

TLT Editorial Policies and Procedures Manual

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TLT Editorial Policies

TLT Editorial Staff

The TLT Editorial staff shall consist of no fewer than two positions, although additional editors may be added as the magazine grows. Contact the staff at (847) 825-5536 or tlt@stle.org.

About TLT

Tribology & Lubrication Technology (TLT) is the official monthly publication of STLE and was created to aid in the technical education and professional development of STLE members and industry colleagues. Launched in 2003, TLT is STLE's most visible member service. Membership surveys consistently rate it as STLE's No. 1 service. Through its print and digital editions, TLT delivers world-class technical content to some 15,000 lubricant professionals each month in its print and digital versions. Each issue includes feature articles, industry surveys, interviews with leading lubrication professionals, lubrication fundamentals and more.

Copyright

TLT magazine is owned and published in print and electronically by the Society of Tribologists and Lubrication Engineers (STLE). The views set forth in this magazine are those of the authors and not necessarily the views of STLE. Material from TLT magazine may be reproduced only with written permission from STLE. TLT magazine assumes no liability or responsibility for any inaccurate, delayed or incomplete information.

TLT is available in single copies. Rates are set by STLE's Board of Directors. For information on specific rates, visit www.stle.org.

Circulation Policy

Members of STLE receive the TLT print version as a member benefit. STLE also gives TLT to qualified free subscribers (e.g., advertising contacts) and prospective members as determined by the TLT editorial staff.

Non-members are required to pay for a print subscription. Non-member print subscriptions are available by completing the form and submitting to STLE. Subscription delivery will start no later than one month after the order is received and processed, unless prepaid for the upcoming year. If prepaid, then subscription will run from January through December. For more information, go to www.stle.org.

Back issues must be purchased separately and are available by contacting STLE Headquarters. To report lost or damaged copies, contact the TLT Circulation Department at information@stle.org. Please include full name, mailing address and list issues requested.

Advertising

TLT accepts paid advertising. To qualify, the following prerequisites must be met: (1.) The advertisement has to be relevant or germane to the lubrication and tribology fields. (2.) The advertisement must be appropriate as determined by TLT. TLT reserves the right to deny advertising if the ad is deemed not relevant to STLE's audience or contains inappropriate content.

Rates are determined by the TLT editorial staff and published annually. Bills are issued upon publication and payment is required within 30 days.

TLT reserves the right to obtain advertising arrangements with other associations and appropriate corporate entities to swap free advertising. Contact the TLT editorial staff if an association would like to be involved with this.

TLT maintains a full-time ad sales representative.

Columnists and Freelance Writers Policy

TLT regularly works with columnists and freelance writers on a contract basis. TLT's editorial staff makes final decision on selecting writers and columnists and editing their work.

Freelance writers must have a degree in engineering, chemistry or a related science field to write for TLT.

Freelance writers and columnists write articles according to their contract for each year. Deadlines are set by TLT editorial staff and sent to each writer before the beginning of the calendar year. Rates are determined by TLT and stated on the Writer's contract.

When writers submit articles to the TLT editors, they are saying the work is original, and he/she grants TLT rights to the material, including rights to edit, retitle and reprint it. Writers may not resell or republish work created on contract for TLT. The Writer may use the published work as an example for future clients but may not sell or give the work away for republication without STLE's written permission.

See contract for more information.

Payment

Payment rates are agreed upon by TLT editorial staff and writer at the signing of the contract. Payment to the writer is predicated on successfully executing the terms of the assignment as determined by the Publisher. Payment shall be issued upon approval of the article, not publication. Publisher has the option of paying for articles submitted ahead of deadline but is not obligated to pre-pay for such articles. Numbered invoice may be submitted after work is approved by publisher and shall be paid by STLE within 30 days of the invoice submission.

Marketing Resource Guide

TLT issues the Marketing Resource Guide—which is published annually and released in the fall—to help companies plan their marketing and advertising investment in STLE. It is available by print and online at www.stle.org and is designed to be used by media buyers. In this resource guide, the following sections are included:

- TLT/STLE demographic analysis
- TLT Editorial Calendar
- Ad mechanical specs and information
- Annual Meeting exhibitor information
- Other meeting marketing opportunities
- E-opportunities.

