



The Canadian Society for Mechanical Engineering
La Société canadienne de génie mécanique



CSME Bulletin Editorial Policy

Board Approved: 25 May 2021

Editorially revised: 4 August 2021

Vision

The mission of the *CSME Bulletin* is to provide information about the activities of the Society and its members, as well as to discuss recent scientific and technological advancements of interest to the Mechanical Engineering (ME) community.

Editorial Board Positions (incumbents and contact info can be found on [CSME's website](#)):

- Editor
- Associate Editor
- CSME President, ex-officio
- Technical Editors

Other *CSME Bulletin* contributors

- Art Director/Designer
- Chair of History Committee
- Chair of Honours and Awards
- Chair of Professional Affairs
- Chair of Student Affairs
- Chairs of Technical Committees
- Editor of *Transactions of the CSME*, ex-officio
- CSME Executive Director

Publication Dates

The *CSME Bulletin* is published twice a year, with May 15th (Spring issue) and November 15th (Fall issue) being the publication target dates.

Contents

The contents will be divided into two parts: technical news and Society activities. Contributions for the former are not intended to be technical papers typically found in journals. Rather, they will be focused on a specific theme of broad technical interest and present new directions, or significant achievements selected by the Editorial Board from recommendations received from the ME community. CSME members and topical experts, such as Canada Research Chairs, will also be invited to provide technical contributions. The Society's part of the *CSME Bulletin* will have contents of broad general interest to the CSME membership, including contributions by industrial

members who are invited to introduce their companies and activities. The target size of the *CSME Bulletin* is 24 pages and in no case shall exceed 28 pages.

Table of Contents

Issues of the *CSME Bulletin* will typically contain the following sections/features, if relevant content is available. Other sections may be added as required.

- **Letter from the Editor:** Explains the importance of the selected issue theme and how technical contributions relate to it. *Due date: 2 weeks before publication date.*
- **Letter from the CSME President.** *Call for contribution: by Bulletin Editor to CSME President two months prior to publication date. Due date: 2 weeks before publication date.*
- **Chair's corner** (Fall issue): Presentation by one of Canada's ME Department chairs. Size limit: 500 words (~ 4,000 characters with spaces). *Call for contribution: by Bulletin Editor via CSME Executive Director to the ME department chairs four months prior to the publication date. Due date: 6 weeks before publication date.*
- **Introduction of Department hosting CSME Congress** (Spring issue): The Chair/Head of the department/school hosting that year's CSME Congress is provided with an opportunity to introduce the host university and department to CSME members. Size limit: 500 words (~ 4,000 characters with spaces). *Call for contribution: by Bulletin Editor to Chair/Head of department hosting Congress four months prior to publication date. Due date: 6 weeks before publication date.*
- **Report on the latest CSME Congress** (Fall issue): This report is to be prepared either by the Congress Chair or Co-Chairs. Size limit: 500 words (~ 4,000 characters with spaces). *Call for contributions: by Bulletin Editor to Congress Chair four months prior to publication date. Due date: 6 weeks before publication date.*
- **Announcement of next CSME Congress** (Spring and Fall issue): This announcement is to be prepared by the Congress Chair or Co-Chairs. The announcement can include logos of sponsors. Size limit: 500 words (~ 4,000 characters with spaces). *Call for contributions: by Bulletin Editor to Congress Chair four months prior to publication date. Due date: 6 weeks before publication date.*
- **Feature articles** (between 2 and 4 per issue): Each article is to give readers an overview of a sub-topic related to the main theme of the *CSME Bulletin* (e.g. wind energy for an energy theme). The articles should present the current status and recent advancements in the area and introduce the reader to the most important challenges. Size limit: 1,200 words (~9,000 characters (with spaces) and a maximum of 3 figures). *Call for article abstracts (300 words): by Bulletin Editor via CSME Executive Director to all CSME members four (4) months prior to publication date. Abstracts must be submitted to the Editors at least three (3) months prior to publication date. The Editorial Board will select articles to be published based on such abstracts. The articles are due 6 weeks before the publication date.*
- **ME News and Research Highlights:** Technical editors are responsible for submitting two (2) brief news items highlighting either ME research or other activities in Canada (preferably related to the main theme of the *CSME Bulletin*). *Call for contributions: by Bulletin Editor to Technical Editors four months prior to publication date. Due date: 6 weeks before publication date.*

