Article Submittal Guidelines

To help fulfill our mission, the National Technical/*scanner* Committee needs each Section to help produce articles for ASHE Scanner. These articles should promote technological advances in the highway field and share news of social events to benefit our members' careers.

Section Responsibilities

Each Section's Technical/ *scanner* Committee should gather information on technical advancements in highway planning, design, construction, maintenance, and operation to be shared with members; develop and submit technical articles for the *scanner*; and help the Section Program Committee identify technological advances to present at Section meetings.

Content Guidelines

To keep the *scanner* interesting and informative, content should include a mix of technical and social articles, as well as news about ASHE's operations and sponsorships.

Follow these guidelines for submission:

- Reference Attachment A for a schedule of submission, organized by Section/Region. Articles of social interest and Section events may be submitted at any time; however, please keep in mind the timeliness of the event.

- Article Length: Aim for 500-1,000 words. Longer articles may be accepted at the discretion of the *scanner* editor and chairperson.

- File Formats: Submit articles as .doc, .txt, or .rtf files.

- Project Location: Mention the project location and the originating ASHE Section at the start of project articles.

- Acronyms: Spell out the full name of an organization or agency the first time it's mentioned, then use the acronym.

- Reference Attachment B for tips on submitting technical articles and sources of information.

- Photos: Color photos are preferred, but black and white is acceptable. Submit high-resolution photos (minimum 800) in .eps, .jpeg, .tiff, or .pdf format. ***Submit photos as separate files, not embedded in text documents.***

- Photo Captions: Include captions for the photos at the end of the article document - with descriptive information including location, names of any individuals pictured, and titles.

- Videos/Slide Shows: You can submit videos or slideshows for the Digital Edition. Optimal length is 2-5 minutes.

- Editing: Technical articles should be edited by the Section Technical Committee to meet guidelines and retain content. Avoid blatant advertising for private companies. *Scanner* editors will remove any advertising content.

Article Submittal Guidelines

Sponsorships

To keep the *scanner* financially independent, each Section should solicit ad sponsorships for each issue. To make this opportunity appealing, note that advertisements are strategically placed for maximum impact with articles where that organization is featured. Ensure sponsorship accounts are current before submitting for future issues.

Send ad sponsorships directly to the ASHE *scanner* Editor, Tammy Farrell, using the "Scanner Ad Rate Sheet Form" found at https://ashe.pro/latest-news/scanner-magazine/. *Sponsorship artwork must be high-resolution (300 dpi) digital files in .eps, .jpeg, .tiff, .png, or .pdf format.*

Submission Process

Email all articles to the Region's *scanner* Representatives (National Directors or designated others). The Regional *scanner* Reps will review and return articles with comments or send them on to the *scanner* Chairperson and Editor. Include the *scanner* Review Checklist at the end of these guidelines with each submission.

Awards Programs

Articles will be evaluated annually as part of the **SAY Awards Program**, held in conjunction with the National Conference, to honor outstanding contributions to engineering. The evaluation criteria will include technical contribution to the field, community impact, innovation, photographic quality, relevance to the content, distinctiveness, and alignment with the ASHE Strategic Plan Objectives. All submitted articles will be eligible for consideration.

The **People's Choice Award** is generated by reader votes for whichever article was their favorite out of the entire year of issues. The winner of the People's Choice Award is voted on and announced at the ASHE National Conference President's Dinner.

Contact

ASHE Scanner Chairperson: Rhonda Cardone (rcardone@dewberry.com)

Thank you for your submissions to *scanner!*

The success of *scanner* relies on contributions from each Section. Our goal is to publish a mix of articles from various Regions and Sections to make *scanner* a truly national publication.

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.

    o This policy is meant to prevent the appearance of ASHE providing special favoritism to any individual or firm without there being an ASHE connection.

Article Submittal Guidelines

scanner Review Checklist

ASHE Section: _____

Point of Contact Name/Email: _____

Date: _____

Topic: _____

Geographic Location: _____

Does the article submitted meet the requirements below?

YES   NO   Has the client/owner authorized print of an article and photos about their project?

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 spelled out and the remainder referenced by acronym?

YES   NO   Is the project location, such as "western Pennsylvania," at the beginning of the article?

YES   NO   Are color photographs and illustrations submitted as separate files not embedded in a document?

YES   NO   Has the person who took the photos given authorization for their use?

YES   NO   Is a photo credit required for the use of the photos provided?

YES   NO   Were photo captions provided, including the names of any people shown, with their titles and locations?

YES   NO   Are the photographs high resolution? (800 kb minimum file size)

YES   NO   Are the photographs in .eps, .jpeg, .tiff or .pdf digital format?

YES   NO   Are the businesses involved with the projects named 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: _____