Article Submission Requirements

This document outlines the requirements for submission of an article to Collision Magazine. To help ensure your article's text, graphics, equations and figures appear in the final printed version as you intended, following these guidelines will reduce publication time and improve accuracy.

I. Every article should be submitted in a "final form" in a PDF format which will be used as a guideline to match captions, table numbering and the like to the final product in Collision. Please submit a copy of your article, showing placement of captions, table and figure numbers as you intend them to appear in the article in an Adobe Acrobat PDF document. Print the document to Adobe Acrobat PDF format using the "High Quality Print" setting found in "properties" in the print window.

II. **Text document for the body of your article.** Your article should be submitted in one of these standard formats:

> **Format:** *.docx, *.doc, *.rtf, *.txt.

> **Font:** use Garamond for the text or Symbol (for special characters)

All text documents should be unformatted (no italics, underline, bold). The PDF document should include your preferred formatting (i.e.: bolded words). Text should <u>not</u> have words in all caps (ie. ABSTRACT). Notes to the editor and image placement notes can be made in RED font, these notes will be taken out of the final document (ie <<INSERT FIG 1 HERE>>). There should be no images in this body text document. Charts and tables should be created as their own document with notion for location in the article. Single column with left justification is preferred.

III. **Images**

> **Format:** *.jpg, *.psd, *.jpeg, *.eps

> **Color Formatting:** All images must be in CMYK color format

> **Resolution:** All images should be in the highest resolution as possible. File size isn't a limiting factor but generally higher resolution files are larger size.

File naming: Each figure should be named in sequential order (ie figure 1, figure2 …). These figure names should correspond to the notation above.

IV. **Equations.** This is the area we have the most difficulty with in the final product and something that can be easily addressed. Writing an equation in Microsoft Word, for example, is a format native to that program and doesn't always – because of fonts and other considerations – translate well to the publishing program or formatting we use for Collision. To that end, please submit equations for your article as figures in the following format:

Format: *.jpg, *.psd, *.jpeg, *.eps

Color Formatting: Single color (black) grayscale

Resolution: Each equation should be a separate image that follows the same guidelines as part II (images). They should have the largest possible resolution and be saved without compression. The font for equations should also be in Garamond when possible.

V. **File submission** (summary of required files) Please develop a folder using your name and the keywords of your article title as the folder name. Within that folder, make a sub-folder for images. For example, an article by Nasmo King about "The Use of Pre-Crash Data Not Found Because the Vehicle Involved in the Investigation is not CDR Supported" would be submitted in a folder which might be named "King – Unsupported Cars No CDR Data" and within that folder would be another folder named "images" or "figures." The contents of the main folder would then be:

a. raw text file (ie *.docx) with notation for image placement

b. images folder (includes figures and graphs with naming convention)

c. PDF image placement guide

If there are any questions about this guideline, or if you have any questions on the creation of these documents or images please email or call Collision Publishing at:

Phone: 800-280-7940
Fax: 866-966-7033
Email: editor@collisionpublishing.com

Thank you for your contribution to *Collision Magazine*.