

**INFORMATION AND GUIDELINES
FOR ACEC/MA *INSIGHTS* AUTHORS
12-2011**

The American Council of Engineering Companies of Massachusetts (ACEC/MA) quarterly newsletter, *Insights*, features articles by members, for members, that focus on “the business of the business.” The intent of the newsletter is to share business best practices and information on what’s happening in ACEC/MA; we avoid focusing on specific firms or their services. In other words, if your firm has had recent experience with federal government work, for example, the focus of the article could be tips for working on federal projects rather than a case study of a specific project.

We are continually looking for contributors to the newsletter and welcome any ideas or articles from ACEC/MA members. The following guidelines outline the contribution process. We look forward to working with you!

Article Writing and Review Process:

1. An author sends a draft of the article and a head shot photo to a board of editors point person. The article should include a few lines at the end that identify the author. Example: *Joe Jones is an associate at ABC Engineering. He can be reached at 978/555-1234 or jjones@abc.com.*
2. The board of editors then conducts a first review of the content for its suitability for the newsletter, general relevancy, etc., followed by a copy edit review for grammar, flow, etc. The board of editors reserves the right to edit the article in a manner that is consistent with the board’s editorial guidelines and style.
3. The point person returns the draft to the author for revisions/approval.
4. Once approved, the board reviews the next draft for consistency with the newsletter’s styleguide and prepares the draft for final layout.
5. The article is incorporated into the full newsletter layout and goes to print. *Insights* is published electronically in PDF form and housed on the ACEC/MA website. An email message goes out to membership when the newest issue is available.

The ACEC/MA Insights Board of Editors is listed on the ACEC/MA Website:
<http://acecma.org/index.cfm/page/Communications-CommitteeNewsletter-Board-of-Edit/pid/10283>