Articles in TLT

TLT publishes original articles that are aimed at the tribology and lubrication communities. The TLT editorial staff and writers are expected to read, understand and follow these guidelines, and they pertain to all work in TLT and other digital applications.

All articles are published subject to the approval of the TLT editorial staff. Writers should adhere to Associated Press Stylebook guidelines and the TLT Style Guide and comply with all copyright laws. STLE reserves the right to incorporate additional guidelines as necessary.

Editorial Advisory Board

Scope

The Editorial Advisory Board (EAB) is responsible for developing content ideas for TLT. The scope is generally limited to the technical content of the publication as may be found in feature articles, lubrication fundamentals, best practices, surveys and technical interviews. Technical Editors, who comprise the EAB, do not write or edit copy, although they are asked to review an article for technical accuracy.

Technical Editor Function/Purpose

TLT's Editorial Advisory Board oversees development and review of the editorial and technical content consistent with guidelines established by, and subject to approval of, STLE's Board of Directors. The Technical Editor position is offered to qualified STLE members. The EAB works with TLT editorial staff to ensure that an adequate supply of non-commercial, high-quality and relevant technical content is available for publication and covers the broad range of topics encompassed by tribology.

Editorial Advisory Board Membership

The Editorial Advisory Board consists of TLT's: Editor, Technical Editors (TEs) and STLE staff members (called TLT editorial staff).

The roles and responsibilities of these members follow.

Editor

- Serves as the primary interface between the EAB and TLT editorial staff.
- Oversees, plans and directs TLT's technical content to ensure it best serves the professional education and development of STLE members.
- Is the primary point of contact for technical questions relating to TLT content.
- Provides a technical analysis of TLT content for accuracy, relevance, fairness, balance and non-commercialism.
- Identifies and selects the Technical Editors who comprise the magazine's EAB.
- Reviews Idea Submission Forms (ISFs) (see [Idea Submission Form \(ISF\) Procedures](#)).

The Editor is appointed by the STLE President and serves a three-year term unless re-appointed.

Technical Editors

TEs are STLE members (individual or corporate representative) representing a wide spectrum of tribology backgrounds. Each TE is responsible for assisting the Editor and TLT editorial staff in the development and review of technical content relating to his or her tribology specialty.

Technical Editors serve one-year terms unless re-appointed by the Editor and TLT editorial staff. Failure of the TE to fulfill his or her duties may result in removal.

Publisher/Editor-In-Chief

The Publisher/EIC is the magazine's general manager and oversees its four components: editorial, advertising, circulation and production. This person manages business operations so the magazine maximizes revenue and profit. The Publisher also directs the Managing Editor and Ad Sales Manager.

Managing Editor

The Managing Editor is responsible for the day-to-day scheduling, production and management of content for TLT. This person also oversees and has final authority on TLT copyediting and maintains evolving style and copyediting guides. The Managing Editor also works with writers, production personnel, ad sales manager and printers.

STLE editorial staff serve as non-voting ex-officio members of the EAB. They serve without set terms or term limits.

Editorial and Publications (E&P) Committee

This committee shall ensure that the society's publications are meeting mission and financial objectives. The primary focus for this committee is the society's two major publications—TLT magazine and the Tribology Transactions peer-reviewed journal—but any major editorial or communications project can fall within the group's jurisdiction as determined by the Board of Directors. The committee also reports to the Board of Directors.

The committee shall consist of the Editor of TLT, the editor-in-chief of Tribology Transactions, TLT Editorial staff and a board liaison. Other board members may serve on this committee at the STLE president's discretion. Committee members must be STLE members.

The following activities and policy matters are the responsibilities of the committee, subject to the review of and, where required, the approval of the Board of Directors.

- Conduct surveys on both publications and other communications projects based on current need. Survey format could be written, online or focus group.
- Meet primarily via teleconference as needed to complete projects. Meet in person at Annual Meeting. Chair will submit a written report to the board prior to the meeting. Both editors will be available to the board as needed for follow-up reporting.
- Make an annual report to the Board of Directors.

