

SARA Journal Author Guide



The SARA journal, *Radio Astronomy*, is published six times per year as a Portable Document Format (PDF) file. A tentative publication schedule is provided in each issue.

We are glad to assist authors with their articles and papers and will not hesitate to work with you. It is the Editor's prerogative to accept or reject submissions for the SARA journal. If your article is rejected, it is because we have judged its quality or contents unsuitable for our publication. We will tell you our reasons for rejection. The rejection may be appealed, first to the SARA President, an appeals committee and ultimately to the SARA Board of Directors. We cannot write your article for you. We reserve the right to make editorial changes in grammar, format and layout. We may edit English word spelling to that used in the United States. Prior to publication we will provide a proof copy for your review to ensure your intended meaning is not inadvertently changed during our editing process.

We are always looking for basic radio astronomy articles, news pertinent to radio astronomy, announcement of radio astronomy star parties, meetings and outreach activities, book reviews, radio astronomy tutorials, puzzles (including word challenges, riddles and crossword puzzles), anecdotes, expository on "bad astronomy", profiles and interviews with amateur and professional radio astronomers, articles on radio astronomy observations, suggestions for reprint of articles from past journals and other publications, theoretical articles, and application and construction articles. We also would like to publish photographs of your radio telescope, including antennas, receivers, accessories and software screenshots.

Submissions can be written on any word processor that is able to save the article as a Microsoft Word document (.doc). Other formats may be accepted with prior arrangements but may introduce delays in publishing. Submit as an attachment to an email with "SARA Journal" in the subject line. Do not send your submission in the body of the email and do not send it as a PDF file or any other file-type without prior consent. Send submissions or inquiries to editor@radio-astronomy.org.

There are no file size limitations but your submissions must be reasonable. Keep in mind limits imposed by internet and email providers and our need to limit the overall journal file size so that download times are reasonable. There is no minimum length requirement.

Additional guidelines:

- ✓ 1-inch margins (top/bottom/left/right)
- ✓ Times New Roman, 11-point font for text, 10-point for figure and table captions
- ✓ Illustrate your work, color is okay but different line types or annotations should be used in chart curves so they can be identified if printed in black/white, and color images should be checked that they rendition properly in black/white
- ✓ Number figures (figure 1), tables (table 1) and equations (Eq. 1)
- ✓ Cite illustration and photograph credits if applicable (Note: The author is responsible for obtaining permission to publish illustrations and photographs that do not specifically belong to them)
- ✓ Verify that web links are functional
- ✓ Embedded figures should be JPEG (.jpg) format. Do not use Portable Network Graphics (.png), TIFF (.tif) or Bitmap (.bmp) formats because they may become unusable when compressed for publication. Generally, we compress image files to 200 dpi or less. If you desire to make higher resolution images available, you should consider providing web links to the images on your website
- ✓ Do not use footnotes, but 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 space after periods and colons (not double spaces)
- ✓ Use single space between a number and its units (e.g., 1.41 GHz, 0.12 W, 2.5 mH)
- ✓ Do not indent paragraphs but do provide a 1-line space between them, set Word for Single line-spacing
- ✓ Use superscripts for exponents (for example, do not use x² for "x-squared," use x²; do not 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 wherever necessary (for example, H₂O should be written H₂O and "x-nought" should not be written x₀ but x₀)
- ✓ Use Microsoft Equation Editor 3.0 or MathType to create equations. If your version of Word does not have Equation Editor installed, go to the Microsoft Office website to find out how to install it
- ✓ Define all acronyms on first use except the most obvious ones such as SARA and NASA
- ✓ Use the spell-checker; proofread your work and ask someone else to proofread your work
- ✓ Include abstract, biography and contact info; head-shoulders photograph is desired, but not mandatory