.

14. Permissions. The author is responsible for obtaining releases from other publishers for the IAAI to publish material copyrighted by someone else.

15. Timeline. Acceptance of manuscripts submitted for publication is the responsibility of the Editorial Review Board of IAAI and the Editor and occurs only after review of the manuscript in accordance with current operating rules. Review of submitted manuscripts may be expected to be completed within 90 days. Every effort will be made to publish articles in a timely manner. However, rewrites and corrections may necessitate the author’s timely response.