Duties may be changed from time to time, as specified by the Board of Directors.

Advertorials

An advertorial is a magazine advertisement giving information about a product or service in the style of an editorial article. This material must be clearly designated as advertising.

Errors & Omissions (E&O) Insurance

STLE carries E&O insurance. It is a type of professional liability insurance that protects companies, associations and their workers or individuals against claims made by clients or members for inadequate work or negligent actions.

TLT Editorial Procedures

Board Records and Reporting

The Editor will submit a brief report to the E&P Committee at its May meeting. This report shall review the editorial status of the EAB and its operations. The report shall describe any issues it faces and serves to keep the E&P Committee informed of any changes recommended to TLT which may require an action of the E&P Committee. The TLT editorial staff will continue to provide the E&P Committee and Finance Committee with a report on the financial and logistical status of TLT.

Idea Submission Form (ISF) Procedures

To support the generation and development of high-quality technical editorial content for TLT, the EAB provides guidance and input to the TLT editorial staff. This guidance must be made formally through the use of the Idea Submission Form. Accepted ideas are assigned to freelance or staff writers. The Idea Submission Form (ISF) defines the key technical issues to be addressed in the article and provides a framework of questions to help the writers with execution of the article. Each TE is required to submit at least three ISFs (Feature, 20 Minutes, Sounding Board, Lubrication Fundamentals, Best Practices). The need for both quantity and quality of ISF submissions cannot be overstated. The TLT editorial staff will send each TE the blanks ISFs, and the TE must fill them out by the given deadline. TEs are expected to develop interesting, relevant and thoroughly researched ISFs to aid the TLT editorial staff and writers. All sections of the ISF must be completed. Failure to complete the form entirely, including failure to vet interview sources, invalidates the ISF and is reason to return the ISF to the submitter for amplification. For each ISF, the TE is responsible for obtaining permission from the interviewee and sources. Discussion among EAB members to help formulate information used to fill ISFs is encouraged. If a TE does not submit any ISFs to the TLT editorial staff after multiple deadlines, TLT reserves the right to not include that individual as a Technical Editor for the year.

The Technical Editor's name and organization will be included on the TLT masthead from January to December.

In addition to developing ideas for content by EAB members, TLT frequently solicits and receives input for new editorial content from readers, advertisers and others from the general tribology community. This input is typically sent to the TLT editorial staff who passes it along to the Editor. They must receive the completed article or an ISF.

ISF submissions will be reviewed by the TLT editorial staff to determine the Editorial Calendar. If an ISF is not used in the most current Editorial Calendar, it may be used the following calendar year.

Issue Proofing

Print Version

Articles are edited by the TLT editorial staff, who generally edit according to the TLT Style Guide and Associated Press Stylebook. All submissions will be edited for accuracy, clarity, quality and length when first submitted by Word document and again at layout.

Digital Version

TLT editorial staff reviews the digital edition of TLT each month by checking links, the sponsorship and ensuring content, artwork and ads are accurate and consistent with the print version. TLT editorial staff activates the digital version a few weeks prior to the first of the month.

Guidelines for Writers and Content Requirements

Writers must carefully check all facts in their articles and write according to the AP and TLT Style Guides. All submissions are edited for accuracy, clarity, quality and length by the TLT editorial staff. Writers review the layout of their article before publication. The following are more specific guidelines:

- Articles should have 2,500-4,000 words for Features and 1,500-2,500 words for Webinars, 20 Minutes, Best Practices and Lubrication Fundamentals.
- Submitted content should not be promotional or commercialized in any way, although exceptions are made for such components as New Products and CMS Plus, which are designed to be commercial. Other exceptions for content reasons are acceptable with approval of the Publisher.
- Writers should ask sources/interviewees to review their contributions before submitting the article to TLT. If the source does not verify their text or quote first, that text might be removed for liability reasons.
- There should be no anonymous sources in the articles.
- Writers should also ask the ISF submitter to review the article at the same time as the sources/interviewees.
- When quoting other works, include in references section.
- Quotes should be accurate. When there's an error in the actual quote, do not alter the quotation; either do not use it or cite the discrepancy in the text.
- See TLT Style Guide for more information.

