

Article Submission Guidelines

This is a guide to make sure that all necessary information is included with *BSCESNews* article submissions. Please fill out the Author(s) Information and Article Information tables below. The article itself may be written in this Microsoft Word file or attached as a separate word document, and all photographs and graphics should be attached as separate image files.

Article Submission Requirements

Submit your article, this form, and photos to: newsletter.board@bsces.org.

BSCESNews articles should:

- Be submitted in Microsoft Word format.
- Have a word count of 400 to 1,500 words (1-2 pages, html format allows flexibility in length).
- Have a local or regional focus.
- Preferably reflect the theme or featured group for the month. However, we frequently include articles with other relevant or timely articles of interest of civil engineers.
- Include 1-3 photos/graphics as separate high-resolution jpeg or png files named as Photo/Figure 1, 2, 3. Include captions in the Article Information Table below. Formatting constraints may prevent us from placing a photograph or image at a specific point in the text, so the text should reference photos/figures appropriately. Images may be cropped/resized as necessary.

Article Submission Deadlines

Article submission deadlines are typically the end of the previous month for the next month's issue. For the 2020-2021 *BSCESNews* publishing cycle, article deadlines are:

September (Climate Change Mitigation) – Due Aug. 28, 2020

October (Transportation) – Due Oct. 2, 2020

November (Structural Design) – Due Oct. 30, 2020

December (Geotechnical Practices) – Due Nov. 20, 2020

January (Innovative Technologies) – Due Jan. 4, 2021

February (Water & Environmental Solutions) – Due Jan. 29, 2021

March (Construction) - Due Feb. 26, 2021

April (Outreach & Volunteerism) – Due April 2, 2021

May (Infrastructure) – Due April 30, 2021

June (Emergency Preparedness) – Due May 28, 2021

Author(s) Information

Name	
Employer	
Job Title	
Certifications	
BSCES Title	
Social Media Profiles, if desired (Twitter handle, LinkedIn name, etc.)	

Article Information

Title	
Summary/Abstract* (2 to 3 sentences for html newsletter, social media)	
Photo 1 Caption	
Photo 2 Caption (optional)	
Photo 3 Caption (optional)	

* This short summary will appear in the html newsletter and on BSCES's social media. It's your hook to make them click to read more – make it catchy!