



Florida Public Works Magazine: Author Guidelines

Florida Public Works magazine is the official publication of the Florida Chapter APWA. It is published quarterly and targeted towards public works professionals across the state of Florida. Prospective authors are encouraged to visit the *Florida Public Works* archives to familiarize themselves with the magazine's style and previous articles: <https://florida.apwa.org/resources/florida-chapter-public-works-magazine>.

Each issue contains 2-3 feature articles on technical topics. Technical articles are essential to the magazine and are its most-read component. While *Florida Public Works* editors may direct requests for articles from individuals or organizations, the Florida Chapter APWA also welcomes unsolicited submissions.

While *Florida Public Works* strives to offer a variety of voices and writing styles in each issue, each article must follow some basic guidelines:

Permission to print:

By submitting an article, photo, or a combination thereof, you are giving permission for the submitted materials to be printed in whole or in part in *Florida Public Works* and online.

If you are not the copyright owner of the material, you must seek permission from the owner and submit to the Florida Chapter APWA a copy of their written consent to print along with the material.

The Florida Chapter APWA will send a "FLORIDA PUBLIC WORKS TRANSFER OF COPYRIGHT AGREEMENT" for the author(s) to sign to accompany the article.

Non-commercial content:

Feature articles should be of interest to a general audience, provide informational content, and be free from any promotional language. Specific product information should be generic unless its inclusion is essential for the reader's understanding. **Company names should not appear in an article more than twice.**

Target audience:

Articles submitted must be of interest to *Florida Public Works* readers – mainly public works professionals. The target audience is the public and private sector individuals, agencies, and companies involved in: buildings and grounds, road and street maintenance, emergency management, transportation, municipal engineering, administration, fleet maintenance, construction management, equipment services, water and wastewater operations, research, solid waste collection and disposal, and traffic control.

Article length:

Feature articles typically contain between 1,000 and 1,500 words. Articles should be submitted as a Microsoft Word document. Please include author(s) names, job title(s), company, telephone numbers, and email addresses in case follow-up is required.

Shorter 750-word articles are also accepted for non-feature articles – please let the *Florida Public Works* editorial team know your estimated word count before submission.

Writing style and editorial guidelines:

Articles submitted should resemble a magazine feature rather than an academic paper. All articles should have a headline and one or two short introductory paragraphs that hint at the outcome. Where possible, section headings, sub-headings, and bullets are recommended to break up the article into easy-to-read information segments.

The article should have a logical flow from beginning to end, whether chronological, spatial, or by order of significance. Any references should be attributed within the text of the article. Information that is relevant but not central to the article – such as a list of internet resources or further readings – should be listed separately.

The Florida Chapter APWA reserves the right to edit manuscripts with respect to length, clarity, and conformity within the editorial guidelines and according to the *Chicago Manual of Style* guide. The Florida Chapter APWA will contact authors to clarify any substantial edits and/or send back edited manuscripts for review or approval when

necessary. Authors may also be asked to revise their articles or provide additional information.

Images, artwork, tables, and charts:

Authors are encouraged to submit accompanying artwork, especially original images mentioned in the article. Original graphic files (images, figures, tables, and charts) must be sent as separate files – not inserted within the article text file.

Here is a list of the preferred file formats for each type of artwork:

- Images and figures – TIFF, JPEG, or EPS (at least 300 DPI).
- Tables and charts – Microsoft Word or Excel – **PowerPoint files are not accepted.**

Where applicable, captions and credits should be given to the photographer or copyright owner for each artwork file submitted. The captions and credits may be listed at the end of the article text file.

Artwork file names should correspond to the content and be referenced within the article text file, e.g., ‘Figure 1 – Full-arch restoration.jpeg’.

Author biography:

Article author(s) should submit biographical information, including title or professional discipline; professional or educational degrees and certifications; and company name or educational institution for inclusion in their byline at the beginning of the article.

Authors may also submit a short (150-200 words) professional biography for placement at the end of the article.

Questions? Please contact the Florida Chapter APWA’s Editor, Chas Jordan, by email at chasj@apwafloida.org or by phone at 727-455-7195.