



# Rumbles and E-Rumbles Submittal Guidelines



## ***Rumbles***

*Rumbles* is the member publication of the Rocky Mountain Section of the American Water Works Association and the Rocky Mountain Water Environment Association. This publication provides information and material related to the water and wastewater industry of the Rocky Mountain region. We encourage submittals to publish technical articles, news of interest, letters to the editor, and other select, general news.

*Rumbles* reserves the right to reject any and all submissions. Accepted submittals are subject to editing for length, clarity, and style. Unacceptable article materials include those without bylines, incorrect or questionable technical accuracy, material written or reads as ad copy (unless it is a paid ad) and press releases. Unsolicited articles deemed to be acceptable may be published on a space-available basis.

All articles, tables, graphs and photos are to be submitted electronically (e-mail preferred) to respective editors a minimum of 60 days prior to publication. Submitted files must be in Microsoft Office format (\*.txt, \*.doc, or \*.rtf) and must be accessible for editing. Read-only files (e.g. Adobe PDF), encrypted, or password-protected files will be returned.

**Feature Article:** Approximately 1,200 to 1,500 words (single spaced, 12 point, Times New Roman font) are recommended for the feature article. Send all tables as separate files, Microsoft Office format (\*.xls or \*.doc) tables only. All graphs & figures must be submitted separately in bitmap (\*.bmp) or TIFF (\*.tif) format.

**Photos:** Submit photographs in one of the following electronic formats: TIFF (\*.tif), bitmap (\*.bmp), or high resolution JPEG (\*.jpg). Photos of insufficient resolution, or larger than 6 MB (server limitation for attachments), will be rejected. All photos must be submitted in electronic format only.

## **Closing Dates for *Rumbles* Submittals**

<i>Rumbles Issue Date</i>	<i>Submittal Due Date</i>
January	November 1
March	January 1
May	March 1
July	May 1
September	July 1
November	September 1

**Section Submittals:** Stories, news of interest, comments, photos, etc. should be submitted directly to respective section editors at the following e-mail address:

<b>Editor Contact Information</b>	
<b>Rocky Mountain Views / Feature Articles</b> Jim Tallent: jtallent@englewoodgov.org	<b>Management Pipeline</b> Jason Mumm: jmumm@brwncald.com
<b>Science, Research and Technology (SRT)</b> Tom Dingeman: tom.dingeman@greeleygov.com Kelsey Gedge: kgedge@mwr.dst.co.us	<b>Legislative</b> Steve Frank: sfrank@mwr.dst.co.us
<b>Operations</b> Dale Butler: dbutler@cmcmdi.com	<b>Rocky Mountain PEEK</b> Tye Jordan: tjordan@boyleengineering.com

<i>Editorial Calendar</i>	
<i>January</i>	<i>Watershed Management / Water Resources</i>
<i>March</i>	<i>Biosolids / Water Residuals</i>
<i>May</i>	<i>Keys to Utility Management Security / Public Relations</i>
<i>July</i>	<i>Conservation / Water Reuse / Small Systems</i>
<i>September</i>	<i>Computers / Software / Instrumentation</i>
<i>November</i>	<i>Process Updates - Water / Wastewater</i>

### ***E-Rumbles***

*E-Rumbles* will not publish articles. *E-Rumbles* is a monthly, electronic distribution of links to resources published on various websites. The intent of *E-Rumbles* is to provide a map, if you will, to website locations announcing seminars, awards, and other items of interest.

On-line submittals should be maximum of 35 words including an appropriate, specific, website address to hyperlink (generic website addresses such as rmsawwa.net will not be accepted). All submittals to *E-Rumbles* need to be forwarded to the respective RMSAWWA or RMWEA websites, or some other appropriate website, PRIOR to being submitted to *E-Rumbles* (remember, we will publish the LINK to an article that is already published somewhere else on the web). Be sure to test the link you are referencing BEFORE submitting to us. Submittals with links in error are in danger of not being published. All website addresses will be verified prior to publication. Submittals without a website address will be published only at the editor's discretion.

**Deadline:** Deadline for *E-Rumbles* submittals is the 25th of the month prior to publication. For example, publication in the February issue (to be e-mailed February 1) requires submittal by January 25. Submittal to the RMSAWWA or RMWEA websites deadline is the 20th of the month prior to allow for posting and obtaining of a website address.

***E-Rumbles* Co-Editor: Mary Stahl - mwstahl@boyleengineering.com**

***E-Rumbles* Co-Editor: Natalie Cannon - ncannon@boyleengineering.com**