

# 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 advancement 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 Section meeting programs.

In order to maintain the SCANNER in an appealing, informational and self-supporting manner, the Technical/SCANNER Committee established that the content be a mix of both technical and social articles, information concerning ASHE's operations and advertising. 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 and Section events may be submitted at any time, remembering that timeliness to the event is always desirable.

The following are 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. Articles are to be submitted in MS Word format.
- Refer to Attachment 'B' for suggestions to seek information on technical articles 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. When submitting

photos, please make sure people are identified and their titles noted. Photographs are to be submitted as separate files and not embedded in the MS Word document.

- Technical articles must be edited by the Section Technical Committee to meet these guidelines and to ensure that content is not lost when edited by the SCANNER editor. **Businesses involved with projects may be named in articles, but we ask that blatant advertising for private companies be avoided. SCANNER editors will delete advertising portions from submitted articles.**

We are striving to ensure the financial independence of the SCANNER. In order to meet a 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.

**To ensure timeliness, all articles are to be emailed or sent to the National Director representing your Region. The National Directors will review and email the articles to the SCANNER, directing them to the Managing Editor with a copy to the Editor as listed below.**

Mail SCANNER Ads to:

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

Phone: (717) 236-2050  
Fax: (717) 236-2046  
Email: [jennifer@wannerassoc.com](mailto:jennifer@wannerassoc.com)

Direct Questions to:

John L. Hetrick, P.E.  
Managing Editor  
2088 Hood School Road  
Indiana, PA 15701

Phone: W (724) 938-8050 Ext. 114  
H (724) 349-3852  
Email: [jlhetrick@u2bwest.com](mailto:jlhetrick@u2bwest.com)

Remember, the success of the SCANNER is dependent upon the Sections for input. Our goal is to publish a mix of articles from the various Regions and Sections in each issue in order to make the SCANNER a true national publication.

**ATTACHMENT A  
SECTION SCHEDULES FOR TECHNICAL ARTICLES**

<b><u>Deadline for Submittal</u></b>	<b><u>SCANNER Schedule</u></b>	<b><u>Section Assignments for Technical Articles</u></b>
April 15	Summer-June	Albany Carolina Piedmont Chesapeake Clearfield Derby City Harrisburg Lake Erie Mid-Allegheny North East Penn Northwest Ohio Southwest Penn
July 15	Fall-September	Blue Ridge Central Florida First State Georgia Long Island New York Metro North Central WV Old Dominion Phoenix Sonoran Triko Valley
October 15	Winter-December	Altoona Carolina Triangle Central New York Circle City Cuyahoga Valley East Penn Gold Coast Greater Hampton Roads North Central New Jersey Pittsburgh Tampa Bay
January 15	Spring-March	Central Dacotah Central Ohio Delaware Valley Franklin Middle Tennessee North East Florida Potomac Potomac Highlands Southern New Jersey Williamsport

## **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 improve in order to have more sensitivity 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/Region News of Interest (Mile Marker pages) - Many Section/Region 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.