

Guide for authors
SINTEF Academic Press

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1 About SINTEF Academic Press

1.1 Profile

The SINTEF Academic Press (SAP) publishes textbooks, scientific publications and factual texts written by authors linked to SINTEF and other scientific and research centres. We are specialists in the dissemination of science and research in the form of both academic and popular science publications.

The majority of our publications are in the fields of technology, building and construction, architecture and the social sciences. Regardless of the topic and technical level, we place great emphasis on ensuring effective dissemination and high quality textual and illustrative content. Thorough technical quality assurance is fundamental to everything we publish.

1.2 The SINTEF series

The SINTEF series provide an opportunity for all research divisions at SINTEF to publish their research results and status reports in one or other of the following: SINTEF Notes (*SINTEF Notat*), SINTEF Research (*SINTEF fag*), SINTEF Insight (*SINTEF Viten*) or SINTEF Proceedings (see Chapter 2).

1.3 The SINTEF Building and Infrastructure series

We publish two SINTEF Building and Infrastructure series:

The SINTEF Building and Infrastructure Handbooks, and a Facts series (*Faktaserien*), both from SINTEF Building and Infrastructure (See Chapter 2).

1.4 Stand-alone publications and periodicals

We also issue publications in addition to the aforementioned series.

As well as publishing series and stand-alone publications, we issue the scientific periodical *Nordic Journal of Architectural Research (Nordisk arkitekturforskning)*. This periodical is classified as a Level 2 publication channel in the Norwegian publication ranking system (*tellekantsystemet*).

1.5 Sales and distribution

Bookshop – www.sintefbok.no

We have our own online bookshop at www.sintefbok.no where we sell our publications. We also sell publications directly from our office reception area, and via standard book outlets. Many of our titles are registered in the Norwegian Book Database and are sold via Norwegian online book outlets such as *Akademika*, *Bokkilden*, *Ark*, *Haugen bok* and *Tanum*.

For most of our publications we carry out some form of marketing initiative, such as:

- we prepare press releases and editorial articles
- we send out newsletters
- we send out examples of reviews
- we publish news articles on the SINTEF website It is also possible to search for publications on the SINTEF website.
- in some cases we place advertisements in the scientific press, periodicals and relevant websites

1.6 Contact us

Trond Haug, Head of Publications. Telephone: +47 478 13 898. E-mail: trond.haug@sintef.no. For general enquiries concerning publications

Sølvi Delbekk, Publishing Officer. Telephone: +47 930 06 140. E-mail: solvi.delbekk@sintef.no

Ida Rambæk, Senior Communications Adviser. Telephone: +47 993 52 912 E-mail: ida.rambak@sintef.no

Solveig Øyri, Senior Editor. Telephone: +47 452 64 770. E-mail: solveig.oyri@sintef.no. For publications in the SINTEF Insight, SINTEF Research and SINTEF Notes series

We are organised as a unit within the institute SINTEF Building and Infrastructure, located at the Research Park (*Forskningsparken*) at Blindern.

Postal address:
0314 Oslo

Office address:
Forskningsveien 3 B

www.sintefbok.no

2 The SINTEF series publications

2.1 Publication process for the SINTEF series

Complete and sign a checklist

Prior to publication, the author must complete a publication checklist that he or she receives from the SAP. This must be signed by a Research Director, then scanned and sent to the SAP via e-mail.

The checklist must be completed and signed before the SAP can begin finishing the material prior to publication.

What else must the author submit?

- a logo in image file format (if the client requires his logo on the cover)
- a suggestion for the cover illustration (as a separate, high resolution, image file)
- a suggestion for the back cover text
- suggestions, if relevant, for topics to be included in the press release
- a finished text, with illustrations and other elements located on pages in the manner in which the author wishes them to appear
- the text set out on the SAP's template before it is sent to the editors (see Chapter 4).

What does the SAP do?

- We review headings and check that the table of contents is correct and that the appearance of the text layout is acceptable.
- In the case of the SINTEF Research series, we normally carry out a general copy editing process (see Chapter 2.3).
- We produce a cover and a final PDF file of the report.
- We take care of distribution via *sintefbok.no*, and prepare a promotional text (blurb) on the report for the site.
- We will be pleased to assist with the layout, or a more thorough review of the text. Additional services of this kind must be covered by the project's budget.
- We prepare a press release for topical publications, based on suggestions from the author.
- We publish a news item on the *sintef.no* website

2.2 SINTEF Notes (*SINTEF Notat*, ISSN 1894-2466)

In this series, we publish results from small-scale, limited investigations, such as individual case studies, investigations of more local interest, and interim project reports. We may also publish subsidiary reports summarising the main findings of major projects that are otherwise published in the SINTEF Research series. This series is published in electronic format.

2.3 SINTEF Research (*SINTEF Fag*, ISSN 1894-1583)

In this series, we publish results and syntheses from major research projects. Articles should contain independent findings and conclusions of general interest to those working in the relevant field. Studies/analyses and findings should have a scope that extends beyond geographically-limited, local or individual case studies. The SINTEF Research series is published primarily in electronic format, but in some cases articles will also be printed if funds are provided from the project budget.

If the author requests a more comprehensive editorial review than that provided by general copy editing, the hours used must be paid for from the project budget. The same applies if editorial assistance is required with the layout.

2.4 SINTEF Insight (SINTEF Viten, ISSN 2464-2371)

In this series, we publish results and syntheses from major research projects. Articles should contain independent findings and conclusions of general interest to those working in the relevant field. Studies/analyses and findings should have a scope that extends beyond geographically-limited, local or individual case studies. The series is intended to include studies of high scientific quality and we stipulate a requirement for written external peer reviews.

All publications in the series should meet the requirements stipulated for scientific publication.

A publication shall:

1. present new insights
2. be written in a form that makes the results repeatable or applicable in new research
3. be presented in a language, and be distributed, such that it is accessible to the majority of researchers who may be interested in it.
4. be approved by a scientific editorial panel and at least two external peer reviewers. Peer reviews must be submitted in writing. If all these requirements are met, a statement shall be inserted on the publication's colophon page, or in the preface, that the text has been peer reviewed.

See also <http://dbh.nsd.uib.no/pub/hjelp.jsp>, which provides an overview of the requirements for scientific publication.

2.5 SINTEF Proceedings (ISSN 2387-4287, printed; 2387-4295, online)

In this series we publish articles and contributions from scientific conferences. Articles in this series are published primarily in electronic format, but in some cases articles will also be printed if funds are provided from the project budget.

For each publication in the series, an editorial panel is appointed to evaluate submissions and select the best contributions. The editorial panel ensures that all contributions published in the SINTEF Proceedings series are quality assured by external peer reviewers. In the following, we describe the procedure that will be adhered to for the most part, together with any adaptations to special needs linked to specific research fields.

- A contribution that is received within a stipulated deadline will be forwarded to two experts in the relevant field.
- On the basis of the comments submitted by the two experts, the editorial panel will decide whether or not the contribution will be accepted or rejected, or whether it should be modified and/or improved by the author.
- Contributions that require modification and/or improvement must be approved once more by the two experts.
- In the event of disputes, a third expert will be invited to review the contribution.
- Only approved (accepted) contributions will be included in the conference publication.

The SINTEF Proceedings series is classified as Open Access according to the Creative Commons CC BY-NC-ND licence (<http://creativecommons.org/licenses/by-nc-nd/4.0/>).

2.6 Nordic Journal of Architectural Research (ISSN 1893-5281)

The SINTEF Academic Press is responsible for publishing the *Nordic Journal of Architectural Research*, which is a Level 2 publication channel. Guidelines and procedures for the submission of articles are available on the periodical's website at <http://arkitekturforskning.net/na>.

2.7 Project series

In response to special needs or wishes, the SAP may publish a separate series made up of reports linked to a major research project, or produced by a given research centre. An example is the ZEB Project Report series relating to Zero Emission Buildings (ISSN 1893-1561, printed; 1893-157X, online).

2.8 SINTEF Building and Infrastructure Handbooks (ISSN 1890-937X) and Facts series (*Faktaserien*, ISSN 1504-9817)

The SINTEF Building and Infrastructure Handbooks include manuals at the same technical level as the instructions in the Building and Infrastructure series. They contain recommendations issued by SINTEF Building and Infrastructure and are aimed at target groups linked to the building and construction sector. These are currently available in printed form only. Examples: *Alt om renhold, Trehus*. (Everything you need to know about cleaning timber houses).

