

***IAEI News* Guidelines for Authors**

One of the most important purposes of the *IAEI News* is to disseminate information relating to the safe installation and use of electricity in a way that will advance the education of the members of the International Association of Electrical Inspectors.

Through its articles, *IAEI News* fulfills this purpose in several ways:

1. It offers many *Code*-based explanations and interpretations of situations encountered by electricians, inspectors, and others involved in the field.
2. It provides best-practice models and techniques from experts from testing laboratories, manufacturers, contractors, and inspectors.
3. It reports on the latest proposals and research by testing laboratories, manufacturers, consultants, and academics.
4. It gives insight into the nature of an inspector's work and how he or she responds to demanding challenges in the field.

Directed predominately to electrical inspectors, industry professionals, installers, utilities, manufacturers, testing laboratories, the electrical contracting industry, and many educational institutions, *IAEI News* seeks to provide practical and useful information in each issue. These individuals and various groups who are interested in improving their performance and in learning and benefiting from the thinking and experience of experts read and study *IAEI News*, often keeping the magazine for years as a valuable reference source. Proposals for articles that demonstrate clear, technically accurate information, fresh and useful ideas, accessible and jargon-free expression, and unambiguous authority and expertise are most likely to meet such readers' needs.

Unsolicited Manuscripts

The best way to inquire about *IAEI News*' potential interest in a topic is to send a letter with a two-page proposal and a full-sentence outline. The proposal should clearly and succinctly answer the following questions:

1. What is the message of the article you propose to write?
2. What are the implications of the message? Why should a busy inspector stop and read your message? What is new, unusual, useful, counterintuitive, or important about your message?
3. Who is the targeted audience?
4. What research have you conducted to support or substantiate the logic in your article?
5. What is the authority or expertise that you will draw on to make your argument convincing?

After you have answered these questions, outline the manuscript, offering enough detail for an editor to be able to understand the article's main points and the evidence or examples that will support those points. You should also write a draft of the first few paragraphs of the article, which contains the central message of the piece.

Send the letter, the outline, and the introduction to *IAEI News*, 901 Waterfall Way, Suite 602, Richardson, Texas 75080. We will review the proposal and get back to you within one month. We appreciate your interest in *IAEI News* and ask for your patience.

In order to widely disseminate your article, it is necessary for IAEI to hold the copyright. If for any reason you are unwilling or unable to assign such rights to IAEI if your proposal is accepted, you must indicate this at the time you submit your proposal.

Unsolicited materials will be returned only if accompanied by a self-addressed, stamped envelope.

Solicited Manuscripts

Follow the steps above for targeting and outlining your article. The same assignment of copyright applies.

As you write your article, be aware of the following critical guidelines:

Technical

Focus on education.

Write from a *Code*-based perspective, not personal experience or opinion.

Use *Code*-based language.

Endorsements

Because IAEI specializes in education, we have chosen to remain unhampered by inappropriate commercial involvement so that we can bring unbiased focus to the code. To fulfill this goal means that we do not and will not endorse specific products or organizations. Consequently, we ask authors to:

- Avoid *product* endorsement or preferences
- Avoid *personal* endorsement or preferences
- Avoid negative comments about any organization, product, or manufacturer

Style

IAEI News uses the *NEC Style Manual* for its technical terms and *The Chicago Manual of Style* for grammar and general style. Your article will be edited according to these two stylebooks.

- **Endnotes.** In order to properly attribute material to its source, IAEI uses notes at the end of the article. The following information is found in *Chicago Manual of Style*:
 1. Notes should be numbered consecutively, beginning with 1.
 2. Notes should come at the end of the sentence.
 3. Note numbers should follow the quotation.
 4. Content of notes:
 - a. Author: full name of author, or editor, or name of institution responsible for the writing of the book.
 - b. Title: full title of book, including any subtitle.

- c. Editor, compiler, or translator, if any.
- d. Edition, if not the first.
- e. Volumes, total number if multi-volume work is referred to as a whole.
- f. Volume number of multi-volume work, if single volume is cited.
- g. Title of individual volume, if applicable.
- h. Series title, if applicable, and volume number within series.
- i. Facts of publication: city, publisher, and date.
- j. Page number (s); or volume and page number(s), if applicable.

