

2011 NADE Journal Submission Guidelines



Types of Papers Accepted:

Papers must present information or viewpoints regarding some aspect of QDE which would be of value to readers.

1. Research papers that report original research regarding any aspect of Questioned Document Examination (QDE) or in a related area of interest. Research papers must include an abstract and full bibliography. They must begin with a statement of purpose and end with a statement of findings.
2. Annotated bibliographies that survey the published literature on a specific topic in the field of QDE.
3. Case reports that present one particular and/or unique aspect of a QDE case which is no longer subject to litigation or confidentiality. Please provide an abstract, describe what was unusual about the case you are reporting, and summarize your findings. It is the responsibility of the author to obtain any required permission for use of material submitted. Should any litigation arise from improper use of materials, the liability will belong to the individual author, not to NADE.
4. Technical reports that discuss a single topic regarding equipment or methodology.
5. Letters to the Editor that offer brief, specific comment on a current issue or on a paper previously published in the Journal.
6. OpEd (Opinion/Education)/Commentary pieces that set forth an opinion, pose a question, or inform about some aspect of QDE.
7. Book Reviews.

How to Submit your Paper/Abstract:

All papers must be received as a **.pdf** file with the features listed herein. Before converting your document to **.pdf** format, please follow these guidelines:

1. With regard to the NADE anonymous peer-review process, please omit all references to your name in your submission.
2. Install line numbers and page numbers on every page of your paper. To install line numbers in a Word document, go to "Page Setup," click "Layout," click "Line Numbers," then check the box "Add Line Numbering." For Mac users, click the "Layout" tab, click "Line Numbers" and choose "Restart Each Page." Installing line numbers will assist the review process.
3. Format your images (exhibits/illustrations/charts/photos) as clearly as possible. Images should be in JPEG or TIFF format and at least 300dpi. Color images should be formatted in color mode. Grayscale is fine for non-colored images. (When you submit your final paper, you must submit your image files as well.)
4. Assign each image a figure number.
5. Include a caption for each image which clearly and succinctly identifies and defines it.
6. Make certain you have followed the Style and Format guidelines below.
7. Convert your paper to **.pdf** format and send it to jjoseph@jjhandwriting.com.

Style and Format:

1. Authors may follow any standard style manual. The one published by the U.S. Government Printing Office is recommended since it is regularly updated and readily available.
2. Title of the paper is centered at top.
3. Compose your title to provide a clear understanding of the content of your article.
4. As a separate attachment, please submit your professional bio(s) including degrees, certifications and relevant QDE professional information.
5. Include an abstract.
6. Include a list of keywords.
7. The paper should have clearly demarcated sections. There are no rigid requirements in this regard, only that it should be logically developed and helpful to the reader.
8. All papers must include references to support assertions.
9. Bibliographic citations may be formatted to follow standard legal practice or other acceptable practice.
10. You may use footnotes/endnotes.
11. Please use Times 12 point font for your entire document.
12. To indent a paragraph, use the tab key; do not simply use the spacebar. And, if you want to center your text, do not use the spacebar. Instead, select what you want to center and choose "Center Text" from the formatting tools.
13. Use one space between all words and two spaces between sentences.
14. Do not place a hard return at the end of lines. Instead, let the text wrap naturally. Use the return key only to start a new paragraph.

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