

THREE Editorial Policy

Effective: January 14, 2014

Contributions

All correspondence and submissions of articles shall be conducted via email, in Microsoft Word format, unless the Web Master requests or agrees to a variation. Fonts used may be Arial or Times New Roman, 10-12 pt size. Left and right margins shall be no less than 1 inch; top and bottom margins shall be no less than 0.75 inches. THREE staff must be able to edit the submissions, if for no other reason than our policy requires that we insert the actual posting date into the heading of the article.

All contributions shall be submitted to the Chief Editor or to the Web Master.

The following types of contributions and associated reviews will be considered:

- Notes are short references to relevant background resources, such as the material currently found in the Computer Tools section of THREE.
- Contributions intended to provide basic introductory text: The editors will recommend posting based only on accuracy (of text and references), but not on depth or completeness. Contributions should be limited to approximately 1,200 words and may be edited for readability, to insert hyperlinks to other articles or dictionaries, etc.
- Contributions intended to expand on existing articles or contributions adding new and relevant material on published research results: Articles will be reviewed according to standards used by the journal Radiation Research for review articles.
- Authors may submit unsolicited proposals for topical reviews to the Editorial Board, who may approve such reviews for contribution, pending editorial review.

All contributions except Notes shall be reviewed by two reviewers; Notes may be reviewed by the Chief Editor or an assigned Associate Editor.

Authors are required to provide this statement with their submissions:

I have permission to use all the material in this article.

Editorial Board

The members of the THREE Editorial Board are appointed by the Chief Scientist (or designate) of the Space Radiation Program Element (SRPE), NASA Human Research Program.

There shall be up to ten (10) Associate Editors and a Chief Editor on the [THREE](#) Editorial Board. This number may be changed in consultation with the Editorial Board if appropriate.

The current (2014-2016) Editorial Board consists of:

Walter Schimmerling, Chief Editor
Associate Editors:
David Boothman
Stan Curtis
Marco Durante
Michael Fry
Dudley Goodhead
Derek Lowenstein
Noelle Metting
Michael Weil

The Associate Editors are appointed for a period of 3 years and can serve consecutive terms at the recommendation of the Chief Editor.

Duties of the Editorial Board

Board Members are required to participate in periodic meetings of the Editorial Board, either in person or remotely. At the present time, the only regularly scheduled conference is a telephone conference held on the second Tuesday of every month. In-person meetings may be scheduled by the Chief Editor in consultation with the Editorial Board.

The Associate Editors advise the Chief Editor on authors to be solicited, and are encouraged to contribute their own work as they feel appropriate.

The Chief Editor assigns contributions to Associate Editors, who engage reviewers and correspond with them during their oversight of the review process.

Reviewed articles shall be forwarded to the Chief Editor, with an Associate Editor recommendation. Reviewers are to proceed with dispatch, with the goal of providing their reviews within 3 weeks.

The Chief Editor will correspond with the authors, requiring that authors address reviewer recommendations. Reviewers may request to see revised manuscripts.

The Chief Editor adjudicates diverging reviews, determines that a contribution has been accepted, and authorizes the Web Master to post accepted articles.

Posting of Articles

The Web Master is the point of contact with the USRA Houston Information Technology staff.

Following complete editorial review, the Chief Editor notifies the Web Master that a contribution has been accepted and authorizes the Web Master to process the contribution for posting. The Web Master shall process the posting of contributions in a timely manner.

All articles may be edited for clarity, with the author's consent to the final version.

Accepted articles may be cited as a "refereed publication" in the following way:

Author name(s). Title of article. Date posted. Outline section. <http://three.usra.edu>. Date consulted.

The citation components and formats are as follows:

Author name(s)with this format: LastName <space> Initial<Initial>.

Note that there is a blank space between LastName and Initial(s). Also there is no period on the Initial(s) themselves, but that there **is** a period following the last Initial of the last author, because that period is a separator between the components of the citation. Examples:

(Single Author) *Jones BR. Chromosome damage in human cells...*

(Multiple Authors) *Jones BR, Brown L, Anderson JP. Chromosome damage in human cells...*

Title of article Normally presented in "sentence case", i.e., only the first word is capitalized; however using the "initial caps" format is also acceptable, and the title ends with a period separator.

Date posted This date is the actual date the article is posted on the THREE website (which will always appear in the heading of the posted article).

Outline section This refers to the name of the "THREE Encyclopedia" section (see this link for the complete list: [Outline sections](#))

Date consulted The date when the author of the contribution last consulted the cited web page.