

# Ecesis News Story and Article Specifications rev 5 may 2021

## DUE DATES:

Due to COVID-19, we are still being flexible with our due dates. Please contact [julie.secal@gmail.com](mailto:julie.secal@gmail.com) if you wish to submit an article or news story. Ideally...

Q1 issue articles are due Feb 1, published first week of March

Q2 issue articles are due May 1, published first week of June

Q3 issue articles are due Aug 1, published first week of September

Q4 issue articles are due Nov 1, published first week of December

## ARTICLE TEXT

- Take a look at past issues online at: [www.secal.org/newsletter](http://www.secal.org/newsletter)
- Articles range between 600 words with 1 or 2 photos to 1800 words with at least 3 photos (see below)
- Articles do not need to have scientific article format
- Include all authors and affiliations
- Include 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/or date, as well as 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.

Email the files directly to your contact and [julie.secal@gmail.com](mailto:julie.secal@gmail.com) or upload huge files to an FTP or file share platform like [WeTransfer](https://www.wetransfer.com/) and send Julie the link.