

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

SCANNER GUIDELINES

In order to fulfill our Mission, the National Technical/SCANNER Committee requires each Section to become involved in producing articles for publication in the SCANNER that stimulates and publicizes technological advances in the highway field, as well as, social events for the benefit and career growth of our members.

The Section Technical/SCANNER Committee is charged with obtaining information on technical advancements in the planning, design, construction, maintenance and operation aspects of the highway industry, and distributing such information to the Section membership. Additional duties are to solicit and develop technical articles for publication in the SCANNER and to assist the Section Program Committee in identifying technological advances that can be presented at a Section meeting program.

In order to maintain the SCANNER in an appealing, informational and self-supporting manner, the Technical/SCANNER Committee established the general rule for content to be one-third technical and one-third advertisements. To maintain this balance, each Section is required to submit technical articles for publication in the SCANNER in accordance with the schedule in Attachment A. Articles of social interest may be submitted at any time, remembering that timeliness to the event is always desirable.

The following are some guidelines in preparing articles for the SCANNER:

- Generally, articles should be limited to one-third to two-thirds of a printed SCANNER page (400-700 words) including photographs and illustrations. A maximum of one and one-half pages will be considered based on the article content.
- Refer to Attachment 'B' for suggestions to seek information on technical advancements and various sources of information.
- Color photographs are preferred, however, black and white is acceptable. The size of photographs may be reduced at the discretion of the SCANNER editor.
- Technical articles must be edited by the Section Technical Committee to meet these guidelines and in order to ensure that content is not lost when edited by the SCANNER editor.

We are striving to ensure the financial independence of the SCANNER. In order to meet a one-third balance in advertisements, each Section is required to solicit ad space on a per issue basis. Ads should be submitted directly to the ASHE SCANNER, c/o Jennifer Summers, by use of the “SCANNER ADVERTISING INSERTION ORDER” and associated rate/size insertion order contained in each issue of the SCANNER. In order to help Sections in soliciting ads, a color brochure was developed and distributed to your National Representative. Additional copies may be obtained from Jennifer Summers.

To ensure timeliness, all articles and ads are to be mailed directly to Jennifer Summers, preferably in MS Word Format via e-mail.

Mail SCANNER Articles/Ads to:

THE ASHE SCANNER
c/o Jennifer Summers, Editor
908 N. Second Street
Harrisburg, PA 17102

Phone: (717) 236-2050
Fax: (717) 236-2046
E-Mail: jennifer@wannerassoc.com

Direct questions to:

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H (717) 938-3978
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E-Mail: bitner@veengineeringinc.com

Remember, the success of the SCANNER is dependent upon the Sections for their input. Our goal is to publish a mix of articles from the various regions in each issue in order to make the SCANNER a National Publication.

**ATTACHMENT A
SECTION SCHEDULES FOR TECHNICAL ARTICLES**

<u>Deadline for Submittal</u>	<u>SCANNER Schedule</u>	<u>Section Assignments for Technical Articles</u>
June 30	Fall-September	First State Mid Allegheny Western Reserve Triko Valley North Central WV Old Dominion Central Florida Georgia New York Metro
October 31	Winter-December	Cuyahoga Valley Altoona East Penn Pittsburgh Tampa Bay N. Central New Jersey Carolina Triangle Gold Coast Greater Hampton Roads
January 1	Spring-March	Central Ohio Franklin Delaware Valley Williamsport Southern New Jersey Potomac Central Dacotah North East Florida Middle Tennessee Potomac Highlands
April 15	Summer-June	Carolina Piedmont Clearfield Derby City Harrisburg North East Penn Lake Erie Southwest Penn Chesapeake Northwest Ohio North Florida (<i>Inactive</i>)

ATTACHMENT B

GUIDE TO SOURCE INFORMATION FOR SCANNER ARTICLES

Sources for Technical Advancements:

- Local Colleges and Universities - Many of these institutions conduct research in the civil works field and professors may be willing to publish in the SCANNER.
- Transportation Departments - The Research and Development Divisions of State Transportation Agencies review new materials and construction techniques and may have information available for articles.
- Environmental Protection Departments - State and Federal Departments have data, research and ideas on how highway design and construction procedures can improved to be more sensitive to environmental protection concerns. Contacts with these agencies can lead to interesting discussions and SCANNER articles.
- Section Speakers - Many of the presentations at our dinner meetings can be documented in writing by the speakers and presented as a technical paper.
- Municipal Engineering and Maintenance Departments - Many City/County/Township engineering and maintenance departments have unique projects (especially in dealing with old truss bridges) that can be organized into a SCANNER article.

Sources for Social Articles:

- Section News of Interest - Many Section activities and special programs such as technical field trips or technical programs, social functions, scholarship awards, adopt-a-highway, science fairs, photo contests and announcement of the National Conference are refreshing items of interest.

News of Members - Articles of significant accomplishments of Section members, including special awards will be considered for publishing.