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Engineering Field Notes

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Engineering Field Notes

Guidelines for Authors

Proposed articles should be submitted in double-spaced text in 10- or 12-point Arial or Helvetica type fonts, left-margin justified. To ensure that design layout conforms to USDA Forest Service publication standards, submit graphic elements, such as tables, charts, and photographs, as separate files. Submit manuscripts as Microsoft Word documents (either Macintosh or Windows format) on 3.5-inch floppies, Iomega products (ZIP 100), or recordable CDs, or send by e-mail.

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- 1. Slides** (originals or first-generation duplicates, preferably multiple frames of each subject) should be housed in a protected box or archival slide sheet.
- 2. Transparencies** (4 by 5 inches or larger, preferably multiple frames of each subject) should be housed in archival slide sheets.
- 3. Prints** (4 by 5 inches or larger, glossy finish, black-and-white format) are preferred for *Engineering Field Notes* and other one-color publications.

For additional information on preparing documents for the Engineering Management Series, contact Sandy Grimm, Engineering Publications, by phone 703-605-4503 or by e-mail: SandraGrimm/WO/USDAFS@FSNOTES or sgrimm@fs.fed.us.



Engineering Field Notes

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- The Series** The Engineering Management Series is published periodically as a means for exchanging engineering-related ideas and information on activities, problems encountered and solutions developed, and other data that may be of value to engineers Servicewide.
- Submittals** Field personnel should send proposed articles for *Engineering Field Notes* (see Guidelines for Authors on page 39) through their regional information coordinator for review by the regional office to ensure inclusion of information that is accurate, timely, and of interest Servicewide.

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