

## **Guidelines for Submitting Technical Papers to *Value World***

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### **1.0 Requirements**

#### **1.1 Author**

- The list of authors in order of appearance in the paper.
- First name, middle initial and last name; also include preferred title (e.g., Mr., Ms., Mrs.) and relevant certifications.
- Email address.

#### **1.2 Content**

##### *1.2.1 Topic*

Select a topic of interest, one that is controversial, educational or new to the Value Methodology. However, in writing on the topic the author must demonstrate to evaluators that he/she is knowledgeable of the Value Methodology without regurgitating the steps of the job plan.

Use a few words to describe the theme. This could be, but is not limited to, a phase or phases of the Job Plan, General VM, VM Guidelines, etc.

##### *1.2.2 Title*

Select a provocative title, one that will interest the reader to open the paper and at least read the abstract and introduction. It should be as concise as possible, but informative enough to reflect the theme of the paper.

##### *1.2.3 Keywords*

Provide at least three words that researchers would likely use to locate your paper in any online search. This will also assist the editor in assigning appropriate reviewers in a timely manner.

##### *1.2.4 Abstract*

- First page of the paper.
- A condensed version of the paper.
- Generally, one paragraph long and should not exceed 200 words.
- Should be self-contained (no footnotes). It should adequately describe all subjects, major and minor, about which new information is given, and summarize the conclusions and all results of general interest in the article.

Hints: The purpose of the abstract is to inform the reader about the content of the paper, its premises and conclusions. Inform the reader what he/she will learn and the approach taken to reach that objective.

Some find it easier and helpful to write the abstract after the paper is complete, even if it appears at the front of the paper.

#### 1.2.5 *Introduction*

- Grab the reader's attention.
- Notify the reader of the paper content.
- State the purpose of the paper.
- Identify the hypothesis and background information of theory.

Hints: The introduction is the opening of the paper. It differs from the abstract by setting the stage, or establishing the foundation upon which the thoughts will be structured.

#### 1.2.6 *Body*

- Discuss essential information required to understand the methodology, conclusions and/or recommendations.
- Provide an analysis of the results and conclusions.
- Describe procedures for data collection, idea development, observations, etc.
- Avoid commercialism.
- Addresses subject significance to the industry.

Hints: Do not drift too far from the title when writing the paper. Refer back to the title and introduction often to make sure the paper is still on course.

Do not write the paper in the first person (i.e., the use of the singular "I," such as, "I did this" or "I performed..."). Use the third person, such as, "The team was led by a facilitator," rather than "I as their facilitator led the team."

#### 1.2.7 *Outline Your Paper*

Organize the paper by dividing it into major topics, subtopics and examples. A major topic signals a new subject that relates, or supports the theme of the paper.

Subtopics are sections within a major topic, and examples and points support the sub- and major topics.

#### 1.2.8 *Conclusion*

- Completes claims made in the introduction.
- Reiterates findings, methodology, conclusions and/or recommendations.
- Provides closure.

Hints: The concluding section should relate back to the introduction. The conclusion is not a summary, but a closing to the arguments and steps presented in the paper.

#### 1.2.9 *Footnotes or Endnotes*

- Indicates references made to published materials.

- Identifies all illustrations.
- Two common reference citation styles are Modern Language Association (MLA) and American Psychological Association (APA); either is acceptable.

## 2.0 Content of the Paper

- Paper must be written in English.
- Paper must use simple 11 point font (i.e., Times New Roman or Arial).
- Paper should be approximately 1,000-3,000 words.
- Paper submission may not be previously presented or published; an exception to use a previously published paper may be granted with approval of the original publisher.
- Paper should be written for audiences of value specialists and/or value program managers.
- Author should make sure to proofread and review grammatical content.
- Paper should meet the requirements of SAVE International guidelines, including the Function Guide.

## 3.0 Bibliography

- Provides explicit acknowledgment of papers, publications and books referenced throughout the paper.
- Encompasses all materials referenced in the Footnotes or Endnotes.

Hint: Acknowledging sources used to craft the paper adds credibility and avoids ethical issues like plagiarism.

## 4.0 Publication Rights

By sending the abstract and the paper to *Value World*, the author gives SAVE International the publication rights.

## 5.0 Conflict of Interest

Authors are responsible for recognizing and disclosing any conflict of interest that could be perceived to bias their work, acknowledging all financial support and any other personal connections with any of the journal's editorial board members.

## 6.0 Commercialism Policy

Commercialism in all publications are strictly prohibited. Use generic terms whenever possible. Capitalize trademarks and trade names when used. Use the symbols ® and ™ when appropriate. Include the company name, city and state in a footnote the first time used and capitalize the trademark name throughout the rest of the paper. Personal or author's company names should be avoided within the body of the paper. This does not include any appropriate reference that fits the theme of the paper.

## 7.0 Copyright Permission

Provide written permissions for all figures for which you are not the copyright holder (unless the material is in the public domain). Any cost for copyright is the responsibility of the author. The citation of the copyright holder is required either as a reference to the figure or in the figure caption.

## 8.0 Editorial Process

The review process is as follows:

- The assigned reviewers by the Editor review the paper, and submit their comments to the Editor.
- If revisions to the manuscript are required, the author is sent the reviewers' comments and may resubmit a revised paper.
- The Editor may request a second review but makes the final decision regarding publication of the paper.
  - The author is contacted with the decision.
- After final acceptance, the paper will be edited for grammar, style and format. The corresponding author will get the edited version and formatted proof to check prior to publication.
- The time duration between first submission and publication will be approximately one month.
- Technical papers will need one month for review and editing.

## 9.0 Submittal

- **Submit your request via the online form on the SAVE International website (<http://www.value-eng.org/page/ValueWorldSubmission>).**

If you have any questions, contact SAVE International at [info@value-eng.org](mailto:info@value-eng.org) or 856-423-3215.