

**Thomas Boellinghaus, Berlin,
and Stefanie Hentze, Munich, Germany**

Guideline for authors to prepare manuscripts for Materials Testing

Materials Testing has a very streamlined process for the manuscript preparation and publication process. These guidelines are exactly in the style as a manuscript should be submitted and help to prepare the manuscript as well as tables and figures in a way that manuscripts can be published fast and efficiently. Please, note that following these guidelines exactly and without any exception is mandatory for submitting a manuscript. Manuscripts will be pre-screened by the EiC for fitting to the scope of the journal, style, English language and preparation of text, references, figures and tables. Manuscripts not prepared exactly in line with these guidelines and not being written in excellent English will not even be considered for prescreening. To ensure high-quality English, consulting an editing office or a native speaker might be necessary.

Please, note that due to the large number of yearly submitted manuscripts pre-screening will be made as quickly as possible, but might take a while, i. e. up to eight weeks. Please, refrain from requests about your manuscript within this time. If you do not hear anything about your paper within eight weeks after submission, you might contact the EiC. Please, do not contact the publication office at De Gruyter for such requests.

Please, also note that the tables and figures have to be provided separately from the main manuscript in respective file for each table and figure. Style and format of these author's guidelines exemplify how a correctly formatted manuscript should look before submission.

Submission of a manuscript to Materials Testing implies that

- has not been simultaneously considered for publication elsewhere,
- the content is based on original work and
- the authors have obtained the necessary authority for publication.

This should be declared by the authors data assessment form also provided on this website.

Manuscripts should be written in MS-Word. Illustrations should be prepared accordingly to the instructions below. Tables, Figures, illustrations and diagrams should be sent or stored as separate files each in their original format, or should be individually incorporated in a separate MS-word file. They should not be included in the text. Please do not submit any pdf files. Please refrain from submitting any incomplete manuscripts and/or not prepared exactly according to these guidelines. Once a manuscript has been submitted, it will be prescreened and subjected to reviewing without further note to the authors.

Manuscripts failing the pre-screening will be rejected by notification of the authors, usually within about two months.

As Materials Testing is a journal of international rank, please, note that manuscripts not being prepared by following exactly these instructions will not be pre-screened, will be disregarded, not responded to and, especially, and will not be forwarded to reviewing. Thus, authors should refrain from submitting insufficiently prepared papers. For ascertaining excellent English, it is highly recommended to consult proven experts.

Manuscripts should generally be prepared as technical/scientific paper, i. e. please adhere to the common sections such as Abstract, Introduction, Experimental and/or Theoretical approach, Results and discussion, Conclusions, References and a Short biography of the authors. The latter is called >The authors of this contribution<. The complete article should then be submitted together with a confirmation in the authors assessment form that the paper is original work that has not been submitted or published elsewhere as well as the title of the paper, the authors' full names, complete affiliation of the corresponding author (title, name, postal address, telephone and fax numbers and e-mail address) and the e-mail addresses to the Editor-in-Chief, via e-mail to

MT@degryter.com

Prof. Dr.-Ing. Thomas Boellinghaus
Editor-in-Chief Materials Testing

Please note that any manuscript submitted via agencies will not be accepted. The submitting person should be the corresponding author.

Manuscript preparation

Page size should be A4 or similar and with 2.5 cm / 1 inch margins. The general text of the article should be written in Arial, 12 pt. with 1.5 line spacing. Please select sufficient paragraphs in a readable and logical manner. Do not insert the beginning of the first line of a paragraph. Please use one line spacing between the paragraphs as well as between the last paragraph and the next heading and between a heading and the first paragraph. Headings (a typical sequence for scientific papers are Abstract, Introduction, Experimental, Results and discussion, Conclusions) should be considered this way and should be written in bold letters and also in Arial, 12 pt. with 1.5 line spacing.

Sub-headings. These should appear at the beginning of the first line of the first paragraph, also written in bold Arial, 12 pt. with 1.5 line spacing and ending with a full stop like shown here. Please do not use the decimal system for sections and subsections.

