

Journal of the American Helicopter Society

Author Checklist

ONLY to be used for FINAL submissions to the *AHS Journal*

The corresponding author must upload the REVISED manuscript (after the review has been completed and a revision has been requested by the Associate Editor) to the *PowerReview* web site. All requirements for technical and other revisions that are stipulated by the editorial staff must be complied with at this stage. The REVISED submission will generally include detailed written responses to the reviewer comments, stating what has been done to comply with the comments or why not (a rebuttal). The Associate Editor will then make a preliminary recommendation on whether to publish the manuscript. The author will be notified of this decision. The final decision on publication of the manuscript will be made by the Editor-in-Chief.

After the manuscript has been accepted by the Editor-in-Chief, approval will be given for the author to upload the FINAL manuscript files for production. The FINAL package uploaded to *PowerReview* MUST consist of the following elements:

- A complete electronic file copy of the manuscript laid out in SINGLE-column, DOUBLE-spaced format using 12 point Times or Times-Roman font on US letter-size paper with pagination. DO NOT USE ANY OTHER PAPER FORMAT. The manuscript must be laid out with the text first, followed by a list of figure and table captions, followed by the figures and tables placed ONE TO A PAGE with captions.
- The manuscript must be prepared using MS Word or LaTeX and using AHS templates ONLY. Manuscripts that do not use the templates will be returned.
- A separate pdf file of the COMPLETE SUBMISSION, including text, figures and tables.
- Electronic figures in either Postscript (eps) or TIFF formats (no other formats are allowed). Figures must be a MINIMUM of 150 dpi resolution or better when reduced to column width (approximately 4 inches or 95 mm) and 300 dpi or better is preferred. Do not use color figures unless prior approval has been received from the Associate Editor. Each figure must be uploaded as a separate figure file. Figures that do not meet the resolution requirements cannot be published.
- Black & white digital TIFF format photos of all authors (except if there are more than five authors, in which case no photos are required).

In addition, the author is responsible for the following items:

- The total length of the manuscript should be less than 44 pages in the defined format, unless approval has been given from the Associate Editor.
- On the title page, identify the corresponding author and provide a complete mailing address, telephone and fax numbers, and e-mail address.
- On the title page, include the log (tracking) number that was assigned to the paper.
- An abstract that conforms to the required abstract format (see specifications).
- A list of symbols that conforms to the required standard (see specifications).
- Check all references for accuracy and completeness. Put references in proper format in numerical order, making sure each reference is cited in sequence in the text.

Final manuscripts that require excessive markup and/or editing by the Associate Editor or Editor-in-Chief to meet the Journal style requirements will be returned to authors for modification before being accepted for publication in the *Journal*.