AEG*News*
STYLE GUIDE

Revised March 2021

ABBREVIATIONS

Association Name – Always abbreviate as AEG.

City, State – Use the city name with the postal abbreviation unless used in the title of a presentation. *Example:* Seattle, WA

United States – Always abbreviate and always use periods: U.S.

Academic/Professional Titles – Do not use periods. *Example:* PhD, PE, etc. It is AEG's policy to print only two academic/professional titles.

Courtesy Titles – Because *AEG News* is a relatively informal publication, formal prefixes such as Mr., Ms., etc. should be avoided.

Acronyms and Initialisms – Unless well known (e.g., USGS, FEMA), the name must be spelt out *in its first usage* followed by the acronym/initialism in parentheses.

CONTENT/TEXT

Titles of Articles – Due to the semi-technical nature of *AEG News*, short and catchy titles are most attractive to readers, especially students.

Bylines – ALWAYS include a byline with your name and any appropriate AEG title (board position/committee chair, etc.). If necessary, contact information can be placed under *Author's Information*, a <30-word biography of the author for technical articles.

Subheadings – Use when appropriate to break up long text into manageable sections.

Bulleted/Numbered Text – Please avoid unless essential, in which case manually number/bullet text using a tab after the indicator. DO NOT use the auto bullet/numbering feature in MSWord.

File Name – Before submission, name your file with a strong ID rather than generic file names like "June AEG NEWS article." Example: Treasurer's Report-June.doc, or STL Doe Run Field Trip.doc.

Committee/Working Group Reports – Please start with the name of the committee and a byline for the submitter, then, if desired, a headline. *Example:*

> **Finance Committee**
> John Smith, Chair
> Projections for 2014

THE HOMEFRONT

Titles of Articles – ALWAYS begin with the full name of your Section and the name(s) of submitter(s) and their Section title(s). *Example:*

> **New York – Philadelphia Section**
> *John Smith, Secretary, and Mary Jones, Chair*

Subheadings – When appropriate, subheads like "Member News" or "Annual Meeting Update" can be used, but do not use vague "Section News" or "Meeting News."

Section Meeting Information – Include date, location, agenda/program, speakers, and a BRIEF description of the talk. Try to keep it to a few sentences if possible.

Additional Homefront Topics – Include other Section activities such as field trips, outreach efforts, social events, and student activities as well as your Section Meetings. Try to keep each topic to a few sentences.

Homefront Photos – Be creative with your photo; they don't always have to be of a group of people listening to a speaker. Take at least one shot with all of a meeting's speakers grouped together as we don't always have room to print multiple photos for every Section. Ditto for award winners, student presenters, etc.

PHOTOS/IMAGES

Image Size and Cropping – Images should be jpeg or tiff format at least 300 dpi at the size they are to be printed. The minimum print size for photos within the text is 3 5/8" wide and minimum width for covers is 6.5". File size should generally be *at least* 1MB; bigger is always better. To maximize the file size, put the camera on the "high quality" setting. When in doubt, send it in for review.

Please do not crop images; the layout artist will handle that during the production stage. If special cropping is required, add a note to your text copy.

Image Name – Please RENAME your image file with a strong ID, preferably with the intended figure name and refer to the image name in the text. *Example:*

See figure 1 [HF-NY-P.June2013.Image.1.jpg]

Image Captions – Place figure captions under the subheading "Figures" following the main text of the article in the submission Word document. Include the image name for easy identification. *Example:*

Figure 2. John Smith of the USGS described the structural damage done by the recent mudslide on Whidbey Island. [HF.WA.June2013.FieldTrip2.jpg]

Photo Credit – If applicable, give a simple credit to the photographer, including copyright if required. *Examples:* Photo Courtesy of USGS. © 2013 John Smith, Seattle, WA.

Content – When photographing an individual or small group of people, get them to stand close together to minimize background such as odd things like EXIT signs, lights and framed art. Rather than getting shots of a speaker at a podium in a darkened room, show interaction between the speaker and attendees after the lights are brought back up. If you have multiple speakers at an event, try to get them to pose together. When photographing people on field trips or at work in the field, you will, of course, want to include pertinent parts of the background.

Use the viewfinder in your camera to crop in close to your subjects; please do not crop images after you have taken them (see above). When shooting large group shots, place the people in tiers rather than one or two long lines. Have some kneeling in front whenever possible.

Spend some time flipping through back issues of *AEG News* and note which photos look better than others. Strive for that when you're the photographer!

REFERENCES

In General – Though *AEG News* is an informal outlet, technical articles form an important section of each issue. Cite references to published literature in alphabetical order within the text by author(s) and date, e.g., Garrison (2001) or (Garrison, 2001). Do not use a numbering system. Give the complete title of the reference and the source, including publisher, location, and pages if paginated. Check that each reference on the list appears within the text and vice versa. For examples, please refer to the GSA journals style guide:

https://www.geosociety.org/documents/gsa/pubs/GSA_RefGuide_Examples.pdf