All abbreviations should be spelled out the first time they are introduced in the text and should be put in brackets after the complete expression, e.g., Materials Testing (MT). Thereafter the abbreviation can be used. Appendices should be avoided, except for long formulas. Footnotes should generally be avoided in favor of explanations in the text.

Please, provide the following items above the main text

Author(s): With first names in full, Arial 14 pt, bold letters, in italics, as shown above.

Title: Words in lower case (see above), Arial 22 pt, bold. A subtitle is possible, Arial 14pt in italics, as shown above.

Abstract: About 10 to 20 lines written in Arial 12pt and in italics (see above), including primary objective, research design, methods and procedures, experimental processes, main outcome and results, conclusions (very brief). Do not use

abbreviations or references in the abstract.

5 Keywords

Please, provide the following information in the manuscript below the main text

Acknowledgement

If there is any (not mandatory).

References

The list of references is mandatory and it should be exactly formatted as shown separately below. Please consider spelling of the authors. Mention all authors by abbreviation of the first names and by the full surname. Avoid any abbreviation of journal names. Avoid the term et al. in the reference list. Include the DOI number at the end of each reference, as being available on the web-site shown below. Note, that manuscripts with incomplete reference lists not formatted exactly in the style as shown below, will immediately be rejected.

The authors of this contribution

This section is mandatory and should include for each author the complete academic title, year of birth, studies and finals, professional experience and the present position in the enterprise/institute as well as the respective location. This section has to be written for all authors in full sentences (four or five lines). Please, refrain from submitting any tabular CVs.

Please, provide the following information as separate files:

Author – Data assessment

For this file, the existing word-form available on the website should be used. All authors are urgently advised to include all full academic title, complete first and last names, postal addresses, telephone and fax numbers and e-mail addresses.

List of tables and figures

This list should be provided as a separate word file including the captions for each table and figure is mandatory and should be provided as a separate MS-Word file, written in Arial, 12 pt. The captions should be listed exemplified as follows:

Table 1: Chemical composition

Figure 1: Test setup

Please, keep to this format, as it will ease the publication and printing process. Do not use full stops, in particular not at the end of captions.

Tables and figures

Each table and each figure has to be provided bound into a word file, separate for each table and each figure. Refrain, from binding all tables and figures in one file. Only, as an exception, also an original .png, jpg or pdf file might be provided. In any case, the tables and figures must have been formatted following exactly the instructions below.

Language and style

Note, that it is mandatory to provide your manuscript in excellent and understandable English (preferably in American English). This includes the tables and figures as well as the respective captions. Please refrain from any submission of poorly written papers, since these will be rejected immediately. If you are not sure that the manuscript matches language requirements, consult a native speaker.

Presentation

Formulae and equations. These should be typed on separate lines and numbered sequentially in parentheses flush right (1)...(n). They should be referred to in the text as Equation (1), for instance, note the capital letter and the number in brackets. Vectors must be indicated as such. Extended roots should be written in parentheses with fraction exponents, and exponential functions should exclusively

have the format $\exp(\dots)$. SI units should be used throughout and will only be accepted. Use $\text{mW}\cdot\text{cm}^{-3}$ instead of mW/cm^3 , for instance. Give the units in brackets to describe a parameter, for instance: stress (MPa), length (mm), etc. But, do not use brackets for the value of a parameter or a unit throughout the text, for instance write: >The material exhibits a yield strength of 1100 MPa<. Note the gap between the value and the unit.

Tables. These are to be numbered consecutively by Arabic numbers (Table 1....n). The captions should explain the symbols used in the heading and in the left-hand column. Tables should be referred to in the text as follows: Table 1: Please note the capitalized first letter. Please avoid abbreviations like Tab. Each table should be stored in a separate word file. All captions should be provided in a separate list of table and figure captions, written in MS-Word, Arial 12 pt like the main text.

Figures. These are to be numbered sequentially in the text. Related figures (e.g. a-c) should be summarized under the same number. Please, sub-divide all figures by using single brackets, i. e. by a), b) instead of (a), (b), for instance. Please, refrain from any other sub-dividing of figures, i. e. do not use sub-division like Figure 2ai or Figure 4a1 etc.

Figures should be referred to in the text as follows: Figure 1 or Figure 2b, for instance, please note the capitalized first letter. Please avoid abbreviations like Fig. etc. and refrain from cross references. Each Figure should be stored in a separate file or be embedded in a separate word file and should have its own number underneath. The caption should be provided by the above-mentioned list and should be self-explaining. Do not include any headings or sub-headings in the figures themselves. Do not provide any figures or diagrams with shaded backgrounds or with frames.

Regarding the axis descriptions and any legends in the figures and diagrams, please write the units in brackets and not in square brackets, avoid any comma, slash or the word >in< between the parameter and the unit in the axis descriptions. Also, capitalize only the first letter of the first word in the axis description and any other descriptions, as for instance: Data set number, Time t (s) or Specific energy absorption SEA ($\text{kJ}\cdot\text{kg}^{-1}$) or Force amplitude FA (N). Please, stick to the SI units and nomenclature, which means write $\text{m}\cdot\text{s}^{-1}$ instead of m/s or Density ($\text{g}\cdot\text{cm}^{-3}$), for

instance, also the unit-abbreviation for seconds is (s) and NOT (sec), Wear rate ($\text{mm}^3\cdot\text{m}^{-1}$) etc.

Line drawings and diagrams will normally be printed in a column width of 85 mm. After this reduction, all figures should have the same final letter size of at least 2 mm. The style of labelling of the coordinates must be uniform for all drawings. Dimensions should be placed on the left side at the top and on the right side at the bottom between the numbers.

For the electronic version, we recommend the following formats: TIFF, JPG, Word. PDF should be an exception. For TIFF, JPG, and MS Office or PDF files any artwork should have resolutions ≥ 1000 dpi for line artwork, ≥ 300 dpi for halftone artwork and ≥ 500 dpi for combinations of line and halftone.

All image files which are submitted have to have sufficient sharpness and resolution as described above. This particularly applies to light microscopy or SEM images.

Manuscripts prepared with figures not exactly in the style as mentioned above or with figures and photos with poor resolution and/or sharpness will immediately be rejected.

Text format in tables and illustrations. The first word of any textual information in tables, diagrams or figures should start with a capital letter. Please capitalize only the first letter of a noun phrase, e.g., Rotational speed (rpm), Tensile strength (MPa).

References. References to other papers, books, etc. should be numbered in the sequence as referred to in the text, starting at the beginning of the paper. For references in the text, use square brackets (e.g. Smith [1], according to recent theories [2-7, 14] etc.) In the text, references should be cited by the last name of the authors, without any abbreviations of the first name, and with the reference number in square brackets. Alternatively, the surname of the first author including the expression et al., followed by the reference number in brackets might be cited.

In the reference list, the references should be numbered as referred to in the text, but without any brackets or any full stops, as shown below. Refrain from using the

expression et al. in the reference list and mention the names of ALL authors of a reference.

Provide the full title of the reference title in small letters, if this is a journal article or a paper in conference proceedings. The complete name of a journal, the title of a conference proceedings or a monography should be provided capitalized without any abbreviations, e. g. Materials Testing, Practical Metallography etc.. Do not use any full stop at the end of a reference.

In this list, all authors should be listed with the initials of their first name(s). References of journal articles should include the DOI-Number (digital object identifier). On www.crossref.org/SimpleTextQuery, you are able to check whether DOI-numbers are available for your references or not.

The reference list should be prepared by following exactly the examples below:

Journal articles:

1 A. Neidel, K. Breitzkreutz: Title of the paper, Practical Metallography 39 (2002), No. 3, pp. 19 – 27, DOI: 10.3139/147.110000

2 F. Author, S. Author: Complete title of the paper, Name of the Journal Volume (Year), No. issue, pp. start page number – end page number

Books:

3 J. Broichhausen: Failure Analysis, 5th Ed., Hanser, Munich, Germany (1985)

4 F. Author: Title of the Book, Edition number, Publishing Company, Location of publication (Year)

Proceedings:

5 F. Author, Title of the paper, H. Editor (Ed.): Proc. of the Intern. Conf. on Fracture, Vol. 2, Academic Press, New York (1968), pp. 684 – 670

6 F. Author, Title of the paper, Editors of the Proceedings (Eds.): Name of the Proceedings, Publishing Company, Location of Publication (Year), pp. start page number – end page number

Standards:

7 DIN EN ISO Number: Title of the Standard, Part Number, Publisher, Location of publication (Year)

Internet source:

8 Please refrain from citing websites. If really inevitable, use the following style: <http://www.hanser->

Please, note again that manuscripts submitted with references lists not fitting exactly to this format, will not even be considered for pre-screening.

