

IIBEC Interface Editorial Guidelines

IIBECI Interface journal is published 11 times a year (May/June is a combined convention issue.) The official journal of the Institute of Building Enclosure Consultants (IIBEC) features technical articles on a wide variety of topics concerning roofing, waterproofing, and exterior wall issues. All articles submitted are subjected to a peer review process that serves to provide an initial reader reaction. The author may then integrate rebuttals into the text prior to actual publication. *IIBEC Interface* seeks technically meritorious articles rather than those that could serve commercial interests. No payment is given. Authors receive complimentary copies and Continuing Educational Hours, and qualify for consideration for the prestigious Richard M. Horowitz Award.

SUBMISSION FOR PEER REVIEW

- 1) Provide a cover letter with a brief summation of the topic. Cite the theme issue(s) in which the submission would fit (see schedule, p. 1).
- 2) Typical articles range from 1,200 to 2,500 words.
- 3) Endnote (not footnote) references are recommended. Include source references when appropriate. Follow documentation referenced on page 3 of this guide.
- 4) Graphics should accompany the article whenever possible. Low-resolution graphics may be used on first submittal as long as high-resolution graphics are available for final submittal. Make optimal use of color. Call-out all graphics in the body of the article (*Figure 1*). Use no more than three graphics per 500 words.
- 5) Make submissions via e-mail to: klempka@iibec.org.

SUBMISSION OF ACCEPTED ARTICLES FOLLOWING PEER REVIEW

Text

- 1) Revise article with peer reviewers' comments in mind.
- 2) Submit completed manuscripts in MS Word format via e-mail to: klempka@iibec.org by the date noted in acceptance letter.
- 3) Submit PDF of formatted paper, including graphics, representative of basic anticipated layout.
- 4) Include author(s) biographical sketch(es) of no more than 75 words, encompassing professional roles, activities, and accomplishments.

Graphics

- 1) All articles should include illustrative graphics if possible. If you embed graphics in MS Word files, *also* send them in one of the following manners:
 - Electronic files saved in TIF or JPG format (if a photograph) or EPS or TIF (if a drawing or line-art). Resolution **must be at least 300 dpi** (dots per inch) saved **at the size at which it should be printed**. Because it looks good on a computer screen or when printed on a laser printer does not mean it will print well on a

printing press. Call if uncertain. If submitting digital photos, save them at the largest size possible. Most files will be **at least** one megabyte when saved or scanned at the proper size. **Do not resample photos to artificially increase dpi.**

- 2) Include head-and-shoulders photo(s) of the author(s) in high resolution.
- 3) Make sure you have permission to use any and all graphics and photos attached to your article.

NONTECHNICAL SUBMISSIONS

In addition to technical articles, the following submissions are encouraged and are also subject to editorial review.

- Project profiles on unique or challenging building envelope projects.
- Articles on finance, legal issues, environmental concerns, and business management.
- "Would You Look at That!" photos and comments or "Tricks of the Trade" tips.
- Press releases about industry news, including new hires or promotions, facilities, mergers and acquisitions, and awards. Product information does not qualify and must be submitted as paid advertising. All items will be edited to fit *Interface's* "Industry News" format and criteria.
- Letters to the Editor are welcome. Comments must be confined to the scope of the paper to which they respond and should make a reasonable and substantial contribution to the discussion of the topic. Discussion not meeting this requirement may be returned or referred to the authors for private reply. Letters must be signed and include a return address and telephone number and may be sent to the respective author for closure.

Members' activity news, such as promotions and involvement in other industry-related happenings, are published on the IIBEC Newsfeed at iibec.org. To submit news items for the website, contact Katey Springle Lempka, klempka@iibec.org.

IIBEC Interface Reference Style Guide

BOOK

Author (first name, then last name). *Book Title*. Edition (if applicable). Place of publication: Publisher, Date of publication. Page Number.

Example: Justin Henshell. *The Manual of Below-Grade Waterproofing*. Second Ed. New York: Routledge, 2016. p. 133.

JOURNAL ARTICLE

Author (first name, last name). "Article Title." *Title of Journal*. Series number (if given). Publisher. Date. Page number.

Example: Phil Dregger. "'Cool' Roofs Cause Condensation – Fact or Fiction?" *Interface*. IIBEC. March 2013. pp. 19-26.

PROCEEDINGS ARTICLE

Author (first name, last name). "Article Title." *Proceedings*. Publisher. Date. Page number.

Example: Charu Chaudhry and Lisa Davey. "Authenticity vs. Stability: Challenges in Restoring the Sun Building." *Proceedings of the IIBEC Building Enclosure Symposium*. IIBEC. 2019. pp. 43-52.

REPORT

Author (first name, last name). "Report Title." Author's company or sponsoring organization. Place. Date. Page number.

Example: Ruth Mendelsohn. "Acquisition of Desktop Publishing Equipment." Atlantic Enterprises, Inc. Portland, ME. Feb. 5, 2011. pp. 27-31.

WEBSITE

Author (first name, last name). "Title of Page/Article." *Name of Web page*. Name of organizational sponsor (publisher of website). Date published or updated. Accessed Day Month Year. <url>.

Example: Micki Kamszik. "New Registered Exterior Wall Observer Program." iibec.org. IIBEC. April 30, 2016. Accessed Aug. 25, 2016.
< <http://rci-online.org/new-registered-exterior-wall-observer-program/>>.

EMAIL

Author (first name, last name). "Subject of E-mail." E-mail message. Date.

Example: Thomas Gernetzke. "Project Moonshot Plans." E-mail message. December 12, 2011.

GENERAL TIPS

- When an organization is both the author and publisher, show the organization's name only once, as the publisher.
 - **Example:** "Cancer Caregiving A-Z." American Cancer Society. Oklahoma City. 2008. pp. 7-10.
- When a work carries an editor's name rather than the author's, list the editor's name in the author's position, followed by the abbreviation *ed*.
- If an author's name is unknown, begin the reference with the title of the work. Do not use *Anonymous* in its place.

ENDNOTES (do not use footnotes)

- When a note refers to a work that was fully identified in the note immediately preceding, use "*Ibid.*" This replaces all those elements that would otherwise be carried over intact from the previous note. If a different page is required, add it, as in: *Ibid.* p. 13.
- When a note refers to a note fully identified in an earlier note but not the one immediately preceding, it should be shortened as follows:
'Author's surname, page number.