

## Editorial Guidelines

Thank you for submitting an article for consideration for publication in *Pumps & Systems*. Please use the following guidelines when preparing your article and let us know if you have any questions.

### Content

Articles must be impartial, unbiased, noncommercial and exclusive. Articles should not be advertorial and will be edited when written with too heavy an advertising slant.

Articles can describe the basic features of some aspect of industry technology, review several options for meeting a typical industry application or service need, examine the pros and cons of several different approaches to a specific industry process, or explain how to use common industry methods in typical applications. It is not acceptable to promote specific products or services.

Byline should include correct spelling of author's name, title, company and contact information through email, phone and website.

### Format

Length typically runs 1,200-1,500 words, unless otherwise specified in the author agreement. Articles submitted in excess of these length requirements may be cut at the editor's discretion.

All editorial should be submitted in a Word Document through email without any kind of formatting, preferably with no bolding or italicizing of copy within the document.

Please use 12 point Times New Roman font, double spaced. The copy should be aligned left, not justified. Set off headings and sub-heads in upper and lower case within document. Please use only one space after periods.

### Artwork, Tables, Figures, Sidebars

When possible, please submit at least 3-4 high-resolution (1200 x 1600 pixels) jpg, tif or eps images that support your discussion. **Send images as separate files**, clearly labeled. **DO NOT** insert artwork, tables, graphs, etc. into your Word document. We will **NOT** accept png, gif, or bmp files.

Send all sidebars, charts and images as separate documents/files and clearly labeled (e.g., Image 1, Table 1, Figure 1 or Sidebar 1, etc.). If placement within the article for these sidebars/images is important, indicate within the article, (e.g., Insert Image 1, or Insert Sidebar 1, etc.).

### 3-Clicks to Find Image Resolution (in Windows)

1. Right click the image file
2. Select 'Properties' from the menu
3. Select 'Details' tab and scroll down to 'Dimensions'

## Approval Process

The *Pumps & Systems* editorial staff will edit all submissions for grammar, style, punctuation, etc., and they may be reorganized to ensure clarity. Articles submitted by the deadline requested may be returned to the author for approval after editing to ensure technical accuracy. Some highly technical submissions may also be presented to members of our Editorial Advisory Board for additional consideration of technical accuracy.

We will provide a deadline for author approval. If we do not receive a response from the author by the requested approval deadline, we will interpret the no response as confirmation of approval to print the article as is.

The *Pumps & Systems* editors reserve the right to make final content and length decisions prior to publication.

## Required Submission Information

When submitting an article or idea for publication consideration, please include the following information:

- **Proposed Title of Article**
- **Author Name, Title, Company and Contact Information** (including address, phone, website and email)
- **Abstract of Article** (one or two sentences describing the specific message and intent of the article – what the article will teach, describe, explain or demonstrate)
- **General Type of Article** (maintenance, troubleshooting, case study, technical)
- **Primary Industries Covered – list all that apply** (Clean Water, Wastewater, Oil & Gas, Food Processing, Pulp & Paper, Petrochemical, Pharmaceutical, Power Generation, Mining, Chemical, HVAC, other-please specify)
- **Specific Products and Parts Mentioned – list all that apply** (pumps—specify type(s), valves, motors, bearings, impellers, controls, specific instrumentation, seals, other-please specify)
- **Specific Technologies Described**
- **Intended Audience** (maintenance professionals, end users, OEMs, other-please specify)