**Preface to Authors**

Dear Prospective Authors:

The purpose of this author kit is to provide you guidance in submitting your paper and preparing your presentation. Note that you cannot make a verbal presentation unless you submit a paper which is acceptable to the Technical Review Committee.

In addition, you need to complete and send in a signed copy of the Copyright Form (in separate attachment) in order for your paper to be presented and printed.

Thank you for submitting a paper and helping make this conference a success

Best Regards,

ICOLSE Technical Committee

**Author Kit**

**Enclosures**

* Participant Record Form
* ICOLSE 2019 Key Dates List
* Paper Format
* Presentation Format
* Final Paper Submitting
* Final Presentation Submitting (optional)

**Important:**

Final Paper and Copyright Transfer Forms must be received by the ICOLSE committee **no later than July 31st, 2019**.

Final Presentations may also be submitted to the ICOLSE committee prior to the conference. This is encouraged to assure compatibility with electronic media.

|  |
| --- |
| **PARTICIPANT RECORD FORM****ICOLSE 2019**  Return this form to**: Tim McDonald by: July 15, 2019**EMAIL: icolse@gmail.com |

Please use the spaces below to provide details concerning your ICOLSE 2019 Paper. **INFORMATION SHOULD BE COMPLETE FOR EACH PARTICIPANT**; this information will be used to prepare the printed program, and prepare meeting badges.

|  |  |
| --- | --- |
| **PAPER TITLE**: |  |
| **PRESENTING AUTHOR/SPEAKER**:This person will be giving the talk and receive all correspondence, unless otherwise instructed. His/Her name will appear first in the program. |  | **CO-AUTHOR (1)** |
| NAME |  |  | NAME |  |
| JOB TITLE |  |  | JOB TITLE |  |
| DIV/DEPT |  |  | DIV/DEPT |  |
| COMPANY |  |  | COMPANY |  |
| MAILSTOP |  |  | MAILSTOP |  |
| STREET |  |  | STREET |  |
| CITY |  |  | CITY |  |
| STATE/PROVINCE |  | POSTAL CODE |  |  | STATE/PROVINCE |  | POSTALCODE |  |
| COUNTRY |  |  | COUNTRY |  |
| PHONE |  |  | PHONE |  |
| FAX |  |  | FAX |  |
| E-MAIL |  |  | E-MAIL |  |

|  |  |  |
| --- | --- | --- |
| **CO-AUTHOR (2)** |  | **CO-AUTHOR (3)** |
| NAME |  |  | NAME |  |
| JOB TITLE |  |  | JOB TITLE |  |
| DIV/DEPT |  |  | DIV/DEPT |  |
| COMPANY |  |  | COMPANY |  |
| MAILSTOP |  |  | MAILSTOP  |  |
| STREET |  |  | STREET |  |
| CITY |  |  | CITY |  |
| STATE/PROVINCE |  | POSTAL CODE |  |  | STATE/PROVINCE |  | POSTALCODE |  |
| COUNTRY |  |  | COUNTRY |  |
| PHONE |  |  | PHONE |  |
| FAX |  |  | FAX |  |
| E-MAIL |  |  | E-MAIL |  |

|  |  |  |
| --- | --- | --- |
| **CO-AUTHOR (4)** |  | **CO-AUTHOR (5)** |
| NAME |  |  | NAME |  |
| JOB TITLE |  |  | JOB TITLE |  |
| DIV/DEPT |  |  | DIV/DEPT |  |
| COMPANY |  |  | COMPANY |  |
| MAILSTOP |  |  | MAILSTOP |  |
| STREET |  |  | STREET |  |
| CITY |  |  | CITY |  |
| STATE/PROVINCE |  | POSTAL CODE |  |  | STATE/PROVINCE |  | POSTALCODE |  |
| COUNTRY |  |  | COUNTRY |  |
| PHONE |  |  | PHONE |  |
| FAX |  |  | FAX |  |
| E-MAIL |  |  | E-MAIL |  |

