American Society of Highway Engineers
Scanner Article Submission Guidelines

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:

To maintain the scanner in an appealing, informative, and self-supporting manner, the Technical/Scanner Committee established the content be a mix of both technical and social articles, information concerning ASHE'S operation 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 submitted at any time, however, please keep in mind that timeliness of the event is always desirable.

Guidelines:

The following are guidelines for preparing articles for the scanner:

- Articles should be 500-1000 words. Larger articles will be considered at the time of submission.
- Articles are to be submitted as .doc, .txt, or .rtf files.
- The project location, such as "southwestern Pennsylvania", and the originating ASHE Section at the beginning of a specific project article.
- The first mention of an acronym of the proper name of the 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 photos are acceptable, submitted as high resolution (minimum size of 500KB or 1200x1500 pixels or higher) digital files in .eps, .jpeg.,.tiff or 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. To meet a balance in sponsorships, each Section is required to solicit sponsorships on a per issue basis. Sponsorships should be submitted to the ASHE National Business Office, 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 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 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.

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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 various Regions and Sections in each issue 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
South Florida
Southwest Region
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
Alabama
Georgia
Southwest Region
Houston
Phoenix/Sonoran

Winter Edition (Dec)
Due: October 15
Northeast Region
Altoona
Central New York
East Penn
North Central New
   Jersey
Pittsburgh
Mid-Atlantic Region
Carolina Triangle
Greater Hampton
   Roads
Great Lakes Region
Bluegrass
Cuyahoga Valley
Southeast Region
Tennessee Valley
Tampa Bay
Southwest Region
Central Texas

Spring Edition (Mar)
Due: January 15
Northeast Region
Franklin
Mid-Allegheny
North East Penn
Southern New Jersey
Williamsport
Mid-Atlantic Region
Potomac
South Carolina
Great Lakes Region
Central Dacotah
Central Ohio
Circle City
Southeast Region
Middle Tennessee
Northeast Florida

Northeast Region
18 Sections: Glen Kartalis (3-year director); Rob Prophet (1-year director); JT Lincoln (2-year director)
Great Lakes Region
9 Sections: David Stills (3-year director); Kathy Johnson (2-year director)
Mid-Atlantic Region
9 Sections: Michael Bywaletz (1-year director); Nimish Desai (2-director)

Southeast Region
8 sections: Ron Osterloh (3-year director); Scott Jordan (1-year director)

Southwest Region
4 Sections: Nikole Cao (1-year director)

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 articles.
- Environmental Protection Departments-State and federal departments have data, research, and ideas on how highway design and construction procedures can improve 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 are 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 their being an ASHE connection.

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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: Date:

Article and photographs approved by: Date: