Twin Cities Meteorological Society Newsletter Submission Guide

2nd Edition, November 2012

The Twin Cities Chapter of the American Meteorological Society produces a monthly newsletter during the chapter year and an additional issue as needed during the summer months. This guide is intended to assist members and other interested parties in preparing material for inclusion in the newsletter. This is the first attempt made by our chapter to detail some basic guidelines for submitting material. Revisions will be made as needed and made available to all interested parties. If you have questions regarding any of the guidelines included please email us at newsletter@tcmetsoc.org and include the subject "Newsletter Guideline Questions."

All newsletter submissions should be made electronically by email sent to newsletter@twincitiesams.org.

For the purposes of this guide a "page" is a length of work equivalent to one side of one leaf of 8½" x 11" paper with 10 point Times New Roman or Arial typeface (or equivalent), single spaced, with 1-inch left, right, top, and bottom margins.

Article submissions for the newsletter come in several classifications by length and content: Features, Columns, News, and Notes. Articles should be related to hydrometeorology, but nonweather articles may be accepted on a case-by-case basis. Articles are enhanced with photographs and graphics that provide additional details and are recommended. If an image – photograph, graphic, chart or table – is inlcuded, please include a caption explaining the graphic to the reader and cite the source of the image.

Manuscripts should be submitted in either Microsoft Word .doc (pre-Office 2007) or .docx (Office 2007 or later), OpenOffice .odt (ODF Text), or Windows Rich Rext Format (.rtf), or plain text with a UTF-8 encoding.

Feature articles are occasional submissions by a given author and have no regular frequency. Feature-length articles should be at least 1/2 page of text excluding any citations, images, and captions. Column articles should meet the same length requirements as a feature article and appear monthly or bimonthly by the same author. Alternatively, column articles can be a series of feature articles on a related topic by different authors.

News or Note articles should be less than 1/2 page excluding any citations, images, and captions. If a news article is submitted by anyone who is not the author then proper credit will be given to the author for creating the work and credit for submitting the article will be given to the member who submitted it.

Any photographs, graphics, or tables should include citation of the source of the material. In the case of Creative Commons works and other open licenses, the citation should be in the manner desired by the author of the work if possible. Photographs, graphics, or tables included in an article should be submitted separately as a .TIF or .PNG file if possible. Low-compression .JPG files and any other file type will be considered on a case-by-case basis.

By submitting material for publication in our newsletter you give us the right to publish and edit them if needed. Some concerns that may prompt further editing include, but are not limited to, sentence construction, word selection, punctuation, clarity, and spelling. Material may be returned for further editing by the author before its being published at the discretion of the Editor. The Editor also reserves the right to reject submissions at his or her discretion. If a submission is rejected the Editor may briefly explain the reasoning.

The deadline for newsletter submissions is the first Tuesday of the month for that month's issue. If an article is time sensitive but is not submitted by the deadline, an extension may be requested by contacting the Editor before the submission deadline. All other late submissions will be held until the following issue.