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INTERNATIONAL JOURNAL OF CONFORMITY ASSESSMENT EDITORIAL STYLE GUIDE FOR WRITING & FORMATTING ARTICLES

Introduction

Thank you for your interest in publishing a scientific paper/article in the International Journal of Conformity Assessment (IJCA). This style guide provides the guidelines for developing and submitting manuscripts for publication.

IJCA is the international, peer-reviewed journal for conformity assessment academics and practitioners. IJCA aims to contribute substantially to the fields of testing, inspection, certification, and accreditation by providing a high-quality medium for the dissemination of new knowledge and methods. Among IJCA's targeted audience are conformity assessment scholars, practitioners, and other interested groups and individuals.

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IJCA Editorial Style and Formatting Guidelines

Chicago Manual of Style (CMOS) is commonly used to format articles that are published in IJCA. Certain exceptions and considerations specific to the journal are outlined here. Please be advised that the CMOS author-date system is used to format references. Some helpful examples are shown below, and authors are encouraged to seek out precise instructions at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

Elements of an IJCA Article

The basic elements of a paper or brief are listed below in the order in which they should appear:

- Abstract
- Title
- Author Byline
- Keywords
- Nomenclature (*optional*)
- Body of Paper
- Figures and Tables (*optional*)
- Author Biography
- Acknowledgements (*optional*)
- References

- Definitions/Abbreviations (*optional*)
- Appendices (*optional*)

- **Title:** The title of the paper should be concise and definitive.
- **Author Byline:** The author byline should consist of the writer’s name (first name, middle initial, last name), title or position, and company/organization name. (e.g., *Robert M. Dundee, Chief Engineer, Global Engineering Firm, Inc.*)
- **Abstract:** This is a concise, self-contained statement (maximum 300 words) highlighting the aims of the article, the main talking points, and the author’s conclusions. Do not include general or background information, as these elements should appear in the introduction, abbreviations, or references. Do not include references, figures, or tables. It is highly recommended to use keywords from the title and for the subject area to enhance online searchability and discoverability. (See example below.)

-ABSTRACT-

Worldwide, the negative impacts of fire on cladding materials has increased over the years as buildings grow taller and the complexities of ownership, liability, and responsibilities increase. This paper discusses how the UAE fire code (UAE Fire and Life Safety Code of Practice) has effectively utilized proven conformity assessment standards—specifically ISO/IEC 17025, ISO/IEC 17065, and ISO/IEC 17020—to create robust mechanisms that drastically reduce fire safety hazards for building envelopes.

- **Keywords:** Include up to 10 keywords for the article. Keywords should describe the article content and contain essential phrases for the subject area (e.g., International Electrotechnical Commission, ISO/IEC 17024, mathematical methods, etc.). Try to avoid general terms.
- **Nomenclature:** Papers with numerous symbols may need to include a nomenclature list, to support reader understanding. The nomenclature list—typically located between the abstract and the introduction—is used to define all symbols within the manuscript, and the definitions should not be repeated in the text. Nomenclature must be listed in alphabetical order (capital letters first, then lowercase letters), followed by any Greek symbols, with subscripts and superscripts last, identified with headings. [See a sample nomenclature list here.](#)
 - A nomenclature list is not a glossary of terms, and it should not include definitions for acronyms or abbreviations.
 - Abbreviations for standard units of measure never need to be defined.
 - Consult American National Standards Institute (ANSI) for further guidelines.
- **Body of Paper:** The content should be arranged into logical parts or sections. After clearly stating the purpose of the paper in the introduction, the author should elaborate on the topic with clearly defined talking points and present any other information necessary to properly support the paper’s stance. The paper should end with a summary/conclusion paragraph.
 - **Headings:** Headings and subheadings should be used throughout the work to divide the subject matter into logical parts and to emphasize major elements and considerations.
 - **Introduction:** This should be a summary of current knowledge and a statement of the aim/motivation of the paper.
 - Note: While certain elements may be similar, the introduction is separate from the abstract. Think of the abstract as a concise summary of the whole paper, while the introduction serves to introduce readers to the premise of the paper.

- **Equations:** Generally, it is recommended to number equations consecutively, and to refer those numbers within the text. The number should be enclosed in parentheses and be shown on the same line as the equation.
 - Within the text, equations should be referenced as “Eq. (x).” At the beginning of a sentence, the abbreviation should be spelled out, e.g., “Equation (x).”
 - Take care to format formulas/equations so readers can clearly distinguish between capital letters and lowercase letters. For example, it can be easy to confuse lowercase “l” (el) and the numeral one, or zero and the lowercase “o.” All subscripts, superscripts, Greek letters, and other symbols should be clearly indicated.
 - For all mathematical expressions and analyses, the author is encouraged to explain any symbols (and the units in which they are measured). In certain instances, it may be advisable to develop equations and formulas in appendices rather than in the body of the paper, to ensure everything is clearly delineated and to avoid breaking the reader’s concentration.
- **Figures:** All figures (graphs, line drawings, photographs, etc.) must be numbered consecutively and be used when referring to figures within the text. Figures must have a caption that contains the figure number and a succinct title/description. Figures should be referenced within the text as “Fig. 1.” When the reference to a figure begins a sentence, the abbreviation should be spelled out, e.g., “Figure 1.”
 - Where possible, results should be discussed in the text and not in the caption, although extended captions may be used to describe micrographs or complex figures.
- **Tables:** All tables must be numbered consecutively and be used when referring to tables within the text. In general, a table should be inserted as close as possible to its first reference in the paper—with the exception of those tables included in the appendices section.
 - Tables must have a title—not a caption—that is positioned directly above the table (see example below). A title should be prefaced by a table number (e.g., Table 1). Tables should not be supplied as image files, but rather should be embedded within the manuscript.