Plagiarism

Writers must submit original articles and may not plagiarize or copy writing from elsewhere (e.g., on Websites or in blogs, newsletters, magazines, books, etc.) without proper attribution. No more than 5% of a feature article may be plagiarized according to the Quetext software (TLT's editors can provide this service). Submitting work that lacks proper attribution is grounds for rejecting the article and terminating the Writer's contract.

Deadlines

TLT editorial staff provides a clear set of deadlines, stated in the Writer's contract, when making the writing assignment. Submitting an article past deadline is grounds for rejecting the article and terminating the Writer's contract.

Photos/Graphics/Charts/Images

Writers are encouraged to seek graphic support for their article from interview sources. These include charts, graphs, photographs and images. Writers should provide labels, captions and credit lines with these submissions. It is the writer's responsibility to secure permission on any charts, graphs or images submitted. They should not be embedded in Word documents but saved separately as a TIFF or JPEG files with at least 300 dpi resolution. Photos should be largest, high-resolution file size possible. If digital photos are small enough, they can be included as email attachments when submitting the article. Larger

digital images should be saved on CDs, USBs or flash drives and shipped to STLE headquarters: 840 Busse Highway, Park Ridge, IL 60068. Large files also can be submitted via sharing Websites such as www.hightail.com and www.dropbox.com. Stock photos may be purchased and credit must be given in article.

How to Submit

Articles should be in Microsoft Word format and submitted to the TLT editorial staff in digital format, not paper. See writer's specific contract for more information. Large files may be submitted via Hightail or Dropbox.

Editorial Calendar Formation

TLT editorial staff will work to develop, review and approve the Editorial Calendar for the upcoming year of TLT. The calendar is used to help set editorial direction of TLT and identify topical areas where editorial technical content needs to be developed by the EAB members. Further, the Editorial Calendar plays an important role in identifying potential advertisers for future issues.

TLT editorial staff creates the calendar with topics and deadlines for each issue throughout the year, and send deadlines and relevant materials in advance to columnists and freelance writers.

Pre-writing Story Conference

For select articles, there will be a pre-writing story conference to help the writer get a better grasp of the ISF. Holding a short story conference before the writer begins word crafting is a standard journalism practice. These teleconferences should take no longer than 15-30 minutes. Staff Editors will schedule the teleconferences, and participants will include: Editor, ISF-submitting TE, Second Reviewer, Writer and Staff Editors.

Article-review Procedure

The Editor plays a vital role in reviewing editorial technical content for accuracy and appropriateness for publication in TLT. The Editor will review select articles before publishing in TLT. The ISF submitter and a second reviewer will also review select articles. If the Editor believes the article is out of his/her expertise, he/she will submit the article to the Editor of Tribology Transactions. The Transactions Editor will then submit it to one of the journal's Associate Editors with the appropriate technical expertise. This review is intended to ensure technical accuracy and completeness of the editorial piece and is not intended to be to the depth of a peer-reviewed archival paper. It is anticipated that the review described above provides adequate assurance that TLT will meet or exceed the technical publication standards to which STLE members have become accustomed. An additional important purpose of this review is to ensure that commercialism is precluded from TLT editorial content. Reviewers will have one to two weeks or earlier to complete the assignment. After the review, the article will be accepted, accepted with necessary revisions from the writer or rejected.

Specific feedback should be given in the review, as well as an opinion on acceptance or rejection of the article.

Editorial Disagreements

TLT editorial staff should be informed of any significant disputes pertaining to the content of an article. They should be contacted by phone or email to ensure prompt communication and attention to the problem. The TLT editorial staff is responsible for the final decision and will carefully consider all points of view.

Specific Article Guidelines

The following specifies guidelines on specific articles published in TLT.

Columns

Columnists submit their articles in Microsoft Word (with applicable illustrations) to the TLT editorial staff. After TLT editorial staff edits, columnists will review the layout one time in PDF format.