**ICOLSE 2019 Key Dates List**

**Participant Record Form (enclosed): Due July 15, 2019**

**Copyright Transfer Form (separate attachment): Due July 15, 2019**

**Final Paper:**

**First Submission: Due April 20, 2019**

**Notification of Revisions: Due June 30, 2019**

**Final Submission: Due July 31, 2019**

**(Also please check our website at** [**www.icolse.org**](http://www.icolse.org) **for update)**

**Final Presentation (optional): Due September 1, 2019**

**ICOLSE 2019 Paper Format**

**Instructions to Authors:** Use letter size paper (8.5 in. x 11 in.) and Arial or Helvetica font or similar, size 10. The length of the paper must be restricted to 14 pages. Please use the general layout given below and deleting the instructions. Please submit the paper in either a word or pdf file format to icolse@gmail.com. Use your name and allocated abstract number as a file name, eg ‘SMITH\_abs99.pdf’.

**PAPER TITLE *(All in upper case and centered across both columns)***

Author’s and Co-author’s Name

Author’s and Co-author’s Organization

Town/City and Country

Email address

**ABSTRACT**

Your paper should start with an abstract of between 300 and 500 words which summarizes the paper in such a way that the reader does not need to refer to the full paper in order to understand it.

**ACRONYMS AND SYMBOLS**

A list of acronyms and symbols used, both in the illustrations and text, should be given in alphabetical order. Also include definition of all unfamiliar terms.

**MAIN HEADING**

(To left of column, bold and all capital letters)

Please use Arial or Helvetica font or similar, font size 10 for text.

**Sub-Headings**

(To left of column, bold, lower case)

Sub-subheadings

(To left of column, underlined, lower case)

**REFERENCES**

References should be marked clearly by numbers in parentheses (e.g. Ref 1) in the text where they appear and a complete list of references given at the end of the paper.

**Footnotes**

Footnotes should be marked by roman numerals running consecutively through the paper and should appear at the foot of the relevant column, separated from the text [i].

[i] Footnotes should appear like this.

**Illustrations and Diagrams**

Please keep illustrations to a minimum. They may be placed in the text with the relevant caption typed underneath, ranged from left. If necessary, illustrations diagrams and figures can be placed across both columns of text or given on separate sheets at the end of the text, providing this does not increase the page number over the limit of 14. Please remove company logos or other forms of identification.

ALL ILLUSTRATED MATERIAL MUST BE PRODUCED IN BLACK AND WHITE. If using graphs and charts, please use symbols instead of colors to mark different lines and areas. All illustrative material will be produced as it is submitted, so please ensure that it is legible.

Diagrams and figures should be handled in the same way, but the caption must begin with the reference that appears in the text (i.e. Fig 1).

Tables should also be dealt with in the same way, but the reference and caption should appear above the table.

**Page Numbering**

Type page numbers at the bottom center of each page. The following method will be used for numbering**: *paper number.page number****,* e.g. if your paper has been allocated number 1, your pages will be numbered 1.1, 1.2, 1.3 etc.

**REMEMBER**: Use black type throughout; keep to the 14-page maximum allowance.

**Presentation Format**

**1. General Information**

The time allocated for your presentation is **20** minutes with **10** minutes for questions and answers. An electronic copy of the presentation will be included in the conference proceedings.

Presentations should be loaded onto a USB compatible memory device or CD. The presentations should be uploaded onto the projector’s computer during the speaker’s breakfast. Speaker should report to the presentation room 15 minutes prior to the beginning of their session to assure that their presentation is loaded onto the projector’s computer. Prior submittal of the presentation is encouraged to assure media compatibility.

**2. Visual Aids**

* The use of Power Point Type of presentation is recommended.
	+ Compatible with Windows XP, PowerPoint Version 2003 (some movie formats are not compatible)
* Use a visible size font type face
* Avoid excessive amount of information
* Avoid the use of excessive colors

**Visual Charts should look like this**

* **Use power point presentation (or similar)**
* **Horizontal format**
* **Large font**
* **Use contrasting color**
* **Use English (U.S)**
* **No commercialism**

**Submitting Your Paper**

When submitting your paper to ICOLSE 2019 committee, please provide the following:

* One well-proofed PDF (this PDF will be used for publication)
	+ Give the PDF file the same file name as the electronic version
* One electronic version of your paper in its original form
* Signed copyright transfer form
* Participant record form

To submit your paper in electronic form

Email your paper, participant record form and signed copyright transfer form to: icolse@gmail.com

**Submitting Your Presentation**

At conference:

1. CD-ROM

2. USB Memory Stick

Optional: When submitting your presentation prior to the conference, email your presentation to: icolse@gmail.com

**LSCA COPYRIGHT FORM**

To ensure uniformity of treatment among all contributors, other forms may not be substituted for this form, nor may any wording of the form be changed. This form is intended for original material submitted to the Lightning and Static Charge Association (LSCA) and must accompany any such material in order to be published by the LSCA. Please read the form carefully and keep a copy for your files.

