

## Graphics

*Sea Technology* generally places a maximum of three graphics with each article due to space limitations.

We require high-quality images that are interesting and action oriented. We can accept only TIFF, EPS or JPEG files that are 300 dpi or greater. Please save your graphics as YourLastName\_FigureNumber.FileExtension. When sending color images, make sure they are in CMYK mode, not RGB.

High-quality line drawings, graphs and charts are also welcome, either as camera-ready art or as 300 dpi TIFF, EPS or JPEG files. Please avoid mixing background screens and typed callouts. Query first to be safe. All callouts or other text materials should be clear and readable if reduction to a half-size (two magazine columns) image or less is required.

Do not send graphics generated in MS Powerpoint or Word. Graphics cannot be taken off the Internet.

## Deadlines

All materials and editorial content are due approximately two months prior to the issue month. The *Sea Technology* editorial staff will give you your exact deadline.

## Postponements

Editorial space restrictions occasionally force the temporary postponement of articles scheduled for a particular issue. In that event, every effort will be made to contact the principal author for updates and/or revisions and to reschedule the article in a subsequent issue.

## Cover Photographs

*Sea Technology* is proud of its long history of dramatic covers. Editorial staff members are always on the lookout for outstanding, eye-catching photographs of subjects that are appropriate to the theme of each month's issue.

Candidate photographs submitted for consideration as *Sea Technology* covers should be sent as high-quality

color prints or high-resolution TIFF, EPS or JPEG files that are at least 300 dpi and 8.5-by-11 inches. Images must be vertically oriented, and the top quarter of the image area must be clean with a plain background (clear sky, indistinct clouds, open water) to accommodate the *Sea Technology* logo material. The image cannot include any recognizable individuals, safety violations (lack of hard hats, life vests, steel-toed boots, etc.) and cannot appear in a feature article in the same issue.

*Sea Technology* does not pay for cover photos. Publication policy also prohibits the appearance of commercial trade names and logos as part of the cover photograph. If you submit a photo with trade names or logos, our design staff will edit them out.

Along with every cover photo, a 50-word or less photo caption and a photo credit need to be submitted.

## Reprints/Web Page Use

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# SEA TECHNOLOGY

## AUTHOR'S GUIDE

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### Writing for *Sea Technology*

We welcome contributed articles concerning a variety of marine subjects—from semi-technical descriptions of new developments in instrumentation or techniques for acquiring and processing data to general discussions about current events and policies in the maritime world.

Our readers want to see articles that describe the application of those instruments, systems or services that have satisfied a need or solved a problem. *Sea Technology* articles deal with the background of a problem and the development of new technologies, or modification of existing techniques, to meet users' requirements.

### A Word About Our Audience

In our 50th year of publication, *Sea Technology* magazine is the global ocean community's recognized authority for the design, engineering and application of instrumentation, equipment and services in the marine environment.

The magazine is produced for executives, scientists and engineering and technical personnel in government, industry and education. Our readers are typically engaged in the fields of port and harbor security, oceanography and marine sciences, offshore oil technology, geophysical exploration, commercial diving, manned submersibles and remotely operated vehicles, undersea defense and antisubmarine warfare, ocean mining and underwater construction.

### Article Requirements

Your article submission package, sent to us via e-mail to [editorial@sea-technology.com](mailto:editorial@sea-technology.com) or through our FTP site, should include the following:

- One Microsoft Word document, saved as *Your LastName\_IssueMonth.doc*, containing your manuscript; biographies of each author; captions for all graphics; fax number, phone number, e-mail address and mailing address of each author; and company/institution's Web address.
  - One to three graphics sent as TIFF, EPS or JPEG files at 300 dpi or higher. No graphics should appear within the manuscript—this includes tables.
- NOTE:** Images taken from the Internet cannot be accepted as they are low resolution.
- A PDF of all complex equations used in your article, with each equation numbered.

### Article Checklist

Please review all these points before turning in your article. If some requirements are not met, you will be asked to resubmit your article with the proper changes made.

- The headline (title) is between 34 and 66 characters long (spaces included).
- The deck (article subtitle) is between 56 and 110 characters long (spaces included).
- Include the job titles of all authors.
- Include the company, city and state of all authors for the byline.
- No more than three authors are permitted. If you would like to mention other authors, please do so in an acknowledgments section.
- The article must be between 1,500 and 2,500 words, including biographies and captions.
- Make sure the article has subheadings that are no longer than 33 characters.
- Make sure there are between one and three graphics sent. Author photos are not included in this

count; however, tables are. We generally have space for only three graphics. If more are sent, they must be ranked in order of importance.

- All graphics must be 300 dpi TIFF, EPS or JPEG files.
- Graphics must not be embedded in the Word document.
- Each table must have a heading.
- No references to figures or tables are allowed within the text. This is to ensure that an article still makes sense if a figure has to be cut.
- Each graphic must have a caption and a photo credit if applicable. There is a 25-word maximum for each caption, not including the credit.
- A 50-word (maximum) biography must be provided for each author.
- No bulleted points are allowed in the article. This includes numbered lists. Everything should be in paragraph format.
- Acronyms must be spelled out on first reference. (e.g., a remotely operated vehicle (ROV) ...)
- *Sea Technology* is no longer publishing reference lists due to space considerations. If you wish to include references in your paper, please include a references tag line at the end of your article, which states, "For a full list of references, please contact [author name] at [author@e-mail.com]."
- All authors should send their mailing address, phone number, fax number and company/institution's website address.
- The article must be entirely in third person.
- All measurements must be spelled out in every instance. (e.g., 42 meters)
- All companies referenced must have their headquarters mentioned after their name. If the company is in the United States, use the format (City, State). If it is not, make it (City, Country).

### FTP Site Instructions

#### When using an FTP program, please follow these steps:

Type in the following information:  
site: Files9.cyberlynk.net  
User Name: seatechads  
Password: advertising

#### When using Internet Explorer, please use the following steps:

- 1) Open the Internet Explorer browser
- 2) Go to:  
<ftp://seatechads:advertising@Files9.cyberlynk.net>
- 3) Type in the following information:  
User Name: seatechads  
Password: advertising  
Domain: seatechnology

#### To use Web-based JAVA FTP Client from any browser:

- 1) Go to: <http://Files9.cyberlynk.net/client>
- 2) Type in the following information:  
User Name: seatechads  
Password: advertising

#### After successful access, please proceed as follows:

- 1) You will see four folders: Ads, Cover Shots, Editorial Submissions and From Sea Technology. Authors should place their articles in the Editorial Submissions folder. Please create your own folder in Editorial Submissions by clicking on the New Folder button on the navigation bar. Title your folder with your last name.
- 2) Please e-mail us to let us know when your upload is complete.

### Editing Process

Once the *Sea Technology* editorial staff approves your article, it will be edited and returned to you. Upon receiving the proof, please review the article carefully so you can give the staff final approval to run the article. Submit your changes in a Word document. If there are any problems with the article, let the staff know so that they can be fixed before publication. Note that frequently the staff will have questions about parts of your article. Please answer these to the best of your ability so your article can be as clear as possible to our readers.