20 Minutes Interview

TLT editorial staff sends the questions and memo to the interviewee by email in Microsoft Word, and the interviewee sends the answers to the questions (through email) by the deadline back to the TLT editorial staff. Interviewee should also submit applicable illustrations along with a bio and photo of him/herself. After TLT editorial staff edits, interviewee will review the layout one time in PDF format. Interviewee must get permission from company to be part of this article, if company is mentioned.

Lubrication Fundamentals

Writer submits the article in Microsoft Word to the TLT editorial staff (with applicable illustrations). After TLT editorial staff edits, writer will review the layout one time in PDF format.

Peer-Reviewed Paper

These papers are required to first be published in Tribology Transactions. TLT's Editor selects papers to be reprinted in TLT and submits an Editor's Note introducing the article.

Tech Beat

The component focuses on emerging technologies impacting tribology research and lubrication best practices. Writer submits the article in Microsoft Word to the TLT editorial staff (with applicable illustrations). After TLT editorial staff edits, writer will review the layout one time in PDF format.

Sounding Board

TLT editorial staff takes Sounding Board answers from the applicable TLT survey. TLT editorial staff has the right to use any submissions and lightly edit for correct grammar and spelling.

Feature Articles

Writer submits the article in the format specified by TLT editorial staff (with applicable illustrations). After TLT editorial staff edits, writer will review the layout one time in PDF format.

Webinars

Before submitting article to TLT editorial staff, writer must send the article to the original Webinar presenter for approval. Writer then submits the article in Microsoft Word to the TLT editorial staff with graphics. After TLT editorial staff edits, writer and presenter will review the layout one time in PDF

format. A bio and photo must be included of the Webinar presenter with the article. Before presenting the Webinar, presenter must get permission from company to be part of the Webinar and article.

Best Practices

Writer submits the article in the format specified by TLT editorial staff (with applicable illustrations). After TLT editorial staff edits, writer will review the layout one time in PDF format.

Newsmakers

This TLT component focuses on news and personnel transactions in the lubricants industry. If a featured company would like a copy of the magazine with the news item, the company should contact the TLT editorial staff.

New Products

New product items are taken from press releases send to TLT editorial staff. If company would like a copy of the magazine with the new product, the company should contact the TLT editorial staff. Submit photo with product. TLT editorial staff reserves the right to find a relevant photo if one isn't submitted with press release.

Resources

New books are taken from relevant book publishers. Local Section news and events are taken from the STLE Calendar. Relevant upcoming events are included here as well.

Letters to the Editor

Letters to the Editor about a TLT article may be submitted at any time. TLT editorial staff will decide if it's relevant and timely for TLT.

Book Reviews

TLT will occasionally review relevant books, especially when a publishing company asks for one. The publishing company must contact the TLT editorial staff if it would like a book to be reviewed. TLT editorial staff will decide if it's relevant for TLT.

Unsolicited Submissions

Unsolicited articles and ISFs are welcome. Readers may submit the entire article or ask for a blank ISF if the article has not been written yet.

Editorial decisions to publish or not to publish an article are made by the TLT editorial staff and the Editor based on factors including but not limited to relevance to the industry, interest to readers, length, timeliness, commercialization and appropriateness of content.

In selecting articles for publication, TLT gives preference to those that are well written, well organized, and intelligible to the TLT audience. The TLT editorial staff will contact writers in a timely matter after submission to let them know if the article has been accepted, accepted but needing revisions or rejected. Rejected articles will not be re-reviewed by the magazine.

TLT reserves the right to not pay authors for unsolicited work selected for publication.

Editorial Style Guide

See TLT Style Guide for specific guidelines. Editors have issued and continually update the guide.

After-publication Distribution

All writers are encouraged to promote their articles once they are published in TLT. Please notify the TLT editorial staff to receive a PDF of an article post-publication.

Authors may not resell original TLT articles. Authors are welcome to use, reprint and distribute their articles for self-promotion providing they run the following line of attribution: *Reprinted with permission from the (Month, Year) issue of TLT, the official monthly magazine of the Society of Tribologists and Lubrication Engineers, an international not-for-profit technical society headquartered in Park Ridge, Illinois.*