



## **NLGI Editorial Guidelines**

1. Once a final paper is submitted to NLGI, NLGI's graphic designer will upload into the NLGI Spokesman layout (i.e. Cambria font, colored borders, etc.).
2. Images are published exactly as sent; therefore, it's possible the font of the paper and font within an image may be different. For best publishing quality, authors are encouraged to provide a .eps file (high resolution 300 dpi) for each table, chart or image within the paper; however this is not required. Other acceptable formats are .tif and .jpg.
3. Papers must be submitted by deadline outlined on NLGI's Editorial Calendar.
4. NLGI Spokesman layout includes superscript citations. If not submitted by the author in this format, NLGI's graphic designer will convert before publishing.
5. Papers must be original to the extent that they have not been published elsewhere.
6. Each paper must include at least one reference to a book, article, etc.
7. NLGI requires proper citing/referencing on tables, figures, photos and graphics used from other sources.
8. The NLGI Editorial Review Committee will send each draft paper to two NLGI members for anonymous peer review of the technical content. Author(s) to work directly with NLGI's Technical Editor regarding all edits/changes. Edits may include compliance with NLGI standards for commercial content, readability, clarity, etc.
9. Avoid use of specific brand names except instruments, reagents, etc. used to perform the work.
10. 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.
11. Use third person and not first person, i.e., 'This study showed', 'The results were', 'It was observed that' or 'The authors report' but not 'I found' or 'We discovered'.
12. Include SI (metric) units of measure, with customary units where appropriate. Show temperatures in degrees Celsius, or in degrees Fahrenheit and degrees Celsius in parentheses, e.g., 32 F (0 C).
13. Minimize use of subscripts and superscripts. Cite references as '[1]' or '(Smith)', etc. References to be included after period at the end of the sentence. Ex: As early as the late 1930's, it had been reported that lithium soaps were not effective grease thickeners.[1]
14. Templates to convert presentation slides to a paper are available from the Technical Editor.

To review previously published papers in the NLGI Spokesman, please visit: <https://www.nlgi.org/nlgi-spokesman/>

\*Questions? Please contact NLGI at 816-524-2500 or [nlgi@nlgi.org](mailto:nlgi@nlgi.org).