**TITLE OF PAPER/ARTICLE/REPORT/PRESENTATION/SPEECH (hereinafter, “the Work”):**

|  |
| --- |
|  |

**COMPLETE LIST OF AUTHORS:**

|  |
| --- |
|  |

**LSCA PUBLICATION TITLE (Journal, Magazine, Conference, Book):**

### Copyright Transfer

The undersigned hereby assigns to the Lightning and Static Charge Association (the “LSCA”) all rights under copyright that may exist in and to the above Work, and any revised or expanded derivative works submitted to the LSCA by the undersigned based on the Work. The undersigned hereby warrants that the Work is original and that he/she is the author of the Work; to the extent the Work incorporates text passages, figures, data or other material from the works of others, the undersigned has obtained any necessary permissions. **See page 2 for Retained Rights and other Terms and Conditions.**

Author Responsibilities

The LSCA distributes its technical publications throughout the world and wants to ensure that the material submitted to its publications is properly available to the readership of those publications. Authors must ensure that their Work meets the requirements of LSCA Publications Standards Policy, including provisions covering originality, authorship, author responsibilities and author misconduct. The full policy is covered on page three and four of this document. Authors are advised especially of LSCA Publications Standards Policy B(k): “It is the responsibility of the authors, not the LSCA, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it.” Authors are also advised of LSCA Publications Standards Policy B: “It shall be acknowledged that statements and opinions given in work published by the LSCA are the expression of the authors. Responsibility for the content of published papers rests upon the authors, not LSCA.”

**General Terms**

* The undersigned represents that he/she has the power and authority to make and execute this assignment.
* The undersigned agrees to indemnify and hold harmless the LSCA from any damage or expense that may arise in the event of a breach of any of the warranties set forth above.
* In the event the above work is not accepted and published by the LSCA or is withdrawn by the author(s) before acceptanceby the LSCA, the foregoing copyright transfer shall become null and void and all materials embodying the Work submitted to the LSCA will be destroyed.
* For jointly authored Works, all joint authors should sign, or one of the authors should sign as authorized agent for the others.

 **(1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Author/Authorized Agent for Joint Authors Date**

U.S. Government Employee Certification (where applicable)

This will certify that all authors of the Work are U.S. government employees and prepared the Work on a subject within the scope of their official duties. As such, the Work is not subject to U.S. copyright protection.

**(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature Date**

(Authors who are U.S. government employees should also sign signature line (1) above to enable the LSCA to claim and protect its copyright in international jurisdictions.)

Crown Copyright Certification (where applicable)

This will certify that all authors of the Work are employees of the British or British Commonwealth Government and prepared the Work in connection with their official duties. As such, the Work is subject to Crown Copyright and is not assigned to the LSCA as set forth in the first sentence of the Copyright Transfer Section above. The undersigned acknowledges, however, that the LSCA has the right to publish, distribute and reprint the Work in all forms and media.

**(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature Date**

(Authors who are British or British Commonwealth Government employees should also sign line (1) above to indicate their acceptance of all terms other than the copyright transfer.)

LSCA COPYRIGHT FORM *(continued)*

RETAINED RIGHTS/TERMS AND CONDITIONS

Authors/employers retain all proprietary rights in any process, procedure, or article of manufacture described in the Work.

Authors/employers may reproduce or authorize others to reproduce the Work, material extracted verbatim from the Work, or derivative works for the author’s personal use or for company use, provided that the source and the LSCA copyright notice are indicated, the copies are not used in any way that implies LSCA endorsement of a product or service of any employer, and the copies themselves are not offered for sale.

Authors/employers may make limited distribution of all or portions of the Work prior to publication if they inform the LSCA in advance of the nature and extent of such limited distribution.

