

INSTRUCTIONS FOR ASSOCIATE EDITORS ~ WATER RESOURCES IMPACT
Electronic Transmission of Articles to the AWRA Publications Office for Final Composition and Layout

Time Frame – All material should be sent to me no later than the 1st of the month preceding the issue month (e.g., for the March issue of IMPACT, all files should be sent to me by February 1; May issue, by April 1, etc.).

Content – You should email your articles to charlene@awra.org as separate attachments. Articles should be in Word format (I cannot open Word Perfect files). If I have any trouble opening any of the files I will let you know right away. Please check that included with each article is the **lead author's full mailing address, phone number, fax number, and a short one-paragraph bio (approximately 50 words). Include email addresses for ALL authors**. To save space we carry the full contact information for the **lead or corresponding author only at the end of each article**. Email addresses for all authors are placed at the end of each article. **Remember . . . we are trying to keep each issue at a maximum of 32 pages (including front and back pages), each article should be between 1,800 and 2,100 words, and articles should contain no more than 6 references. Maximum of 5 articles (unless some are very short).** Make sure that if references are used they are complete and that all references are also cited in the text (look at past issues if unclear how to list the references).

Please include the following:

1. The order in which the articles are to appear in the issue. It is easier for me to lay out the issue in order from the start and fit the articles around advertising, etc., than to try to fit them together later.
2. Information for the sidebars. I need to know if you have a particular phrase or couple of lines from the article that you want to be used as the sidebar. If you have not highlighted anything from the article, I will use my best judgment to bring forth some point from the article for this purpose.
3. Short teaser sentences for the Table of Contents page. I need 1 or 2 short sentences to put on the Table of Contents page that will give a quick teaser as to what the article is about. Maximum of 5 articles unless some are very short.
4. Your introductory paragraph for the Table of Contents page (look at past issues for help).
5. An "Overview" (or "Introduction") for the issue may or may not be necessary. An Overview should only be prepared if you plan to use material not already included in the articles. To avoid redundancy, an Overview should not be prepared if its primary purpose is to present "snippets" from the articles. These have already been included in the short paragraphs about each article under its listing in the "Table of Contents." If you determine that an Overview is necessary, please include with it your full mailing address, phone number, fax number, email address, a short bio (50 words or less), and a signed Copyright Release.
6. Black and white, good, sharp printed copy of each illustration used in each article. These figures are also to be included electronically (in jpg format preferably; high resolution). Those figures that are unavailable electronically will need hard copies. Mail them directly to me. If an author has an illustration available in color only, it can be used, but make it clear to him/her that it will lose most of its detail when printed in black and white. If colors such as light green, pink, etc., are used, these colors usually drop out and do not print at all in black and white. Figures will be sized at my discretion to fit around copy or for placement on a page. All figures and tables **MUST** be called out in text. They will be placed as close as possible to where they are called out as space permits. Captions are required for **ALL** figures and tables.
7. Copyright Release Forms signed by **ALL authors of each article**.

Cover Photo – I am open to suggestions for cover photos. What the thought when IMPACT was first published was to have an attractive 4-color cover photo (not one that necessarily referenced the content of the issue). Remember that the photo needs to cover the entire page (8-1/2 x 11) and so it **must be a vertical photograph** and must be in **high resolution**.

Proofing of Articles – A proof copy of the issue is sent to AWRA HQ office for proofing by Dick Engberg, AWRA's Technical Director. At this time I also send a copy to the Associate Editor for review if I feel that it is necessary.

On the following page you will find a check list that will (hopefully) make things a little easier for both you and me. When you have checked everything off on this list, you have sent me everything I need and I will not have to bother you about missing information.

Thanks Charlene

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CHECKOFF LIST

GENERAL

- Final "subject title" of issue
- Table of Contents "teaser sentences" for each article (max. of 2 sentences)
- Short "Intro" paragraph for Table of Contents
- Overview or Introduction (mandatory)
- Mailing address, phone #, fax #, email address, & short bio of editor(s)

ARTICLES

	#1	#2	#3	#4	#5	#6
Order of appearance in issue (1,2,3, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copyright forms signed by <u>ALL</u> authors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete mailing address of lead author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone # of lead author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax # of lead author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short bio of lead author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email addresses of <u>ALL</u> authors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copies sent of all graphics & photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard copies mailed of those graphics & photos not available electronically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Figure captions given for all illustrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table captions given for all tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidebars highlighted (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References used are noted in the text and vice versa (6 maximum for each article)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of articles emailed to Charlene (charlene@awra.org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMEMBER THAT COPY IS DUE TO CHARLENE ON THE 1ST OF THE MONTH BEFORE THE ISSUE DATE (COPY FOR THE JANUARY ISSUE IS DUE DECEMBER 1; MARCH COPY IS DUE FEBRUARY 1; MAY COPY IS DUE APRIL 1; JULY COPY IS DUE JUNE 1; SEPTEMBER COPY IS DUE AUGUST 1; NOVEMBER COPY IS DUE OCTOBER 1).