

Public Works Digest **Contributors guide**

1. **Text** – Submit articles of 1-2 pages in Word format, Times New Roman 12 pt. font. The editor will assist you with editing your article to meet the needs of the publication.
2. **Data** needed (include at end of the article) –
 - a. **POC** – name, telephone number, and e-mail address; if POC is other than the author and is not identified in the article, provide title and organization.
 - b. **Author** info – name, title or position as it relates to the article, and organization.
 - c. **Acronyms and abbreviations** used – list along with their spelled out versions.
3. **Art** – Send photos and graphics as individual files. Acceptable file formats include jpg, tif, Photoshop and hi-res pdf files. As a general rule of thumb, the artwork should be at least 800 pixels or more in either width or height. Avoid sending artwork that is already embedded into PowerPoint or Word; send the original files. You can submit numerous images, and the editor will select one or more that work best.
4. **Submit** – E-mail your material to: editor.pwdigest@usace.army.mil. If submitting more than one article, send each in a separate message. If you do not receive a reply from the editor, please follow up to make sure the editor received it.