



The Knowledge Network

Authors Guide – IET *Member News* magazine Last updated June 2007

Member News is a publication of the Institution of Engineering & Technology (IET). It is a bimonthly news magazine which serves the IET's active member community and conveys Institution news in all its diversity. With the advent of the Knowledge Network, the dissemination and sharing of knowledge is paramount. *Member News* plays a vital part in this flow of information, allowing active members to hear about and benefit from this knowledge sharing. The IET is global, interdisciplinary and inclusive of all engineering professionals. As such, *Member News* reflects and reports on the efforts of those members working in the different spheres of Institution activity. This is achieved by having a range of articles in each issue. We are interested in news, features, articles, comment, opinion pieces and letters. The magazine looks for contributions that:

- report on the very latest Institution news
- convey important messages to the readership
- profile a particular person, staff or member, or a specific department
- report on a particular event or visit, including the activities of IET Networks around the world
- reflect the subject areas of interest to the readership.

Length and style

News stories in *Member News* are around 150-250 words long, and follow the standard news structure. Extended news stories, with added comment and perspective, are in the region of 300-500. Features are typically around the 800-word mark. Articles should be in a narrative style with lists and bullet points kept to an absolute minimum. Longer articles should endeavour to remain direct and to the point, introducing comment in the form of direct and paraphrased quotation to illustrate and substantiate points raised. Authors are particularly encouraged to submit photographs with their articles, which should be provided as digital images. Images sent by email should be scanned at 400 dpi for a 155x102 mm (4x6 inch) sized picture. If images are not readily available to you, the Editor will attempt to source suitable graphic material. Articles should be self-contained and should not have references to other work.

***Member News* online**

The requirements outlined above are also applicable for submissions to *Member News* online. The only difference being that the upper word limit for articles can

be slightly longer, somewhere in the region of 1500 words for feature articles. All other requirements remain the same.

Submission

Articles should be submitted by email or by post on a CD in Word or a compatible word processing format. The IET reserves the right to reject articles that are not suitable for publication. Articles should be sent to the Editor, *Member News* magazine (kparker@theiet.org).

The editing process

If accepted, your article will be edited to suit the style of the magazine and to fit the space allocated, if necessary. Please also note that the IET reserves the right to change the headline, standfirst and paragraph headings of articles. In addition, stylistic changes may be made to the text without your consent to ensure that it conforms to house style and reads appropriately for the magazine's audience. In some cases, it may be necessary to shorten (summarise or delete) parts of the article to fit into the space it is allocated during the design process.

Copyright

In line with common publishing practice, Bye-law 95 of the IET requires that wherever possible the copyright in articles accepted for publication shall be owned by the IET in order that it can be reproduced online and in other publications. While this formal requirement may seem somewhat intimidating, authors can be assured that their rights over articles, other than copyright, will remain unaffected. In particular, authors are able to reuse all or portions of the article in other works, with appropriate acknowledgement to the IET. Authors also retain the right to re-work the intellectual content of the material for other purposes. By writing an article for *Member News*, the author is agreeing to the above conditions in full.

Contributions should be sent to:

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