The fact books published as part of the Facts series from SINTEF Building and Infrastructure are intended for the general public and craftsmen. They provide a structured set of instructions and recommendations issued by SINTEF Building and Infrastructure. These are currently available in printed form only. Examples: *Lag rom i kjelleren* (Building a room in your basement) *Lag hageanlegg* (*Laying out a garden*). The Fact books.

3 Publication process for stand-alone publications and handbooks

3.1 Editorial process at the SAP

The editorial board at SINTEF Academic Press administers the entire publication process from concept or rough draft to the final printed version and publication-ready PDF file. Under normal circumstances, we take responsibility for compositing. We have templates for covers and content layout prepared by specialist designers, or we can tailor content layout and the cover according to special requirements. Our expertise in the publication process and compositing enables us to complete the process robustly and efficiently.

3.2 Concept – initial phase

You can approach us with an idea that excites you, a planned publication from a project, a recently started text/rough draft, or a finished text. If you are a researcher in the initial stages of a project, or planning to apply for project funding, we can help you draw up a publishing plan for your project.

If you have an idea, or if you have a recently started text/first draft, we need to know your thoughts on the following:

- Target audience and genre. What specific audience are you aiming to reach, what type of publication are we dealing with (a research report, textbook or scientific publication, etc.), and which of the SAP series do you think is most appropriate?
- Key message: What is the key message of your publication? Try to set down two or three sentences about the key result or finding that is unique to this publication.
- How can we reach your target audience? Are there professional networks, organisations or institutes with which we can collaborate to facilitate distribution?
- Funding and budget Is there an opportunity to apply for part-funding for the publication, e.g. via *Husbanken* (state bank that provides funding in connection with housing projects), government ministries, directorates or research programmes?
- Marketing initiatives We welcome your ideas concerning the launch, seminars, press conferences, newsletters, articles and examples of reviews.

3.3 Decision on publication and publication agreement

Decision

After you have approached us with your plan, idea or rough draft/text, we will tell you our decision and which of the SAP series, if any, or other form of publication, we recommend.

SAP editor

Following the decision to go ahead with publication, an SAP editor/project manager will be appointed for the publication and will be your point of contact and source of assistance throughout the process. The SAP editor shall also coordinate all personnel involved in the publication, as well as guide the process and administer the budget.

Agreement – contract

Once we agree on publication, we will enter into a mutually binding agreement.

- For authors who are employed by SINTEF, we use an internal agreement/checklist. The list includes a plan for submission of the text and technical quality assurance, a schedule, and other terms and conditions.
- For external authors who are not employed by SINTEF, we generally use a contract prepared by the Norwegian Non-Fiction Writers and Translators Association (see www.nffo.no). In cases involving a rapid and straightforward publication process, it may be useful to utilise a modified version of the internal agreement instead.

The agreement or contract specifies the number of author reprints. Normally, there are five of these.

If a client wishes to obtain parts of a print run, an agreement may be entered into by which he is provided with reprints at cost price. Agreements concerning parts of a print run for use by clients must only be entered into following prior consultation with the SINTEF Academic Press.

The agreement or contract should contain an agreement regarding who is responsible for preparing an index.

3.4 Preparation of the text

We distinguish between preparation of the text and production/compositing. During the text phase, the author has the opportunity to make changes, whereas in the production phase, the author's primary role is to supervise progress. Some of the production/finishing process is carried out in Word format, such as in the case of publications in the SINTEF Research series, and some using the compositing software InDesign. The SINTEF Notes series is not composited by the SAP, but is published unmodified in the form in which it was submitted by the author.

