



## ISHMII - THE MONITOR SUBMISSION GUIDELINES

We invite contributions in one of the following forms:

- SHM research and applications report: Article containing 600-800 words, and 2-4 figures and/or tables with captions
- SHM research or application short note: Article containing 250-500 words, and 1-2 figures and/or tables with captions (text longer than 500 words will become report)
- New SHM product or service: Article describing in 150-250 and 2-3 figures a new product and /or service that appeared in SHM market
- New SHM-related book: Article describing a new book on SHM in 250-500 words; this article can be written either by the author or by a reader
- Updates related to SHM that might be of interest to ISHMII members, such as (but not limited to): short news (e.g., from newspapers), events (e.g., conferences, workshops, etc.), articles or books in SHM that attract particular attention (e.g., the best papers in journals or conferences, the most downloaded papers, etc.).
- Information on any award won by ISHMII members.

Articles submitted to Monitor should not mimic the JCSHM – Journal for Civil Structural Health Monitoring or other scholarly journals papers but should describe practical field applications of SHM used in bridges, buildings and other infrastructure.

The following are guidelines for the submission process and guidelines for “The Monitor” – the Official Newsletter of ISHMII.

### Files

**Word** – Times New Roman font, 12 point.

Newsletter editors are expected to line edit submissions from the contributors for grammatical.



**JPG** – 300 DPI or higher, and 2.87 x 3.62 inches or 6 x 7.5 inches.

**All images, photos, graphs and tables MUST be sent separate from the file it accompanies.** Do not embed pictures into Word documents. When receiving pictures, images or graphics of any kind, please do your utmost to ensure that they are of publishing quality. Images of lower quality may be refused. If you do not have permissions to use a copyrighted image **do not** submit it, as this can result in fines issued to ISHMII.

**PDF** – Prefer JPGs to PDFs when possible.

PDFs will not be accepted as articles or other text-heavy items because they cannot be properly formatted. Ensure that PDFs are not password protected, match the specs for JPGs, and are saved at the highest resolution possible.

## Word Count

Contributions must adhere to the guidelines above. Please also note that submissions of 800 words or greater may be requested to be edited for length.

## File Naming

When you have JPGs or other files that are associated with a particular article, name them numerically the same.

**Example:**

01 Author, Article Name.doc

02 Author, Article Name photo 1.jpg

03 Author, Article Name graph 1.jpg

**Do not** send files that are not named to indicate what they contain. Files with names such as “098\_000067” may be overlooked, so it is important that they are named accordingly.



## Submitting your Content

### Deadlines

<b>Edition</b>	<b>Submission Deadline</b>	<b>Distribution Date</b>
Spring 2019 (March, April, May)	March 1	April 1 to 15
Summer 2019 (June, July, Aug)	June 1	July 1 to 15
Fall 2019 (Sept, Oct, Nov)	September 1	October 1 to 15
Winter 2019 (Dec, Jan, Feb)	December 1	January 1 to 15

### Submission Email

When you have your content ready for submission, send all files, attached in an email to [monitor@ishmii.org](mailto:monitor@ishmii.org). In the subject line please indicate: ISHMII Monitor Article Submission.

## Contact Us

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