

# AMERICAN SOCIETY OF HIGHWAY ENGINEERS

## Scanner Article Submittal Guidelines

In order to fulfill our Mission, the National Technical/Scanner Committee requires each Section to become involved in producing articles for publication in the scanner that stimulate and publicize technological advances in the highway field, as well as provide news of social events, for the benefit and career growth of our members.

**SECTION RESPONSIBILITIES:** The Section Technical/Scanner Committee is charged with obtaining information on technical advancement in the planning, design, construction, maintenance and operation aspects of the highway industry and distributing such information to the Section membership. Additional duties are to solicit and develop technical articles for publication in the scanner and to assist the Section Program Committee in identifying technological advances that can be presented at Section meeting programs.

**CONTENT:** In order to maintain the scanner in an appealing, informative and self-supporting manner, the Technical/Scanner Committee established that the content be a mix of both technical and social articles, information concerning ASHE's operations and sponsorships. To maintain this balance, each Section is required to submit technical articles for publication in the scanner in accordance with the schedule in Attachment A. Articles of social interest and Section events may be submitted at any time; however, please keep in mind that timeliness of the event is always desirable.

The following are guidelines in preparing articles for the scanner:

- Articles should average 500-1,000 words. Larger articles will be considered at time of submission.
- Other requirements include:
  1. Articles are to be submitted as .doc, .txt, or .rtf files.
  2. Include the project location, such as "southwestern Pennsylvania," and the originating ASHE Section at the beginning of a specific project article.
  3. The first mention of an acronym of the proper name of an organization or agency should be spelled out; the remainder of the article can then reference the name by using the acronym.
- Refer to Attachment "B" for suggestions about submitting information on technical articles and various sources of information.
- Color photographs are preferred, however, black and white is acceptable, submitted as high resolution (minimum size of 500 KB or 1200x1500 pixels or higher) digital files in .eps, .jpeg, .tiff or .pdf format. The size of photographs when printed may vary, at the discretion of the scanner editor and designer. Photographs must be submitted as separate files and not embedded in a text document. Along with each photo, please include all related information for a photo caption-- location, names of people and their title.
- Videos or slide shows may also be submitted for embedding within articles that will appear in the Digital Edition of the scanner. An optimal viewing length of 2-5 minutes is recommended.

- Technical articles must be edited by the Section Technical Committee to meet these guidelines and to ensure that content is not lost when edited by the scanner editor. Businesses involved with projects may be named in articles, but we ask that blatant advertising for private companies be avoided. Scanner editors will delete advertising portions from submitted articles.
- Sponsorships must be submitted to size (or proportionate) as high resolution (300 dpi) digital files in .eps, .jpeg, .tiff, .png, or .pdf format.

We strive to ensure the financial independence of the scanner. In order to meet a balance in Sponsorships, each Section is required to solicit sponsorships on a per issue basis. Sponsorships should be submitted directly to the ASHE scanner, c/o Tammy Farrell, by use of the "SCANNER SPONSORSHIP INSERTION ORDER" and associated rate/size insertion order contained in each issue of the scanner. Sponsorship accounts must maintain a current balance before inserting Sponsorships in future issues.

To ensure consistency and timeliness, all articles are to be emailed or sent to the Region's Scanner Representatives (National Directors or others as designated by the Region). The Regional Scanner Reps will perform a detailed review and return the article to the originating Section/Author with comments to address, or will email the articles to the National Scanner Committee and the Editor as listed below. The Scanner Review Checklist is to be included with each submission to the National Scanner Committee. The National Scanner Committee and the Editor will perform a final summary review prior to publishing.

**ASHE National Scanner Committee (2017-2018):**

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*Remember, the success of the scanner is dependent upon the Sections for input. Our goal is to publish a mix of articles from the various Regions and Sections in each issue in order to make the scanner a truly national publication.*

**Attachment A**  
**SECTION SCHEDULES FOR TECHNICAL ARTICLES**

**Summer Edition** (Jun)

**Due: April 15**

**Northeast Region**

Albany  
 Clearfield  
 Delaware Valley  
 Harrisburg  
 Southwest Penn

**Mid-Atlantic Region**

Carolina Piedmont  
 Chesapeake

**Great Lakes Region**

Derby City  
 Northwest Ohio

**Southeast Region**

Central Florida  
 Dallas-Fort Worth

**Fall Edition** (Sep)

**Due: July 15**

**Northeast Region**

First State  
 Long Island  
 New York Metro

**Mid-Atlantic Region**

Blue Ridge  
 North Central West  
 Virginia

Old Dominion

**Great Lakes Region**

Lake Erie  
 Triko Valley

**Southeast Region**

Georgia  
 Phoenix/Sonoran  
 Houston

**Winter Edition** (Dec)

**Due: October 15**

**Northeast Region**

Altoona  
 Central New York  
 Pittsburgh  
 North Central New  
 Jersey

**Mid-Atlantic Region**

East Penn  
 Carolina Triangle  
 Greater Hampton  
 Roads

**Great Lakes Region**

Cuyahoga Valley

**Southeast Region**

Gold Coast  
 Tampa Bay

**Spring Edition** (Mar)

**Due: January 15**

**Northeast Region**

Franklin  
 Mid-Allegheny  
 North East Penn  
 Southern New Jersey  
 Williamsport