In the case of a Work performed under a U.S. Government contract or grant, the LSCA recognizes that the U.S. Government has royalty-free permission to reproduce all or portions of the Work, and to authorize others to do so, for official U.S. Government purposes only, if the contract/grant so requires.

For all uses not covered by items 2, 3, and 4, authors/employers must request permission from the LSCA Intellectual Property Rights office to reproduce or authorize the reproduction of the Work or material extracted verbatim from the Work, including figures and tables.

Although authors are permitted to re-use all or portions of the Work in other works, this does not include granting third-party requests for reprinting, republishing, or other types of re-use. The LSCA must handle all such third-party requests.

INFORMATION FOR AUTHORS

**LSCA Copyright Ownership**

It is the formal policy of the LSCA to own the copyrights to all copyrightable material in its technical publications and to the individual contributions contained therein, in order to protect the interests of the LSCA, its authors and their employers, and, at the same time, to facilitate the appropriate re-use of this material by others. The LSCA distributes its technical publications throughout the world and does so by various means such as hard copy and electronic media. It also abstracts and may translate its publications, and articles contained therein, for inclusion in various compendiums, collective works, databases and similar publications.

**Author/Employer Rights**

If you are employed and prepared the Work on a subject within the scope of your employment, the copyright in the Work belongs to your employer as a work-for-hire. In that case, the LSCA assumes that when you sign this Form, you are authorized to do so by your employer and that your employer has consented to the transfer of copyright, to the representation and warranty of publication rights, and to all other terms and conditions of this Form. If such authorization and consent has not been given to you, an authorized representative of your employer should sign this Form as the Author.

**Reprint/Republication Policy**

The LSCA requires that the consent of the first-named author and employer be sought as a condition to granting reprint or republication rights to others or for permitting use of a Work for promotion or marketing purposes.

**PLEASE DIRECT ALL QUESTIONS ABOUT THIS FORM TO:**

**LSCA, 6306 NE 192nd Ct., Kenmore WA 98028**

**icolse@gmail.com**

**PUBLICATIONS STANDARDS POLICY AND PRINCIPLES FOR AUTHORS, REFEREES, AND EDITORS**

**LSCA Publications Standards Policy**

The LSCA supports the highest standards of intellectual discourse in its publications.  All members of the publication process -- authors, editors and reviewers -- should be treated with fairness and balance, and adhere to the following principles.  The principles in this document represent a minimum set of requirements. Individual publications may have additional requirements.

PUBLICATION PRINCIPLES

A.  Authorship

Authorship credit should be based on a substantial intellectual contribution.  It is assumed that all authors have had a significant role in the creation of a manuscript that bears their names.  Therefore, the list of authors on an article serves multiple purposes; it indicates who is responsible for the work and to whom questions regarding the work should be addressed.  Moreover, the credit implied by authorship is often used as a measure of the contributors’ productivity when they are evaluated for employment, promotions, grants, and prizes.

a)     The LSCA affirms that authorship credit must be reserved for individuals who have met each of the following conditions: 1) made a significant intellectual contribution to the theoretical development, system or experimental design, prototype development, and/or the analysis and interpretation of data associated with the work contained in the manuscript, 2) contributed to drafting the article or reviewing and/or revising it for intellectual content, and 3) approved the final version of the manuscript~~.~~, including references. (Deceased persons deemed appropriate as authors should be so included with a footnote reporting their death.)

b)     In papers with multiple authorship, the order of the authors shall be at the discretion of the authors.

c)     Once the list and order of authors has been established, the list and order of authors should not be altered without permission of all living authors.

d)     Any part of an article essential to its main conclusions must be the responsibility of at least one author.

e)     In the case of papers with multiple authors, a “corresponding” author must be designated as having responsibility for overseeing the publication process and ensuring the integrity of the final document.  The corresponding author accepts the responsibility for:  1) including as co-authors all persons appropriate and none inappropriate; 2) obtaining from all co-authors their assent to be designated as such, as well as their approval of the final version of the manuscript; and 3) keeping all co-authors apprised of the current status of a manuscript submitted for publication, including furnishing all co-authors with copies of the reviewers’ comments and a copy of the published version, as appropriate.

f)     Co-authors have responsibility for work submitted under their names. They should remain knowledgeable in so far as possible regarding the status of the manuscript, including the nature of any revisions.

