



United States
Department of
Agriculture

Forest Service

Engineering Staff

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Engineering Field Notes

Engineering Technical Information System

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—Deadline for *Engineering Field Notes* submissions for Volume 36, Issue 2—2004:
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Engineering Field Notes Guidelines for Authors

Proposed articles for *Engineering Field Notes* (EFN) should be double-spaced text in 10- or 12-point Times or Times New Roman fonts, left margin justified, ragged right. To ensure that design layout conforms to U.S. Department of Agriculture 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 3½-inch floppies, Iomega 100-megabyte Zip disks, recordable CDs, or send manuscripts by e-mail.

When soliciting photographs for your document, encourage photographers to capture the sharpest image possible by moving close to the primary subject, filling at least three-quarters of the frame with the primary subject. 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 using digital cameras must choose settings that produce print- or publication-quality images. Provide 1-megabyte .jpg files or 5-megabyte .tif files for print publications. Designers can convert .jpg files into .tif files for professional page layout, if the .jpg files are high resolution. Generally, that means the .jpg files should be 1 megabyte or larger.

Images from online sources are usually unsuitable. Such images often have insufficient clarity for printing (we require minimum resolution of 300 dots per inch.) Internet photos usually 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 for current information 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) housed in a protected box or archival slide sheet.
2. Transparencies (4 by 5 inches or larger, preferably multiple frames of each subject) housed in archival slide sheets.
3. Prints (4 by 5 inches or larger, glossy finish, black and white or color).

For additional information on preparing documents for the Engineering Management Series, contact Sandy Grimm, Engineering Publications. Phone: 703-605-4503, e-mail: sgrimm@fs.fed.us.

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

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EFN Forum

Washington Office Engineering is always looking for potential articles for *Engineering Field Notes* (EFN). If you or someone on your staff has information or technology that other field units can put to good use, contact Sandy Grimm by phone at 703–605–4503 or by e-mail at sgrimm@fs.fed.us.

One goal of *Engineering Field Notes* is to help you do your job better by building on the work that others have accomplished. As you read about the Engineer of the Year awardees in this issue, you will notice a recurring pattern of individuals who use their particular talents well and share that expertise with others year after year. The large number of engineers and technicians nominated for these awards highlights the excellent work that is being done.

Whatever your area of expertise, you probably rely on particular individuals for assistance, guidance, inspiration, innovation, troubleshooting, or problem solving. Encourage those experts to share their knowledge and wisdom through *Engineering Field Notes*. Help us create a flexible resource that broadcasts technical expertise from region to region and to districts and individual forests.

When you are excited about innovations in your field, others probably will be, too. Sharing that excitement can stimulate creative thinking and ingenuity to help others plan, develop, and improve engineering projects.