1. *Copy editing.* For most publications, with the exception of the SINTEF Notes series, on receipt of a finished and quality assured text, we carry out a copy-editing process, involving a review and, if necessary, proofing of the linguistic and editorial aspects of the text. This process can be more or less extensive. We use the "Track changes" function and ask any questions using the "Comments" function.
2. *Author reviews the text.* The author receives the text, reviews it thoroughly, and responds to any suggestions made by the SAP. For suggestions that are approved, the author uses the "Accept changes" function. Suggestions that do not meet the approval of the author must not be accepted, but shall remain untouched, so that the SAP and the author can discuss the matter and reach agreement on the wording or use of language. NB: For all new additions or corrections, the author must use the "Track changes" function, so that we can see immediately what has been added or changed. The author must also respond to any comments.
3. *Final proofing by the SAP.* The SAP receives the text from the author containing the latter's approvals and changes/additions, presented using the "Track changes" function. The SAP completes all corrections to the text.
4. *Further discussion, if necessary.* The most efficient way of addressing any remaining issues is to have a discussion, involving a final review by both the SAP and the author. Such discussion may be relevant if a lot of new material has been introduced during the first text review. All issues relating to content, figure captions and illustrations must be finally resolved prior to starting compositing and production.

5. An *index* can be generated by coding the words in the text (Word format). As a general rule, the author must assist in and/or carry out this part of the work.

3.5 Production/compositing

1. *Finalisation of text and illustrations.* All illustrations have been prepared, and the text finally reviewed and proofed by the author and the SAP. The SAP and author are agreed on a layout template.
2. *Page proof from the SAP.* The SAP composites the text and illustrations onto pages. We prepare a so-called page proof.
3. *Page proof to the author.* The author receives a page proof for a final check (final acceptance). At this stage, errors can be rectified. However, extensive re-writes and additions are not desirable because this will entail restarting compositing due to alteration of the page layout.
4. *An index* may be prepared, for example, by means of the author highlighting words on a paper print-out. The SAP will then generate an index with the page numbers appended.
5. *Implementation of page proof alterations.* The SAP implements the page proof alterations and runs a final check.
6. *PDF files and printing and/or electronic publication.* The SAP prepares a PDF file ready for printing or electronic publication.

3.6 Front and back cover texts

Front cover

The front covers for SINTEF series publications have their own distinctive layouts, and most contain a photograph. Often, the author may wish to insert a particular front cover illustration or photo. The SAP welcomes suggestions! The SAP must also ensure that the suggested illustration conforms with the series' visual profile established in previous publications.

Back cover text

The back cover text is an important marketing aspect of the book or publication. In many cases, the SAP will ask the author to submit a suggestion for the back cover text, or elements that can be used in such a text. The SAP is pleased to collaborate with the author to produce the back cover text, on the understanding that the author has final say.

4 Technical requirements regarding text format and illustrations

4.1 Text

Template

As a general rule, we require that the text is submitted using the Word-format template employed by the SINTEF Academic Press (*SINTEF Fag_Notat-mal innmat*). The template requires that you number chapters, sub-headings, tables and figures manually.

Other:

- Create new paragraphs by inserting an indent.
- Generate tables using the Word function “Insert table”. We recommend that you use only one line thickness (1/2 pt.) for your tables. Please avoid using a hierarchy of thick and thin lines.
- By all means create dash indents, but please keep to the left-hand margin, and avoid introducing a hierarchy of indentations.
- Literature lists and other references: We recommend that you use one of the variations of the Harvard system, but we also accept other recognised styles. The most important thing is that you select one style and use it consistently.
- If you use EndNote, it is important to remove all EndNote codes from the text before you send it to the SAP.

4.2 Illustrations

- All illustrations (photos, drawings and graphics) must be submitted as separate image files together with the text. It is not acceptable simply to insert illustrations into the Word format text.
- The following image file formats are acceptable: jpg, tif, eps, dwg, bmp and ai.
- Photo resolution must be at least 300 dpi.
- All photos and illustrations used in the submitted text must include an acknowledgement of the copyright owner. The author must obtain permissions and terms governing use in advance. This also applies to illustrations that are taken from the internet.
- In some cases, the SAP, by prior agreement and in consultation with the author, can provide assistance in generating illustrations.
- The SAP has a close working relationship with the division for visualisation and web development at SINTEF Building and Infrastructure. The division is highly skilled in the preparation of technical illustrations in 3D and suchlike. The use of this division to generate illustrations for a publication must be agreed in writing in the form of a written contract/agreement. In such cases, the author is responsible for providing orderly sketches or other comprehensible background materials.