

## Ecesis News Story and Article Specifications *rev 28 december 2023*

### DUE DATES:

- Spring: final articles are due Jan 15, published first week of March
- Summer: final issue final articles are due April 15, published first week of June
- Fall: final articles are due July 15, published first week of September
- Winter: final issue articles are due Oct 15, published first week of December

Please work with whoever your contact is (guest editor, staff, etc.) to share initial drafts or for feedback.

### ARTICLE TEXT

- Take a look at past issues online at: [www.secal.org/newsjournal](http://www.secal.org/newsjournal)
- Articles range between 600 words (with 1 or 2 photos) to 1800 words (with at least 3 photos) (see below for photo requirements)
- Articles do not need to have scientific article format
- Include all authors, their affiliations, and emails
- Include any references
- Include webpages or sources for more information in the text if appropriate
- Articles should be sent as text or word documents **not** as pdfs or PowerPoints
- **DO NOT** format the word file with images, text boxes, or other formatting. You can include formatting suggestions in the text like: “possible sidebar here” or “possible pull-out quote here”.
- Include references to images and/or tables, etc., in text either descriptively or in parentheses. • Include a list at the end of the article of all images with image name, any relevant description/caption, and credits.

### IMAGES: PHOTOS, TABLES, GRAPHS, ETC.

- Save and submit as separate individual files; DO NOT EMBED the images in the article
- Images should be at least 4”x6” at 300dpi. Proportionally, the smaller the dpi (such as 72dpi) the larger the physical dimensions will need to be.
- For the best possible resolution, if you are including a table created in excel, please send the excel file in addition to the image.
- Save as jpgs, tifs, pdfs, or svgs; image filenames should clearly indicate their order or location in the text (image 1, or descriptive name)
- Send all images — photos, tables or graphs as a SEPARATE image files — jpgs, tifs, pdfs, or svgs.

[Upload the final article and images here.](#) When the issue is laid out, you will be sent a draft of your article to make any changes/corrections etc.

We’d also love to include a short piece about you with your article. [Here is a link to the questionnaire](#) — if some questions do not apply, just skip them. Thanks!