ASEM Practice Periodical Submission Guidelines

The objectives of the *ASEM Practice Periodical* are to provide the latest information related to the American Society for Engineering Management (ASEM), as well as to provide an open channel of communication and knowledge sharing amongst the ASEM community. The readers of ASEM Practice Periodical include practitioners, students, and academics interested in engineering management. As such, the *ASEM Practice Periodical* encourages readers to submit content on topics that they feel will be of interest to our community. Interested contributors should send their content to the editors at practice.periodical@asem.org. Submissions should be sent as a Word document in **.docx* format. The *ASEM Practice Periodical* Editors will review each submission and, if applicable, edit the content; some submissions may be rejected if they are not deemed appropriate for our readers. By submitting to the *ASEM Practice Periodical*, if selected for publication, the contributor(s) release the copyright of the submitted work to ASEM.

Below is a list of the types of publications, with associated guidelines, that the *ASEM Practice Periodical* is seeking.

Opinion

Opinion submissions provide an avenue for ASEM members to voice their perspective on an issue or current event that is of interest to the ASEM community. This may include personal experience, reflections, lesson learned, argument, counter-argument, etc.
Guidelines:
- Word count should be no more than 500 words (excluding references – see below).
- Any external sources utilized should include a reference or URL.
- Provide full name and organizational affiliation of the author, a short biography of the author (50 words maximum), and a photograph of the author.

Tools

Readers are encouraged to submit descriptions of engineering management tools and/or to provide a brief tutorial on a tool.
Guidelines:
- Word count should 500-1,000 words (excluding references – see below).
- Any external sources utilized should include a reference or URL.
- Provide full name and organizational affiliation of the author, a short biography (50 words maximum), and a photograph of the author.

Book Digest

Provide a summary of a book that is of interest to engineering managers. This is intended to be short and direct and to provide a concise introduction or overview of the book.
Guidelines:
- Word count should be 200-250 words.
- Include the title, book author, year, and publisher of the book.
- Provide full name and organizational affiliation of the author.

Announcement

Announcements may include job postings, new books published, recent graduate, recent grant awardee, scholarship, fellowship, etc.; these items should be of general interest to the ASEM community.

Guidelines:

- Include a short title or 10 words or less.
- Would count should be no more than 50 words.
- If applicable, provide a URL; a link will be included in the announcement.
- Provide full name and organizational affiliation of the author.

In Memorial

This type of submission is intended to commemorate a member of the engineering management community, who has recently passed away.

Guidelines:

- Word count should be 200-250 words.
- Please include a photograph of the person.
- Provide full name and organizational affiliation of the author.

Letter to the Editor

Readers may send a letter via email to the *ASEM Practice Periodical* Editors on any topic related to ASEM, or in response to content published in previous issues of *ASEM Practice Periodical*. The letter may be published in the *ASEM Practice Periodical*.

Guideline:

- Word count should be no more than 100 words.
- Provide full name and organizational affiliation of the author.

Comic

Readers with drawing talent are encouraged to submit a comic strip. Authors should refrain from involving politics and religion in the comic strip, and avoid vulgarity or obscenity.

Guidelines:

- Comic Strip: 2x6 inch (single row) or 4x6 inch (double row).
- Cartoon Panel: 4.5x3 inch.
- Color, B&W, gray scale are acceptable.
- Submit file in *.jpeg format using a higher resolution (300 ppi).
- File size not to exceed 4 MB.
- Provide full name and organizational affiliation of the author.

Other Content

If you have content that does not fit into any of the categories listed above, please feel free to email us your idea along with a short description.