- **ME History Corner:** CSME History Committee will contribute two one-page articles, one celebrating the life and accomplishments of a distinguished colleague, and one capturing historical aspects of the profession. *Call for contributions: by Bulletin Editor to History Committee Chair four months prior to publication date. Due date: 6 weeks before publication date.*
- **Items of interest to the ME community.** CSME members can propose/submit news items of potential interest to the ME community. Editors have full discretion on whether to publish such items or not. *Call for contributions: by Bulletin Editor via CSME Executive Director to all CSME members four months prior to publication date. Due date: 6 weeks before publication date.*
- **Call for nominations for CSME awards (Fall issue) and EIC awards (Spring issue).** The Awards Committee Chair (CSME Past-President) will provide calls. *Call for contributions: by Bulletin Editor to Awards Committee Chair four months prior to publication date. Due date: 6 weeks before publication date*
- **Report on CSME Transactions:** A report providing basic publication statistics and identifying the most quoted/highly ranked papers. *Call for contributions: by Bulletin Editor to Transactions Editor four months prior to publication date. Due date: 6 weeks before publication date.*
- **Student and Professional Affairs:** Chairs of Student Affairs and Professional Affairs Committees will provide a joint report regarding student chapters' and young professionals activities (including number of active chapters and any activities of interest to young professionals). Networking events, student awards and competition winners are to be highlighted. The fall submission can also include a brief presentation of winners of various student competitions. *Call for contributions: by Bulletin Editor to Chairs of Student Affairs and Professional Affairs Committees four months prior to publication date. Due date: 6 weeks before publication date.*
- **Faculty Spotlight:** Profiles of 4-5 recently hired faculty members who are CSME members. Presentations will be organized by territorial groupings to be rotated amongst issues:
 - Atlantic Canada and Quebec (provinces of NB, NL, NS, PEI, QC);
 - Ontario;
 - Canadian Prairies, West Coast and Northern territories (provinces/territories of BC, AB, SK, MB, Yukon, NT, NU)

Size limit: 500 words (~ 4,000 characters with spaces) for the main text and 100 words bio. May include up to two figures. Interested faculty members who are within the first four years of their appointment and belong to the CSME are invited to submit a 100-word abstract to the Editors for final selection of the contributing authors. *Call for contributions: by Bulletin Editor via CSME Executive Director to all CSME members four months prior to publication date. Due date: 6 weeks before publication date.*

- **Technology Spotlight:** Companies who are CSME Corporate Members will be provided an opportunity to present their activities (main areas of expertise, technologies or new developments). *Call for contributions: by Bulletin Editor via CSME Executive Director four months prior to publication date. Due date: 6 weeks before publication date.*

- **Member's Q&A (if any).** This feature will profile a selected CSME member through a series of questions and answers. CSME board members can propose potential interviewees and *CSME Bulletin* editors will select the interviewee and questions. *Call for contributions: by Bulletin Editor via CSME Executive Director to Board members at least four months prior to the publication. Due date: 4 weeks before publication date.*
- **Recognitions:** List of new CSME fellows and other awardees. Other news items or articles may be provided by CSME members recognizing achievements of their peers (e.g., awards, promotions and elections as fellows). Size limit: 250 characters (without spaces). Achievements must be of peers, not of oneself. *Call for contributions: by Bulletin Editor via CSME Executive Director to all CSME members four months prior to the publication date. Due date: 6 weeks before publication date*
- **In Memoriam:** News items or articles provided by CSME members recognizing the passing of members. Size limit: max. 250 characters (without spaces). *Call for contributions: by Bulletin Editor via CSME Executive Director to all CSME members four months prior to the publication date. Due date: 6 weeks before publication date.*
- **New members:** Introduction of new CSME (professional) members. *Call for contributions: by Bulletin Editor to CSME Executive Director to provide this list 4 weeks prior to publication date. New members from 1 May to 30 September (Fall issue) and 1 October to 30 April (Spring issue).*
- **Technical Committees' Reports:** Size limit: 1,000 characters (without spaces). *Call for contributions: by Bulletin Editor via CSME Executive Director to all TC chairs four months prior to publication date. This report should be submitted 6 weeks prior to publication date.*

Internal Review Process

The Editorial Board will review the submitted articles 6 weeks prior to publication date, i.e. April 1st and September 1st, and provide comments to the authors within a week of the submission deadline. The authors should revise and resubmit their articles one week after receiving the Editorial Board comments.

CSME Copyright Ownership

It is the formal policy of the CSME to own the copyrights to all copyrightable material in its technical publications and to the individual contributions contained therein, in order to protect the interests of the CSME, its authors and their employers, and, at the same time, to facilitate the appropriate re-use of this material by others. The CSME distributes its technical publications and may do so by various means such as hard copy, microfiche, microfilm, and electronic media. It also abstracts and may translate its publications, and articles contained therein, for inclusion in various compendiums, collective works, databases and similar publications. Authors/employers retain all proprietary rights in any process, procedure, or article of manufacture described in the Work.