g)     If a manuscript is revised and resubmitted to the same journal, co-authors should be asked by the corresponding author to reaffirm their assent to be listed as co-authors and to approve the revised version.  In addition, if the manuscript is rejected or withdrawn from a journal and then submitted to a different LSCA journal, the co-authors should be asked again by the corresponding author to affirm their assent to authorship even if no substantive changes have been made.

h)     Co-authors have the right to withdraw their names from a manuscript at any time before acceptance of the manuscript by the editor.  However, an author’s or co-author’s name should not be removed from a manuscript without his or her permission.  The responsible editor shall be notified of any change in authorship.

**LSCA Publications Standards Policy** (continued)

B. Responsibilities of Manuscript Authors

a)     Peer review is essential to scientific and technical discourse.  Authors are encouraged to have the first formal publication of their results be a peer-reviewed paper.

b)     Financial support of the work being reported and of the authors should be clearly acknowledged, as should any potential conflict of interest.

c)     Methods and materials should be described in sufficient detail to permit evaluation and replication.

d)     All data should be presented upon request by the editor, to facilitate the review process.

e)     Authors have an obligation to correct errors promptly.

f)     LSCA defines plagiarism as the use of someone else’s prior ideas, processes, results, or words without explicitly acknowledging the original author and source. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences. The PSPB Operations Manual provides detailed guidelines for 1) handling allegations of plagiarism, 2) applying appropriate corrective actions when findings of plagiarism have been reached, and 3) referencing previously published material.

g)     Fabrication and falsification are unacceptable.

h)     Except as indicated in Section 6.3.4 (Multiple Publication of Original Technical Material in LSCA Periodicals), authors should only submit original work that has neither appeared elsewhere for publication, nor which is under review for another refereed publication. If authors have used their own previously published work(s) as a basis for a new submission, they are required to cite the previous work(s) and very briefly indicate how the new submission offers substantively novel contributions beyond those of the previously published work(s).

i)      Authors should not discuss any aspect of a manuscript under evaluation with reviewers of the submitted manuscript.

j)      Only those articles of a researcher’s publication record that are directly relevant to the subject matter of the paper under consideration should be included in the bibliography. Furthermore, an article should be appropriately labeled as "submitted" when still in the review process or "in press" when it has been accepted for publication but has not yet appeared in print.

k)     The LSCA assumes that the material submitted to its publications is properly available for general dissemination to the readership of those publications.  It is the responsibility of the authors, not the LSCA, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it.  If authors make use of charts, photographs, or other graphical or textual material from previously published material, the authors are responsible for obtaining written permission to use the material in the manuscript.

C.     Referees of Manuscripts

a)     Referees should be chosen for their high qualifications and objectivity regarding a particular manuscript.

b)     Reviews should be prompt and thorough.

c)     Anonymity of referees should be preserved to the extent possible, unless the referee and editor agree to disclosure.

d)      Information contained in a manuscript under review is confidential and must not be shared with others, nor should referees use non-public information contained in a manuscript to advance their own research or financial interests.

**LSCA Publications Standards Policy** (continued)

D.     Editors of Scientific and Technical Journals

a)     The sole responsibility for acceptance or rejection of a manuscript rests with the editor.

b)     Editors should generally grant the request of an author who asks that particular individual(s) be excluded from the review of a particular manuscript.

c)     Editors should establish a review process that minimizes bias.

d)     Editors should subject all manuscripts of a given type to equivalent and unprejudiced reviews. Decisions about acceptance for publication should occur in a reasonable time frame, and (except for issues devoted to special topics) manuscripts should, to the editor’s best ability, be published in the chronological order of acceptance.

e)     Editors should provide to the authors a written rationale for editorial decisions regarding a manuscript submitted for publication. This is especially important if the manuscript is being rejected.

f)      Unpublished manuscripts must be treated as confidential documents by all individuals involved in the editorial process.

g)     Editors should correct errors in a manuscript if the errors are detected or reported before publication, or publish corrections if they are detected afterward.

h)     Editors should handle cases of alleged misconduct at the lowest possible organizational level, and should usually involve the institutions at which the research in question was performed (see below).

i)      Papers submitted by an editor or associate editor should be handled by another member of the editorial board.