



### Submission Guidelines

ForensicAsia is the official newsletter of the Asian Forensic Sciences Network (AFSN). It publishes major news about AFSN and its member institutes, profiles new members, and highlights international developments. The newsletter devotes a substantial section to technical papers and case studies that demonstrate advances and practical applications of forensic science across Asia. We welcome high-quality, relevant submissions that broaden and enhance the publication's content.

Articles submitted may fall into any of the six categories below:

- a. **AFSN News**
- b. **Member Institutes**
- c. **Members' News**
- d. **International Scene**
- e. **Technical Paper**
- f. **Case Studies**

Please read the guidelines carefully and ensure that your submission meets the following requirements:

1. **Authors**

All listed authors should have made substantial contributions to drafting and revising the article. For "Technical papers", other contributions include the conception and design of study, the acquisition of data and the analysis and interpretation of the data. A corresponding author should be appointed for the purpose of communication with the ForensicAsia Editorial Committee. The corresponding author will handle correspondence for the article at all stages of the editorial process and post-publication, including answering any future queries about the results, data, methodology and materials.

2. **Abstracts**

Articles categorized as "Technical Paper" should include an abstract. The abstract should be no longer than 250 words and include four keywords. The abstract should briefly state the purpose of your research, principal results and major conclusions. Articles in other categories do not require an abstract.

3. **Language and format**

All articles must be written in English. Use 12-point Times New Roman and double line spacing. Do not use ALL UPPERCASE. Use bold, underline and/or italics sparingly.

4. **Name and abbreviation**

Spell in full the names of organisations, groups, or any abbreviations on first mention.

5. **Length of article (word limits)**

Type of articles	Limit of words
AFSN News, Member Institutes, Member's News, International Scene	Less than 1000
Technical Paper	Less than 2000
Case Studies	Less than 1500

*Note: Word counts exclude references and captions.*

6. **Submission format** of articles, tables and figures (containing images, photographs, diagrams, artwork, graphs or charts, and mathematical formulas, etc.):

Item	Submission format
<b>Article</b>	Save the article in an editable format (.doc or .docx for MS Word). <ul style="list-style-type: none"> <li>○ Format the document as single column layout.</li> <li>○ Use spell-check and grammar-check to minimise errors in the text.</li> </ul>
<b>Tables</b>	Submit tables as editable text within the article, not as images. <ul style="list-style-type: none"> <li>○ Place tables next to the relevant text.</li> <li>○ Cite them in the text, number them consecutively and provide captions.</li> <li>○ Place any table notes below the table.</li> </ul>
<b>Images, photographs, diagrams, artwork and graphs or charts</b>	Figures containing these may be embedded (as images) in the article. In addition, supply the <b>original</b> or <b>high-resolution versions</b> of the following <b>in separate files</b> : <ul style="list-style-type: none"> <li>○ Images and photographs (JPEG, TIFF or GIF, or MS PowerPoint)</li> <li>○ <b>Editable</b> diagrams or artwork (MS PowerPoint)</li> <li>○ <b>Editable</b> graphs or charts (MS Excel or MS PowerPoint)</li> <li>○ Cite all figures in the article and number them in sequence.</li> </ul>
<b>Mathematical formulas</b>	<ul style="list-style-type: none"> <li>○ Simple math equations should be included as editable text, not as images. Present them in line with normal text, where possible.</li> <li>○ Complex math equations may be embedded as images in the article. In addition, editable format (MS PowerPoint) must be supplied in separate files.</li> </ul>

7. **References**

- a. In-text referencing:
  - Indicate references by number(s) in square brackets in line with the text. E.g. [1] or [2-5] etc.
- b. Reference List:
  - Number references consecutively in the order they are first cited in the text. In the reference list, number as 1., 2., 3., etc.
  - Use Vancouver referencing style.

Journal article format:

Author(s) – Family name and initials. Title of article. *Title of journal* – abbreviated Publication Title. Year;Volume:Pages.

List all authors; if there are more than three authors, list three followed by et al.

Example:

1. Smith PJ, Ballantyne J. Simplified low-copy-number DNA analysis by post-PCR purification. *J. Forensic Sci.* 2007, Jul;52(4):820-9.

2. Gao SR, McGarry M, Ferrier TL, et al. Effect of cell confluence on production of cloned mice using an inbred embryonic stem cell line. *Biol Reprod.* 2003;68(2):595-603.

Book format:

Author(s) – Family name and initials, Multiple authors separated by a comma. *Title of book*. Edition if later than 1st. Place of Publication: Publisher; Year.

Example:

3. Simons NE, Menzies B, Matthews M. *A Short Course in Soil and Rock Slope Engineering*. London: Thomas Telford Publishing; 2001.

8. **Originality and permissions**

Articles must be unpublished and not under consideration elsewhere. Authors must obtain permission from copyright holders for any images or other materials used.

9. **Submission of articles**

Please submit your article together with the completed **Article Submission Form** by email to the ForensicAsia Editorial Committee at **hsa\_asg@hsa.gov.sg**.

10. **Selection of articles**

All articles selected for publication will be subject to editing. ForensicAsia Editorial Committee reserves the right of final selection without giving any reasons whatsoever.

11. **Notification**

Authors will be informed of the status of their submissions once the review process is complete.

Updated: 20 January 2026