Engineering
Field Notes

Engineering Technical
Information System

Engineering Field Notes
Guidelines for Authors

Proposed articles should be double-spaced text in 10- or 12-point Arial or Helvetica type fonts, left margin justified. To ensure that design layout conforms to 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.

When soliciting photographs for your document, encourage photographers to capture the sharpest image possible by moving close to the primary subject, so that it fills at least three quarters of the frame. Request vertical and horizontal photos in at least three different exposures for each subject to allow maximum design flexibility. (For cameras that lack adjustable f-stop lens settings, use the +/- exposure adjustment for different exposures.)

Photographers must use digital cameras that provide print or publication quality images. Provide 1-megabyte .jpeg files (for electronic use) or 5-megabyte .tif files for print publications. Designers can convert .jpegs into .tif files for professional page layout.

Use of Kodak photo CDs, Agency-provided desktop scans, or images from online sources are not recommended. Such images often have insufficient clarity (required minimum resolution is 300 dpi or dots per inch.) Internet photos generally have a 72-dpi resolution.

Provide sources for all photographs and have written permission for use of non-USDA Forest Service material. (Standard permission forms are available.) Photographs must be cleared through the USDA Forest Service–Office of Communication and USDA Photo Division.

Follow USDA guidelines on including photographs in your document.
See www.usda.gov/agency/oc/design/.

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. Phone: 703-605-4503, E–mail: Sandra Grimm/wo/usdafs@fsnotes or sgrimm@fs.fed.us.

Deadline for issue 1, Vol. 36, 2004 EFN submissions: April 15, 2004.

Engineering Field Notes

Administrative Distribution

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 the inside front cover) through their regional information coordinator for review by the regional office to ensure inclusion of information that is accurate, timely, and of interest Servicewide.

Regional Information Coordinators

R-1	Marcia Hughey	R-8	Bob Harmon
R-2	Acting, Veronica Mitchell	R-9	Cliff Denning
R-3	Marjorie Apodaca	R-10	John Wooton
R-4	Walt Edwards	WO	Sandy Grimm
R-5	Gwen Harris-Nishida	WO	Infra Tau Yang
R-6	Cheryl Clark		

Center Information Coordinators

GSTC	Marcia Thomas	MTDC	Bert Lindler
RSAC	Keith Lannom	SDTDC	Susan Clements

Inquiries Regional information coordinators should send material for publication and direct any questions, comments, or recommendations to the following address:

USDA Forest Service
Engineering Staff
ATTN: Sandy Grimm, Editor
Stop Code 1101
1400 Independence Avenue, SW.
Washington, DC 20250-1101

Telephone: 703-605-4503
E-mail: Sandra Grimm/WO/USDAFS@FSNOTES or sgrimm@fs.fed.us.