

Submission Guidelines to the SARA Journal, *Radio Astronomy*

Radio Astronomy is currently published bimonthly in an electronic-only as a PDF file. It is typically released toward the end of dated issue. See the tentative schedule for 2009/2010 at the end of this note.

We are looking for letters to the editor, newsworthy items in amateur and professional radio astronomy, basic and advanced radio astronomy education, outreach activities, text book/website reviews, software/hardware product reviews, information on significant events (current or historical, such as radio astronomy anniversaries), puzzle submissions (including word challenges, riddles, anecdotes, or expository on “bad astronomy”), profiles on amateur or professional astronomers, radio astronomy in the arts (including literary genres), and, of course, feature articles with a historical, scientific, or technological flavor, which can be at various levels from basic to advanced, cerebral to hands-on, but the articles should be clearly explained or referenced to tutorial sites so that the novice can appreciate your contribution.

We only accept electronic submissions (special arrangements could be made for unwieldy files). Be sure you put SARA Submission in the subject line. We only accept attachments (preferably Word saved in a 2003 Microsoft Office document). Do not send your submission in the body of the email, do not attach Open Office documents (.docx), do not send it as a PDF file, or any other format without prior consent.

Files should be limited to 500 kB file without approval. Embedded figures should be JPEG (or JPG). Do not use TIFF or bitmap formats since they are large and difficult to compress. Similarly, Creating an image in Paint will generally be too big and not compressible. GIF and PNG formats might be okay. Beware of false JPEG files. For example, Wikipedia will often use a JPEG mime that might not compress. Remember that images from digital cameras exceed 1 MB and must be compressed before you insert them into your Word document. In Windows XP and Word applications prior to 2007, you can right-click on an inserted image and see a compression option. Use it if you have it. Lower resolutions of 70-90 dpi are fully adequate for electronic rendering. If you desire to make higher resolution images available of pre-existing images on the World Wide Web, then consider hot-linking in your paper.

Generally there is no minimum length requirement. Acceptance will be based predominantly on quality of contents. Feature articles are nominally 4-12 pages. Shorter contributions are welcome; longer works will also be considered, but might be published in parts (not necessarily consecutively).

We reserve the right to make editorial changes in grammar and format, include embellishments of text and figures for the purposes of clarification. We will generally provide a proof copy for a cursory review to ensure any intended meaning hadn't been inadvertently changed.

Please comply with the following additional requirements:

- Set 1-inch margins (top/bottom/left/right)
- Use Times New Roman, 12-point font for text, 11-point for figure captions
- Illustrate your work
- Number and caption figures, cite image credits if applicable; number and title tables; number equations
- Provide citations, urls for hot links (verify they are functional)
- Do not use footnotes, though endnotes are okay
- Advanced articles should be novice-friendly by providing clarifying statements and/or linking to websites offering good basic background material
- Use single spaces after periods and colons (not double spaces), between a number and its units (e.g., 1.41 GHz, 0.12 μ W)
- Do not indent paragraphs, but have a space between them
- Do not use carats or “computer-ease” to indicate exponents, use superscripts (e.g., don’t use x^2 for “x-squared,” use x²; don’t use E-4 for “ten to negative four power,” use 10⁻⁴)
- Do not write subscripted variables or chemical formulae on a level line, use subscripts whenever necessary (e.g., H₂O should be written H₂O and “x-nought” should not be written as x₀, but rather x₀)
- Use Microsoft Equation 3.0 to create equations instead of your keyboard (more recent versions of MS Word might not have the utility of an equation editor; we can help if no extensive editing of mathematics is required). With a full-install MS Word 2003 application, go to the Insert tab at the top of the window, click on Object, and select Object Type called Microsoft Equation in the window. Pallet-driven selections will enable attractive equations to appear wherever you have the cursor at the time of the insertion, e.g., $\gamma = \frac{\partial h}{\partial x}$; $I = \int_0^{\pi} F(\vartheta) d\vartheta$; $g(z) = \sqrt{(z^3 - 1)}$
- Define all acronyms except the most obvious ones such as SARA, NRAO, NASA
- Proofread your work and use “spellchecker” AND check file size prior to submission
- Include abstract and bio (photograph is desired, but not mandatory) with contact info if desired (such as website, email, etc.)

Thank you in advance for your contributions and adherence to these guidelines.
Send your queries to the senior editor, John C. Mannone, editor@radio-astronomy.org

Tentative SARA Journal Publication Schedule

Release dates are targeted for the last five days of the publication month. Times will vary due to logistics, including holiday and travel schedules. (Officer review copies are targeted a couple days before that.) Papers should be submitted at least 2 weeks (and preferably 4 weeks) before the release date (we are flexible with this). Front-end material to the Journal, like the President's Letter, New Members, etc. should be in the Editors' hands within two days of the review date (we are flexible with this, too). We will try to send out a courtesy reminder a week in advance, but we may not always be able to do this. Please make the submissions to both my Associate Editor, Bill Seymour (scr6461@comcast.net), and to myself (editor@radio-astronomy.org). Please read additional instructions on *From the Editor's Desk* section of the Journal for additional information.

Release Dates—

Membership Distribution:

Oct/Nov Wednesday November 25
Dec/Jan Wednesday January 28
Feb/Mar Wednesday March 25
Apr/May Wednesday May 27
Jun/Jul Wednesday July 29

Review Dates—

(Select) Office:

Oct/Nov Monday November 23
Dec/Jan Monday January 26
Feb/Mar Monday March 23
Apr/May Monday May 25
Jun/Jul Monday July 27

Due Date—

Radiowaves or Administrative Sections:

Oct/Nov Saturday November 21
Dec/Jan Saturday January 24
Feb/Mar Saturday March 21
Apr/May Saturday May 23
Jun/Jul Saturday July 25

Due date*—

Journal Articles and Columns Section:

Oct/Nov Monday November 9
Dec/Jan Monday January 12
Feb/Mar Monday March 9
Apr/May Monday May 11
Jun/Jul Monday July 13

* Earlier due dates will be necessary for complex articles; submit one month prior to Officer's review is preferred.

Note: Dates are tentative and subject to change

John C. Mannone, Senior Editor
Revised November 2009