



The NLGI Spokesman

Author Q&A

Q: What are NLGI's criteria for publishing technical papers in *The NLGI Spokesman* publication?

A: NLGI publishes technical papers that:

- Address a technical or scientific question or problem related to raw materials, formulation, production, testing, properties, applications, or performance of lubricating grease;
- Report results from research and development, science, or engineering studies such as laboratory experiments, field trials, computer simulations, etc.;
- Are original to the extent that they have not been published elsewhere;
- Cite at least one reference, book, article, or other source material;
- Are written in the English language;
- Comply with the current NLGI policy on commercial content;
- Complete NLGI's current technical review and editing processes with final approval by the Editor-in-Chief, the Chair of the Editorial Review Committee and the Technical Editor

Q: Who may submit a technical paper for publication in *The NLGI Spokesman*?

A: Most technical papers are written by scientists, engineers, and others affiliated with commercial, academic, and government organizations anywhere in the world. Papers can be submitted one of two ways:

- Papers based upon an approved technical presentation from the Annual Meeting
- Other technical papers that do not contain commercial content.

Q: Does NLGI only accept papers from authors who are NLGI members?

A: No, it is not required for authors to be members of NLGI, although membership is encouraged.

Q: Does NLGI only publish papers that are based on presentations at NLGI Annual Meetings?

A: The majority of published papers are based on approved presentations from the previous Annual Meeting. Other papers may be submitted throughout the year, subject to acceptance by NLGI as well as review and approval by NLGI's Editorial Review Board.

Q: How do authors submit a paper for publication?

A: The primary author submits their paper in Word format as an email attachment to the Editor.

Q: What happens once I submit a paper for approval?

A: The main steps in NLGI's current technical review and editing processes include:

1. The Editor emails the paper to the Chair of the Editorial Review Committee and/or the Technical Editor.
2. The Chair of the Editorial Review Committee and/or the Technical Editor read the draft paper and email it to two members of the Editorial Review Committee for review.
3. The reviewers email their recommendations to the Chair of the Editorial Review Committee and/or the Technical Editor.
4. Communications between the primary author and the reviewers are facilitated by the Technical Editor while maintaining the anonymity of the reviewers.

5. The Technical Editor communicates results of the review to the primary author. Reviewers may require the primary author to submit additional information before they complete their review.
6. Reviewers typically accept a paper with the condition that the authors make revisions.
7. Authors revise their paper and submit it to the Technical Editor, who verifies that the revisions meet the requirements of the reviewers.
8. The author can challenge the review and email their comments to the Technical Editor, who will forward them to the reviewers. The Technical Editor makes the final decision to resolve any disputes. The anonymity of the reviewers is maintained throughout the process by the Technical Editor.
9. The Technical Editor reviews and edits the revised paper for clarity, organization, grammar, spelling, etc.
10. Authors and Technical Editor work together to polish the paper and its format.
11. The primary author reviews and accepts the final draft.
12. NLGI encourages authors to send JPG files for digital photos to the Technical Editor for best clarity when published in *The NLGI Spokesman*.
13. The Technical Editor submits the final draft and JPG files to NLGI HQ.
14. NLGI's graphic designer uploads the final draft into *The NLGI Spokesman* layout, which uses Cambria font, colored borders, arrangement of photos and graphs, etc.

Q: What is the NLGI policy on commercial content of papers?

A: Authors must avoid use of specific brand names except instruments, reagents, etc. used to perform the work. Authors must use chemical, scientific, or generic terms whenever possible instead of commercial names of lubricants, base stocks, and additives, e.g., 'a Group I oil', 'a high MW polymethacrylate', etc. Questions regarding the appropriateness of content and suggestions for changes made will be raised throughout the editorial review process. NLGI's Editorial Review Board will have the final say with regard to commercial content prior to publication of papers.

Q: When will a paper be published?

A: Technical papers are typically published in the year following the presentation at the Annual Meeting. The Editor-in-Chief publishes the Editorial Calendar in December outlining the next year's schedule. Additional papers/technical material may be published as available after they complete the review and approval process.

Q: What are NLGI's guidelines for writing a paper?

A: NLGI's current guidelines include:

- Begin with a concise title that clearly identifies the subject of the paper.
- Provide the name, affiliation, and location of each author, e.g., Terry Tribologist, Great Grease, Inc., Dallas, TX USA.
- Typical papers include:
 - Abstract – a brief summary of the study and results
 - Outline – for relatively long, complex papers
 - Introduction
 - Experimental Technique – enough detail so that others could repeat the experiment, includes safety considerations and PPE
 - Raw Materials, Formulations
 - Observations, Data
 - Analysis, Results
 - Conclusions

- Acknowledgements—when and where this paper was presented, thank coworkers and sponsors, etc.
- References—NLGI currently does not require a specific format for references.
- Appendices
- Extensive reviews of patent and technical literature, detailed histories of the field, mathematical derivations, and other material that may sidetrack readers belong in appendices.
- Use consistent writing style, e.g., ‘Tests included dropping point, tackiness, and water resistance. Grease temperatures were 20, 40, and 60 °C.’ but not ‘Tests included dropping point, tackiness, and ASTM D1264. Grease temperatures had been 68, 104 and 140 °F.’

Q: What are NLGI’s guidelines for formatting a paper?

A: NLGI’s current guidelines include:

- Submit your paper as a Word file.
- Use single-column format.
- Do not use page numbers, headers, or footers.
- Put each graph, photo, and table between two paragraphs. Do not mix graphics with text. Do not put more than one graphic on a line.
- Each graph, table, photo, etc. needs a number and title, e.g., Table 1 Base Oil Properties, Figure 1 Grease Properties vs. Temperature, etc.
- Check that axis labels and legends are clear. Use fonts that are large enough for readers to understand. Consider using Cambria font to match the text when it is prepared by NLGI’s graphic designer.
- Use headings for sections and subsections.
- Write in third person and not in first person point of view, e.g., ‘Tests at room temperature showed...’ and ‘The author observed...’, but not ‘We performed tests at room temperature to show...’ and ‘I observed...’
- Active voice can be clearer than passive voice, e.g., ‘This study focused on measuring grease tackiness.’ instead of ‘This study was focused on having greases tackiness measured.’
- Minimize use of superscripts and subscripts. Cite references as ‘[1]’ or [Smith]’, etc.
- Use SI (metric) units of measure, with customary units where appropriate. Put a space between a number and the unit, e.g., 6 h but not 6h. Express temperatures in degrees Celsius (0 °C) or degrees Fahrenheit followed by degrees Celsius in parentheses, e.g., 32 °F (0 °C).

Q: Who can I contact if I have questions?

A: Contact NLGI HQ at 816-524-2500 or nlgi@nlgi.org, or Mary Moon at 267-567-7234 or mmmoon@ix.netcom.com. Templates to help authors write a paper based on their presentation slides are available from the Technical Editor.

Q: Where can I go for more information?

A: Please visit the NLGI [website](#) for Author Guidelines and more.



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