



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

OPERATING PROCEDURE:

OP10 Rev.1

SUBJECT: PRODUCTION/PUBLICATION OF ICNDT JOURNAL

Scope

The ICNDT Journal is published and distributed three (3 times) per year under the guidance of the ICNDT Executive Committee. This procedure outlines the method of production/publication for each issue of the ICNDT Journal. The Executive Committee will approve the selection of the Editor, Production Editor and Printer conjunction with the Secretariat..

Procedure

- 1. For continuity the suggested schedule for the issues of the ICNDT Journal is:**
 - January issue
 - May issue
 - September issue
- 2. The format of the ICNDT Journal will include but not be limited to:**
 - Message from ICNDT Chair (1 page)
 - Certification reports (1 page)
 - Regional reports (4 pages)
 - Standards (1 page)
 - NDT Society News (1 page)
 - The ICNDT Directory will be included in the ICNDT Journal at least, but not limited to, once per year.
- 3. Liaison with editorial contributors**
 - The Editor holds the responsibility to liase on all technical contributions
 - The ICNDT Secretariat will hold responsibility for all regional/membership reports and will communicate/correspond with all member societies.
- 4. Co-ordinate editorial review where appropriate**
 - All articles will be forwarded to the Editor for final approval of content and first draft

5. Edit all copy for English grammar, style and punctuation

- Editor will pass all electronic data and hardcopy info in the form of a design board to Publication Editor for editing and layout/design.

6. Journal layout and design

- Production Editor will prepare the electronic format of the Journal as per instructions from the Editor.

7. Proofread copy

- Production Editor will forward electronic copy/hard copy to Editor and ICNDT chair for review and approval.

8. Approve final proof

- Editor will provide final approval before being sent for print.

9. Printing

- Print will be limited to 1000 copies with the option for further printing to be decided on a need basis (eg. conferences). An electronic pdf file will be posted on the ICNDT Website.

10. Distribute logistics

- Each member society will be sent 10 hard copies of the ICNDT Journal. For further distribution each society is encouraged to incorporate the electronic pdf file into their own society journal for a higher distribution.

11. Copyright

- Unless otherwise specifically stated, consent will be given for non-commercial photocopying, reprinting of editorial content, provided acknowledgement of the source is made.
- It is the responsibility of the Editor to obtain permission to reproduce editorial content prior to inclusion in the ICNDT Journal.