

## INFORMATION AND GUIDELINES FOR AUTHORS AND CONTRIBUTORS

### Introduction

ACEC/MA quarterly newsletter, *Insights*, features articles that focus on “the business of the engineering business.” The intent of the newsletter is to share best practices and information on matters that impact member firms; we avoid focusing on specific firms or their services. In other words, if your firm had recent experience with federal government work, for example, the focus of an article could be tips for working on federal projects rather than a case study of a specific project.

The following guidelines outline the *Insights* submission and review process.

We look forward to working with you!

### Submission Format

Submitted articles should be single spaced, in Microsoft Word, without excess formatting. **Typically, featured articles are on the order of 1,000-1,500 words, but no more than 2000 words. Topical articles are approximately 500+ words.** Any photographs or graphics that support the article are welcome. Include a proposed title for the article and subheadings (where appropriate). A point person (PP) from the ACEC/MA Board of Editors (BOE) is assigned to be the liaison for each author. All correspondence between the BOE and the author will be through the PP.

The ACEC/MA Insights Board of Editors is listed on the ACEC/MA Website:

<http://acecma.org/index.cfm/page/Communications-CommitteeNewsletter-Board-of-Edit/pid/10283>

### Author Bio and Picture

The article will include a few lines at the end that identify the author. Example: *Joe Jones is an associate at ABC Engineering. He can be reached at 978/555-1234 or jjones@abc.com.* Submit a brief one- to two-sentence author(s) bio that includes name, title, company, location, telephone number, and other pertinent information. Also provide a picture (i.e., headshot) of the author(s).

### Review Process

To ensure editorial consistency, the BOE reviews all submitted content for its suitability for the newsletter, general relevancy, etc. The initial review is followed by a copy edit review for grammar, flow, etc. The board of editors reserves the right to edit the article in a manner that is consistent with the board’s editorial guidelines and style. Following the copy edit, the PP will share the revised draft with the author for revisions/approval. Once approved, the BOE reviews the next draft for consistency with the newsletter’s style guide (see next page) and prepares the draft for final layout.

### Final Production and Distribution

The article is incorporated into the full newsletter layout and goes to print. The order of the articles is determined by the BOE based on layout and flow of information. *Insights* is published electronically four times a year in PDF form and housed on the ACEC/MA website. An email message goes out to membership when the newest issue is available. The PP will notify the author when the issue is published.

## Submission Template

### Article Title

By [Author Name, Credentials, Company]

Example: By John Smith, PE, ABC Engineering, Inc.

(NOTE: PLEASE PROVIDE HEADSHOT TO ACCOMPANY ARTICLE)

Body of article, including subheadings, graphics and attributions as appropriate

*Author bio: [Author name] is [role/title/organization] and [if appropriate, very brief description of his or her expertise in the given subject]. [Author] can be reached at xxx/xxx-xxxx or [name@company.com](mailto:name@company.com).*

*Example: John Smith, PE, is a principal at ABC Engineering and a member of the water infrastructure commission task force. He can be reached at 555/123-4567 or [john.smith@abc.com](mailto:john.smith@abc.com).*