This document serves as general guidelines for authors in preparation of manuscripts that will be submitted for the Proceedings of 6th International Conference on Laser Peening and Related Phenomena. The 12 best papers will be published in a 2017 Special Issue of the International Journal of Structural Integrity [IJSI] (Scopus, SJR, EI Compendex, British Library, EBSCO, INSPEC, Norwegian Register for Scientific Journals, QUALIS). For more information regarding the IJSI, please visit: <http://emeraldgrouppublishing.com/products/journals/journals.htm?id=ijsi>

After a full peer review process by the committee members and invited reviewers, the final submission of the manuscripts selected for publication in the IJSI will then be completed within the Emerald ScholarOne online system; more information regarding this will be provided to applicable authors.

Therefore, to improve the peer reviewing process, we encourage all authors to please complete their full paper submission/s within this document, in accordance with the general guidelines and standard listed below.

**Please begin all manuscripts on Page 6 of this document.**

General guidelines

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| **1) Format** | Article files should be provided in Microsoft Word format. |
| **2) Article Title** | A title of not more than eight words should be provided. |
| **3) Author Details** | All contributing authors’ names should be added to the submission, and their names arranged in the correct order for publication.   * Correct email address should be supplied for the main author * The full name of each author must be present in the exact format they should appear for publication, including or excluding any middle names or initials as required * The affiliation of each contributing author should be correctly indicated. The affiliation listed should be where the authors were based at the time that the research for the paper was conducted |
| **4) Structured Abstract** | Authors must supply a structured abstract in their submission, set out under 4-7 sub-headings (see our "[How to... write an abstract](http://emeraldgrouppublishing.com/authors/guides/write/abstracts.htm?part=1#2)" guide for practical help and guidance):   * Purpose (mandatory) * Design/methodology/approach (mandatory) * Findings (mandatory) * Research limitations/implications (if applicable) * Practical implications (if applicable) * Social implications (if applicable) * Originality/value (mandatory)   Maximum is 250 words in total (including keywords and article classification, see below).  Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. "this paper investigates..." is correct, "I investigate..." is incorrect). |
| **5) Keywords** | Authors should provide appropriate and short keywords in the provide space in their submission that encapsulate the principal topics of the paper (see the “[How to... ensure your article is highly downloaded](http://emeraldgrouppublishing.com/authors/guides/promote/optimize1.htm)” guide for practical help and guidance on choosing search-engine friendly keywords). The maximum number of keywords is 12. |
| **6) Article Classification** | Authors must categorize their paper. The category which most closely describes their paper should be selected from the list below.  **Research paper.** This category covers papers which report on any type of research undertaken by the authors. The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.  **Viewpoint.** Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.  **Technical paper**. Describes and evaluates technical products, processes or services.  **Conceptual paper.** These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.  **Case study.** Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.  **Literature review.** It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.  **General review.** This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive. |
| **7) Headings** | Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.  The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics. |
| **8) Article Length** | Articles should be between 3000 and 5000 words in length. This includes all text, including references and appendices. Please allow the equivalent of approximately 280 words spacing for each figure or table incorporated within the article. |
| **9) Notes/Endnotes** | Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article. |

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| **10) Figures and Tables** | All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) and Tables should be embedded in the body of the main text at this stage of submission.  All Figures and Tables should be of high quality, legible and numbered consecutively with Arabic and Roman numerals, respectively. Graphics may be supplied in colour.  Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate. |
| **11) Research Funding and Acknowledgements** | Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission. Same applies to any contributing entity or individuals. |
| **12) References** | References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.  You should cite publications in the text: (Adams, 2006) using the first named author's name, or (Adams and Brown, 2006) citing both names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied: |
| *For books* | Surname, Initials (year), *Title of Book*, Publisher, Place of publication.  e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY. |
| *For book chapters* | Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.  e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.),*Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20. |
| *For journals* | Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages.  e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80. |
| *For published  conference proceedings* | Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.  e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32. |
| *For unpublished  conference proceedings* | Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).  e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007). |
| *For working papers* | Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.  e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March. |
| *For encyclopedia entries  (with no author or editor)* | *Title of Encyclopedia* (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.  e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.  (For authored entries please refer to book chapter guidelines above) |
| *For newspaper  articles (authored)* | Surname, Initials (year), "Article title", *Newspaper*, date, pages.  e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4. |
| *For newspaper  articles (non-authored)* | *Newspaper* (year), "Article title", date, pages.  e.g. *Daily News* (2008), "Small change", 2 February, p. 7. |
| *For archival or other unpublished sources* | Surname, Initials, (year), "Title of document", Unpublished Manuscript, collection name, inventory record, name of archive, location of archive.  e.g. Litman, S. (1902), "Mechanism & Technique of Commerce", Unpublished Manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL. |
| *For electronic sources* | If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.  e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).  Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper). |
| **13) Biographies** | Authors who wish to include this item should prepare a brief professional biography of not more than 100 words for each named author. |

Frequently asked questions

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| *What should be included in my paper's word count?* | The word count for your paper should include the structured abstract, references, and all text in tables and figures. |
| *Is there a submission fee for the journal?* | There are no submission fees for any of Emerald's journals. |

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The abstract begins here. Authors must supply a structured abstract in their submission, set out under 4-7 sub-headings. Maximum length is 250 words in total (including keywords and article classification, see below).

**Purpose** **–** Mandatory [size 12, justified, Calibri].

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**Findings** – Mandatory [size 12, justified, Calibri].

**Research limitations/implications** – If applicable [size 12, justified, Calibri].

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**Originality/value** – Mandatory [size 12, justified, Calibri].

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Figures, like Figure 1, and Tables, see Table I, may be included.

***Figure 1.*** *Caption for the Figure below the Figure*

The manuscript should preferably be between 3000 and 5000 words (approximately 6 pages) in length. The word count for the manuscript should include the structured abstract, references, and all text in tables and figures. References should be included in their own section (Polese and Leering, 2016)

***Table I.*** *Caption for the Table above the Table*

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Polese, C. and Leering, M. (2016), “Laser Shock Peening in South Africa”, *Proocedings of the 6th International Conference on Laser Peening and Related Phenomena, 6-11 November,* *Skukuza, South Africa,* The Inside Edge, Johannesburg, pp.1-6.

Polese, C. and Leering, M. (2016), “Laser Shock Peening @ Wits”, *International Journal of Structural Integrity*, Vol. 1 No. 1, pp.1-6.

# About the author [size 12, aligned to the left, bold, times]

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