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 to 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.

Author(s) Information

Authors of *BSCESNews* articles are identified by full name, certifications, job title, BSCES title (if applicable), and employer. Please provide the information below. Authors are welcome to submit a headshot photograph for inclusion with their listing as well as an email address if they are willing to respond to reader questions.

Will you be submitting a headshot photograph?	☐ Yes	☐ No
Name		
Employer		
Job Title		
Certifications		
BSCES Title (if applicable)		
Social Media Profiles, if desired (Twitter handle, LinkedIn name, etc.)		
Email (for reader questions)		

A short author biography based on the above information will be added to the end of your article.

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!

Article Submission Deadlines

Nine of the ten issues of *BSCESNews* produced during newsletter's 2024-2025 publishing cycle have a target release date of the 4th Tuesday of the month. The December 2024 newsletter is scheduled to be released on the third Tuesday of that month. Article submission deadlines are typically the first Friday of the month. For the 2024-2025 *BSCESNews* publishing cycle, article themes and submission deadlines are:

September (Transportation) – Due September 6, 2024
October (Structural Design) – Due October 4, 2024
November (Geotechnical Practices) – Due November 8, 2024
December (Business Practices) – Due November 29, 2024
January (Outreach & Volunteerism) – Due January 10, 2025
February (Innovative Practices) – Due February 7, 2025
March (Water & Environmental Solutions) – Due March 7, 2025
April (Sustainable Development) – Due April 4, 2025
May (Pipeline Engineering) – Due May 9, 2025
June (Resilient Design) – Due June 6, 2025