**Mid-Atlantic Region**

Potomac

**Great Lakes Region**

Central Dacotah  
 Central Ohio

**Southeast Region**

Middle Tennessee  
 Northeast Florida

**Northeast Region**

18 Sections: Mark Kinnee (3-yr Dir); Donato Dizuzio (2-yr Dir); Brian Krul (1-yr Dir)

**Mid-Atlantic Region**

8 Sections: Dave Greenwood (3-yr Dir); Roger Carriker (1-yr Dir)

**Great Lakes Region** [**North Central Region**]

7 Sections: Frank Bronzo (2-yr Dir); Stan Harris (1-yr Dir)

**Southeast Region** [**Rocky Mountain & South Central Regions**]

9 Sections: Scott Jordan (3-yr Dir); Leigh Lilla (1-yr Dir)

**North Central Region** – *Associated with Great Lakes Region*

1 Section (Central Dacotah)

**South Central Region** – *Associated with Southeast Region*

1 Section (Dallas-Fort Worth)

**Rocky Mountain Region** – *Associated with Southeast Region*

1 Section (Phoenix/Sonoran)

**Attachment B**  
**GUIDE TO SOURCE INFORMATION FOR SCANNER ARTICLES**

**Sources for Technical Articles:**

- Local Colleges and Universities - Many of these institutions conduct research in the civil works field, and professors may be willing to publish in the scanner.
- Transportation Departments - The research and development divisions of state transportation agencies review new materials and construction techniques and may have information available for articles.
- Environmental Protection Departments - State and federal departments have data, research and ideas on how highway design and construction procedures can improve in order to be more sensitive to environmental protection concerns. Contacts with these agencies can lead to interesting discussions and scanner articles.
- Section Speakers - Many of the presentations at our dinner meetings can be documented in writing by the speakers and presented as a technical paper.
- Municipal Engineering and Maintenance Departments - Many city/county/township engineering and maintenance departments have unique projects (especially in dealing with old truss bridges) that can be organized into a scanner article.

**Sources for Social Articles:**

- Section/Region News of Interest (**MileMarker** pages) - Many Section/Region activities and special programs such as technical field trips or technical programs, opportunities for continuing education credit, social functions, scholarship awards, adopt-a-highway, science fairs, photo contests and announcement of the National Conference are items of interest to all.
- News of Members (**As the Wheel Turns – ASHE Members on the MOVE!**) - Articles of significant accomplishments of Section members having relevance or providing benefit to the highway industry, including special awards, will be considered for publishing. Affiliation with an ASHE Section is required and articles should be endorsed by a Section and not by individual entities/firms. This policy is meant to prevent the appearance of ASHE providing special favoritism to any individual or firm without there being an ASHE connection.

## Scanner Review Checklist

**ASHE Section:**

**Point of Contact:**

**Date:**

**Topic:**

**Geographic Location:**

- YES  NO Does the article submitted meet these requirements?
- YES  NO Is the article between 500-1,000 words?
- YES  NO Is the article in .doc, .txt, or .rtf format?
- YES  NO Is the first mention of an acronym of the proper name of an organization or agency should be spelled out; the remainder of the article can then reference the name by using the acronym.
- YES  NO Is the project location, such as "southwestern Pennsylvania," at the beginning of a specific project article?
- YES  NO Are color photographs and illustrations submitted as a separate file?
- YES  NO If so, for the photo captions, are the people identified along with their titles and location?
- YES  NO Are the photographs of high resolution? (300 dpi preferred, 200 dpi minimum)
- YES  NO Are the photographs in .eps, .jpeg, .tiff or .pdf digital format?
- YES  NO Are the businesses involved with projects named in articles, but not blatantly advertised?
- YES  NO Has the article been spell checked?
- YES  NO Has the article been grammar checked?
- YES  NO For the digital edition, has a video or slideshow been submitted (4 min. max.)?

**Comments:**

Comments by:

Article and photographs approved by:

Date:

Date: