

## Features guide for The Structural Engineer

The journal publishes a variety of features, some of which are covered by the categories below, others by the features list of themed issues published annually. Some features are sent in unsolicited, some are commissioned by the editor, and some are written in-house by the editorial team or staff at the Institution. Most features are 1500-2000 words in length with upto 6 illustrations. The journal seeks features from both within and outside the UK. Its remit is international.

### Approval criteria

The more technical or sensitive features may be submitted to a member of the Editorial Board for advice on suitability. Otherwise judgment rests with the editor. Criteria for acceptance includes: topicality, exclusivity within readership, relevance to structural engineers, timeliness in terms of a themed issue, quality of content, writing and illustrations. The list of types of features below is not comprehensive. Those seeking to place a feature in the journal, or to interest the editorial team in giving it coverage (e.g. a site visit) are advised to talk to the editor.

**Technical Updates/Notes:** these cover a wide variety of technical material, and generally contain practical information on e.g. codes of practice, materials and techniques, research etc.

**Viewpoints:** these are the personal views of the author, often tackling topical or controversial issues. It is useful to send in a head & shoulders photo of the author with such items.

**Projects:** innovative examples of new structures; tackling particular problems and challenges; responding to topical issues such as sustainability, or a themed issue etc.

**Other features:** responding to topical issues such as health & safety; education & training; the construction industry Institution matters, etc.

### Sending copy and illustrations

An electronic copy of the feature is preferred, as a Word document. The editorial team operates on Apple Macintosh computers and uses QuarkXPress to lay out the pages. Do not attempt to lay out a feature, and DO NOT embed any illustrations in the Word document. Keep them separate and send as jpgs. Using headed notepaper for emails is a nuisance and can crash the machines. Better to keep it plain. Ensure that your email and a contact address/telephone/fax number is included with the copy.

*The Structural Engineer* is printed in full colour. Bear this in mind when selecting/preparing drawings/images. Illustrations, e.g. cartoons, drawings etc. previously published elsewhere, lifted from newspapers, books etc. CANNOT BE

USED unless they have written approval, otherwise they may infringe copyright. Illustrations are best sent as JPEGs, with a minimum of 300dpi (600dpi for line drawings). They can be emailed, or sent on a CD (easier for high-resolution scans). We can also scan prints or slides, though the latter do not scan well, so prints are preferred (do not send negatives); it is also good practice not to send your only copy of anything. If you want any such material returned to you, please say so. We cannot guarantee that it will be kept for long after the item appears in print.

NOTE that equations do not translate into our DTP system, QuarkXpress, from Word, and have to be re-keyed within QuarkXpress. Technical drawings must be of a high enough standard for reproduction; (they cannot be redrawn), preferably annotated using a helvetica typeface. Contact the editor for further guidance on questions about software.