

IAEM Bulletin Author's Guidelines 2014

GENERAL INFORMATION

The IAEM Bulletin is published monthly by the International Association of Emergency Managers to keep members abreast of association news, government actions affecting emergency management, and research and information sources. The publication is also intended to serve as a way for emergency management colleagues to exchange information on programs and ideas.

Issues range from 24-40+ pages in the IAEM Bulletin, which became an electronic publication in June 2014.

READERSHIP

The IAEM Bulletin is distributed to the more than 6,000 members of IAEM, representing all levels of government, industrial, commercial, educational, military, private, non-profit and volunteer organizations in the United States and around the world. The newsletter also is shared with allied organizations and legislative representatives with a role in emergency management issues.

FOCUS

The primary focus of the *IAEM Bulletin* is local. We are looking for articles that provide information and insights useful to other practitioners, in government and private sectors, who are educated and trained professionals.

Appropriate topics include: new research results, unique applications, successful programs, real experiences with disasters and/or exercises, reviews of new publications, and viewpoints on important issues facing emergency management.

MATTERS OF STYLE

- Get to the point quickly, and stick to the dominant message.
- Active verbs are more interesting than passive.
- Strong verbs and nouns make the best use of space.

■ Short anecdotes or examples help explain, and add drama, humor or human interest. Details make your story come alive.

■ Formatting techniques can make your article easier to follow (subheads, charts, bulleted lists).

PHOTOS AND GRAPHICS

■ Photos, charts, and other graphics/illustrations are used in the Bulletin to support articles. They must be provided as separate high-resolution graphic images.

■ **Resolution:** For any photos and graphic images, resolution of at least 300 dpi are preferred. If you are using a digital camera, please set it to the highest quality setting and use at least a four or five mega-pixel camera. Take care that your photos are focused and sharp.

■ **Photos:** Photos should be submitted as color images.

■ **Charts, Graphics and Illustrations:** Charts, graphics and illustrations should be submitted in full color.

■ **Photo Captions:** You must include the names, titles and companies/agencies of every person shown in a photo, from left to right. The only exception is an action photo, such as one that shows people at an exercise or a disaster response scene.

APPROACHES

FEATURE ARTICLES:

■ Share facts and insights that readers can use to improve their own emergency management program or advance their individual professionalism. Give details and specifics, plus examples to show how you actually put your concept to work.

■ If you're describing an exercise, event or project, share the lessons you learned.

■ Go ahead and be personal – this publication is not as formal as some.

■ Please be sure to include an introductory paragraph and a concluding paragraph. The body

paragraphs should all support the dominant message of your article.

■ Provide other resources that readers can use to follow up, including your name and contact information.

SHORT NEWS ITEMS:

■ In a paragraph or two, share a short "how to" tip, offer a new resource, or summarize a successful program and tell how to obtain more information.

DEADLINES

For each issue, the copy deadline is the 10th of the month. For example, for the February IAEM Bulletin, available online by the first week in February, the article/news submission deadline is Jan. 10.

LENGTH

Feature articles should be **750-1,500 words** in length.

HOW TO SUBMIT

E-mail articles to *IAEM Bulletin* Editor **Karen Thompson** at thompson@iaem.com.

Proposals for articles or a series of articles are welcome.

EDITING

The editor has discretion to edit articles, but if changes are considered substantive, authors will be able to review the changes before publication. The IAEM Editorial Work Group reviews each issue of the IAEM Bulletin.



IAEM

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