

## General Guidelines for *USSD Newsletter* Articles

### Potential Content

- ✧ Dams in Design Stages
- ✧ Dams Under Construction
- ✧ Completed Projects
- ✧ Unique Investigations
- ✧ Construction Activities
- ✧ Environmental Issues
- ✧ Instrumentation
- ✧ Performance Evaluations
- ✧ Operations and Maintenance
- ✧ Materials
- ✧ New Practices
- ✧ Dam Safety

### Text

- ✧ Title (five to seven words)
- ✧ Name of author and co-authors, their organizations and cities. E-mail contact information for senior author.
- ✧ Length — Typically 1400 - 1500 words (short article) to 2800 - 3000 words (long article)
- ✧ Submit in Word format (.doc) on disk or e-mailed file
- ✧ References to commercial products and entities should be kept to a minimum.

### Photographs and Figures

- ✧ Several photos and figures are encouraged to supplement the text.
- ✧ All photos and figures will be printed in black and white. Convert color to grayscale if possible.
- ✧ Electronic versions preferred, .tif or .jpg format. Original photos or drawings will be scanned and reduced if necessary.
- ✧ Please provide captions for photos and figures (if not included in the figure).
- ✧ Clear, legible lettering for figures is important, as the figures may be reduced.
- ✧ Please submit photos and figures in separate electronic files from text. This allows them to be more easily imported in the USSD desktop publishing system.

### Reviews and Security

- ✧ USSD assumes no responsibility for newsletter article reviews. Technical, programmatic, peer, security and other types of reviews are assumed to have been accomplished by the author prior to submission of the article. For security concerns, please consider eliminating reference to the following when writing or reviewing an article: Description of failure modes; Details of consequences of dam failure; Normal freeboard; Figures or photos showing access to the dam; Information about exposed gates that often have significant heads of water behind them; Other vulnerabilities (especially for static conditions).

### Deadlines and Submission of Articles

- ✧ Articles are due the first of the month prior to publication, i.e., February 1 for March newsletter, June 1 for July newsletter, and October 1 for November newsletter. Please send articles to: John C. Lyon, Jr., FERC, 3125 Presidential Parkway, #300, Atlanta, GA 30340; john.lyon@ferc.gov or to the USSD Denver Office:

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