

# ACHIEVING VALUE: A Special Edition of InterActions

## AUTHOR GUIDELINES

*Achieving Value*: A Special Edition of *InterActions* will be published in October and April of each year. Although *InterActions* is published only in electronic format, *Achieving Value* will be printed and mailed to all SAVE International members and to others beyond the society.

The format for *Achieving Value* will support the requirements of a professional magazine venue, rather than the informal, electronic newsletter. *Achieving Value* is a primary informational and marketing tool for SAVE International and the value methodology. *Achieving Value's* editorial staff offers limited editorial assistance, but authors submitting articles should present their best, most polished work.

### Editorial Calendar

Publication Date	Theme	Submission Deadline
January 2006	Transportation	December 15, 2005
April 2006	Manufacturing	March 3 2006
October 2006	Value in Government	September 29, 2006
April 2007	To Be Determined	March 1, 2007
October 2007	To Be Determined	September 30, 2007

### Types of Articles

**Feature Articles:** Each issue of *Achieving Value* will have one or two feature articles. Those articles will be approximately four pages in length, including photographs, charts, and other graphic images complimenting the content.

**Success Stories:** Each issue of *Achieving Value* will include up to eight short, 2-page articles succinctly describing case studies in which the use of the value methodology significantly improved a project's, product's, or process' outcome. Again, photographs, charts, and other images are welcomed and encouraged.

**New Developments, Innovations, Tools, and Techniques:** *Achieving Value* welcomes articles concisely describing the nature, application, and effectiveness of innovations and new tools and techniques employed in the value methodology. Illustrations, as appropriate, are encouraged.

**Sidebar Articles:** Authors may submit short articles to supplement or complement an article on a featured topic.

### Manuscript Format

SAVE International requires that all articles submitted follow standard manuscript formatting guidelines. Authors unfamiliar with standard manuscript format are encouraged to consult such references as *The Writer's Market* or *The Literary Marketplace*. Following are highlights to proper manuscript format:

- Paper size:** Paper size must be set to letter size (8.5 inches X 11 inches) or A4 size.
- Margins:** Margins should be no less than 1 inch (or 2.5cm) and no more than 1.25 inches (or 3cm). Single column format only.

<b>Text:</b>	Use standard fonts such as Times New Roman, Arial, and Helvetica. Do not vary fonts within the document. Use 12 point type. Italics may be used to indicate emphasis. No bold type, please. Enter a single space only after periods and colons.
<b>Headings:</b>	Indicate titles all in upper case characters. Subtitles should have the first character of all words, except articles and connectors, capitalized.
<b>Paragraph Format:</b>	Paragraphs should be double spaced. Do not put extra lines or spaces between paragraphs. Indicate new paragraphs with the first line indented one-half inch (or 1.25 cm).
<b>Style:</b>	Standard grammatical conventions will be enforced rigorously. Be sure to avoid arbitrary capitalization, sloppy punctuation, misspellings, and other amateurish mistakes. Authors unsure about standard grammatical conventions may refer to <i>The Chicago Manual of Style</i> , which is the style guide followed by SAVE International.
<b>References:</b>	All material excerpted, quoted, or paraphrased from sources other than the author must be properly referenced. Citations must follow the referencing style described in <i>The Chicago Manual of Style</i> .

## Submission Requirements

*Achieving Value* accepts electronic submissions of manuscripts. Submit manuscripts to [info@value-eng.org](mailto:info@value-eng.org). Enter "Submission for *Achieving Value*" in the subject line of the email message. Submitted articles must be in Microsoft Word document format or Rich Text Format. Do not include graphic images within the content, but indicate their placement with a text indicator (e.g., <INSERT FIGURE 1 HERE>).

Submit graphics separately from the content. Graphics embedded in other document types are not suitable for printing and cannot be used. SAVE International will accept the following image formats: tif, jpg, gif, ai, eps, pdf. Ensure that bitmap images are at high resolutions suitable for printing. All images must be in black and white; color images will be converted to black and white.

All attachments will be scanned for malicious code prior to being accepted. Any email message or document perceived as harboring malicious code, including any type of executable programming, will be automatically rejected.

## Copyright

All manuscripts and accompanying graphics accepted and published by SAVE International become property of SAVE International. Should an article be not quite suitable for publication, SAVE International will invite authors to revise and/or rewrite and resubmit them. All articles are subject to editing as deemed necessary and appropriate for publication by the SAVE International editorial staff. (Most editing consists of correcting grammatical errors, tightening sentence structure, etc.) The editor will request that the author review and approve the manuscript, prior to publication, should there be substantive changes that may affect content or meaning. Should the author not approve of the modifications, the editor will work with the author to revise the manuscript or the author may withdraw the submission.

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and published by SAVE International, authors must receive in writing permission from the *Achieving Value* editor or SAVE International business office.

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Please direct all communications related to *InterActions* and *Achieving Value* to the SAVE International business office.

We look forward to receiving your article.