Table 5. Analysis of hazardous/toxic substances present in the residue collected after biodegradation.

Test	Unit	Substance on Dry Sample	EN 13432:2000 Specification
Zinc (Zn)	ppm	<1.0	Max. 150
Copper (Cu)	ppm	<0.05	Max. 50
Nickel (Ni)	ppm	<0.05	Max. 25
Cadmium (Cd)	ppm	<0.05	Max. 0.5
Lead (Pb)	ppm	<0.05	Max. 50
Mercury (Hg)	ppm	<0.05	Max. 0.5
Chromium (Cr)	ppm	<0.05	Max. 50
Molybdenum (Mo)	ppm	<0.05	Max. 1
Selenium (Se)	ppm	<0.05	Max. 0.75
Arsenic (As)	ppm	<0.05	Max. 5
Fluoride (F-)	ppm	<0.1	Max. 100

- **Summary/Conclusion:** The author should provide a concise summary of important findings/observations/analyses. Conclusions should not contain information that does not appear elsewhere in the manuscript.
- **Author Biography:** A brief biographical sketch of the author that should include: name, title, business or institutional affiliation, education background, relevant work experience, major professional achievements/accolades, and professional credentials. Author biographies should not exceed 200 words.
- **Acknowledgements (optional):** Acknowledgements can be used to provide details about individuals and institutions that have contributed to the author's work and information required by funding bodies. This section may also contain copyright details and other pertinent information (e.g., acknowledgement that the author's work is based on a conference presentation).
- **References:** A complete list of the literature cited in the paper must be provided at the end of the manuscript. Numbered references must be used for each source, numbered consecutively throughout the article and placed in brackets and not superscripts. (e.g., As stated in ISO 30401, knowledge management optimizes the identification of knowledge to create organizational value [2].) In the case of two citations, the numbers should be separated by a comma [1,2]. In the case of more than two references, the numbers should be separated by a dash [5-7].
 - IJCA does not allow references to Wikipedia.
 - IJCA primarily uses the Chicago Manual of Style [author-date system](#) for reference format. Authors are encouraged to seek out precise instructions at www.ChicagoManualofStyle.org.
- **Definitions/abbreviations (optional):** If it will assist the reader, include a list of terms and abbreviations with definitions.
- **Appendices (optional):** Appendices may be used to provide additional information, tables, mathematical derivations, etc. Tables and figures within an appendix are to be numbered A1, A2, A3, etc. All references in a paper—including those shown in an appendix—should be combined into a single list.

Other

- **Length:** Papers should not exceed 12,000 words. All papers should be concise regardless of length. IJCA reserves the right to send papers that exceed the length limitation back to the author(s) for shortening before initiating the review process.
- Pages must be paginated.
- Text Formatting
 1. Font Type: 12 pt. Times New Roman (or equivalent typeface).
 2. Use single-line spacing and left alignment only (do not justify text).
 3. Use hard returns only at the end of paragraphs and make sure that auto-hyphenation is off.
 4. Use italic- or bold-type formatting and subscripts/superscripts where necessary.
 5. Be consistent in spacing and punctuation.

6. Ensure that Greek symbols are used where appropriate and that similar characters [e.g. l (“el”) and 1 (“one”) or O (“oh”) and 0 (“zero”)] are distinguished and correctly keyed.
- Adhere to U.S. English spelling conventions. For example, use “z” rather than “s” where there is an option (e.g., standardize, analyze, color, etc.). Original spelling is retained in company names, patented processes, book titles, etc.
 - It is recommended to spell out all acronyms on first use. Put the acronym in parentheses immediately after the spelled-out term.
 - Highly technical terms or phraseology must be explained and defined.
 - The use of the first person and reference to individuals should be made in such a manner as to avoid personal bias.
 - Company names should be mentioned only in the author biography.
 - Long quotations should be avoided; instead, refer to sources within your paper.
 - Illustrations and tables should be kept to a practical minimum.
 - Detailed drawings, extensive test data/calculations, and photographs not integral to supporting reader comprehension should be omitted.
 - Keep equations to a reasonable minimum and avoid using built-up fractions within sentences.
 - File Format for Papers: Submit papers in a Microsoft Word file format.
 - File Formats and Resolution for Graphics: A separate list of tables, figures, and their respective captions should be included at the end of the paper (for production purposes only). Authors must use high-resolution, digital files for each figure and table. Acceptable file formats are TIFF, JPEG, and GIF.
 1. Images should be saved at a resolution of at least 300 dpi for TIFF and JPEG formats and 96 dpi for GIF at final size (dpi = dots or pixels per inch). Do not save at the default resolution (72 dpi).
 2. Crop unwanted white space from around the figure before sizing.
 3. Black and white halftones (photographs) should be supplied as greyscale images.
 4. Line drawings or diagrams should be scanned as line art or produced to the appropriate resolution using a software drawing package. Ensure lines are a minimum of 0.3 pt in width.
 5. Diagrams with shaded or toned areas or line/tone figures should be submitted as greyscale images.
 6. Color figures for printing should be provided in CMYK format.
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- **Submission Form:** Each author must complete the IJCA paper submission form found here: https://cdn-v2.iasonline.org/wp-content/uploads/2021/08/IAS_Scientific_Journal_Authors_Form.pdf?_ga=2.134577073.1750633578.1655147949-35400954.1584384996
- **Ethical Guidelines:** Authors should also review the IJCA Ethical Guidelines - https://cdn-v2.iasonline.org/wp-content/uploads/2021/10/IJCA_Ethical-Guidelines.pdf?_ga=2.126778701.1750633578.1655147949-35400954.1584384996

Questions: Please feel free to contact us if you have any questions at ijcajournal@iasonline.org, and we will be happy to respond. We look forward to your submissions!

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