Fees

No fees will be paid and nor page charge collected. Costs for corrections for which the printer cannot be held accountable will be charged to the authors. The fees for color reproduction are 100 € plus VAT per figure, for 5 and more figures max. 490 € plus VAT.

Authors of accepted peer-reviewed original articles have the choice of making their article accessible to all immediately upon publication. A form to select limited access via databases or free open access for a fee is attached by the EiC to the review outcome submitted to the author before revising the article.

Corrections and revisions

Every publication of a paper in Materials Testing includes a single blind reviewing process.

After finishing the reviewing process, the corresponding author will receive the reviewed and already edited manuscript as MS-word file, for correction and revision according to the attached and completed review form. Changes by the authors during the revision process can only be made in these already edited MS-word files and have to be clearly marked in blue color. Any changes by the authors made in the alteration mode of MS-Word will not be accepted. Please follow strictly the amendments in the review form. The amendments are categorized as:

Major amendments: These can, if the not considered appropriately during revision cause rejection of the paper

Minor amendments: These should be considered

Mandatory amendments: These have to be considered by the authors

Optional amendments: These are suggestions to improve the paper and authors can chose to follow them.

Amendments have to be commented by the authors in the review form attached to the manuscript. Please avoid making comments to amendments via email, in the text or as additional files and letters.

Generally, authors will be given a deadline of only a few days for the revision of the paper according to the amendments. **Authors should keep to this deadline**, in order not to retard the publication process. Extensions may only be granted upon formal request by the corresponding author. If authors do not respond within the given deadline, the paper will immediately be taken out of the publication process until the author has responded. If no response is received after reminder, the authors risk that the paper will be completely dropped.

Figures and tables to be revised will also be sent to the authors. Mandatory revisions of the figures should not be made in blue color, but in black.

Depending on the decision of the editor and publisher, properly revised manuscripts will be forwarded finally to publication without any notification of the authors. This means, if you are not requested to provide any further revision or improvements, the manuscript is finally into production.

Please, do refrain from any further requests at the EiC or the publication office at De Gruyter and **wait until the lay-outed article** with all figures and tables **will then be sent to the author again for a final proof**. Authors should check the proof carefully for possible mistakes that occurred in the lay-outing and proofreading processes. Minor corrections together with the permission to print **have to be sent back** by the authors **within three days**. If you are not able to match such deadline, please inform the publication office (Stefanie.Hentze@degruyter.com) immediately. At this proof stage, corrections are restricted to typesetting and other errors. No major changes or additions to the edited manuscript can be accepted. If you do not respond to the proofreading and permission to print request within three days, you risk that publication of the whole article is delayed.

Please, note that due to editorial and technical procedure it may last several weeks from proofreading to publication.

Copyright

The publisher assumes that the authors of a submitted manuscript have the exclusive rights with respect to the disposal of the complete article and that, furthermore, the article has not been published or submitted complete or in part in any language elsewhere and that all authors have agreed to the submission of the article in the present form and as cross-marked and stated in the author assessment form. This particularly applies to the figures. It is mandatory to hand in permission from persons shown on photographs within the authors assessment form. Authors are obliged to inform about deviations from this on the authors assessment form already on handing in the manuscripts. The author assures that the article and also no major parts have not been and will not be published anywhere else after original publication in Materials Testing. Any overlap to previous publications has to be mentioned in the author assessment form already during the first submission of your paper commenting to the extent and the type of previous publication. Consequences resulting from non-observance of this regulation are chargeable to the author: On publication of the manuscript, the exclusive copyright and all accessory rights devolve upon the publisher.

Status: 01/2021