▪ **Examples of Endnotes.**

1. From a book, the endnote would look like this:

¹West, Donald J., and D. P. Farrington. *Who Becomes Delinquent?* (London: Heinemann, 1973) p. 96.

2. From a magazine article, it would look like this:

²Anscombe, G. E. M. "Modern Moral Philosophy." *Philosophy* 33 (1958): 1-19.

or

²Anscombe, G. E. M. "Teaching and Learning." *The Center Magazine* 9, no. 6 (November-December 1976): 36-45.

Length

Most articles can be covered in 4-6 pages. Should you require additional space, please contact the managing editor well before your deadline to see if additional space might be available.

Photo/Text Mix

We prefer a 70/30 mix of text with photographs or drawings.

Plagiarism

As professionals, each of us comes into contact with the ideas, theories and opinions of others in our industry on a daily basis. It is imperative that authors give credit to originators of any such ideas, theories or opinions that are not their own or merely common knowledge within the industry. Not doing so constitutes plagiarism and is not acceptable to *IAEI News*. The following basic guidelines should help you avoid inadvertent plagiarism. Also attached to these guidelines is a short article published by Writing Tutorial Services of Indiana University in Bloomington, Indiana, and re-published here with their permission.

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
 - any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge;
 - quotations of another person's actual spoken or written words; or
 - paraphrase of another person's spoken or written words.
- (Quoted from "Plagiarism: What It Is and How We Avoid It")

Submission of Materials

IAEI News is totally PC-based; please do not send Mac files. Submit materials as follows:

Text

Word or WordPerfect

Do not embed photos or graphics in Word, WordPerfect or PowerPoint.

Captions

Write captions in text, preceded by identification number, for example:

Figure 1. AFCI protection is required on the branch circuit that supplies the smoke alarm.

Graphics

Send as separate attachments; do not embed in text files.

Submit in tiff, eps, or jpeg formats

Number graphics: figure 1; figure 2; figure 3

AutoCad Graphics

Pen width must be set a 1. Hairline widths do not print well.

Photos

Send as separate attachments; do not embed in text files.

Reflective: four-color

Slides: 35 mm

Electronic: 300 dpi at 8.5 x 11

Please do not submit PowerPoint photos, because the resolution is too low for quality printing.

Number photos: photo 1; photo 2; photo 3

Biographical Information

Current bio, not longer than 25–50 words.

Photo: color or black & white

Electronic photo: 300 dpi at 3 x 3

Sample Copies of *IAEI News*

For sample writing styles, please request samples of current copies of *IAEI News*.

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Plagiarism: What It is and How to Recognize and Avoid It

What is Plagiarism and Why is it Important?

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

These guidelines are taken from the [Student Code of Rights, Responsibilities, and Conduct](#).

To help you recognize what plagiarism looks like and what strategies you can use to avoid it, select one of the following links or scroll down to the appropriate topic.

- [How to Recognize Unacceptable and Acceptable Paraphrases](#)
 - [An Unacceptable Paraphrase](#)
 - [An Acceptable Paraphrase](#)
 - [Another Acceptable Paraphrase](#)
 - [Strategies for Avoiding Plagiarism](#)
 - [Terms You Need to Know \(or What is Common Knowledge?\)](#)
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How to Recognize Unacceptable and Acceptable Paraphrases

Here's the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Borden family lived) which became the centers of production as well as of commerce and trade.

Here's an UNACCEPTABLE paraphrase that is **plagiarism**:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Borden family lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Here's an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original uses her own words.
- lets her reader know the source of her information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centers of commerce and trade" (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Strategies for Avoiding Plagiarism

1. Put in **quotations** everything that comes directly from the text especially when taking notes.

2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words.

Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.

3. **Check your paraphrase** against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Terms You Need to Know (or What is Common Knowledge?)

Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people.

Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. **You do not need to document this fact.**

However, you must document facts that are not generally known and ideas that interpret facts.

Example: According the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6).

The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an *interpretation*; **consequently, you need to cite your source.**

Quotation: using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

The following example uses the Modern Language Association's style:

Example: According to Peter S. Pritchard in *USA Today*, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

Paraphrase: using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Produced by Writing Tutorial Services, Indiana University, Bloomington, IN



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