

Editorial Guidelines: Submit an Article to Cycles Magazine

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STYLE AND CONTENT

The Readership. Articles should be written for the intelligent, well-informed layperson. The average reader of Cycles is a college graduate, often with more than one degree. A professional in their field, they expect high standards of writing and research. Articles should exhibit sound scholarship, be expressed clearly and simply, with a minimum of technical terminology.

Article Content. We do not customarily assign article topic. Authors should submit projects based on their interests and developed out of their research. The primary requisite is that articles be cyclically oriented. Please send the entire manuscript; queries are not necessary. Examine several back issues of the magazine to become familiar with its style and format (see CyclesMagazine.org for membership and back issues). Contributory articles fall into two categories; The Forum – brief opinion pieces, comments, observations, critiques, requests for assistance or collaboration; and Features – in-depth treatments of topics in such fields as climatology, earth sciences, human behavior, economics, astrophysics and more.

Editing. Manuscripts may require some editing for content, for space requirements, or to conform with the style and format conventions established of Cycles magazine. For punctuation, style, and usage, we follow The Gregg Reference Manual; for spelling and hyphenation, Webster's dictionary; for technical editing, the CBE Style Manual. Article Length. Maximum of 4000 to 5000 words for features. There is some flexibility here. Occasionally, longer manuscripts will be considered.

FORMAT

Digital Files. We encourage submission by email at: editor@cyclesmedia.org, or by CD-ROM if need be. File types can be Microsoft Word, Rich Text Format, ASCII Plain Text, Adobe PDF and some other commonly used formats. Include a formatted print-out of the complete manuscript if sent by mail (not preferred but accepted).

Scanning. We can do OCR on certain printed materials and convert them directly to ASCII files. Typed or printed documents prepared on a letter quality, near-letter-quality printer usually are acceptable. Most standard type faces can be recognized. We cannot scan FAX copies, open dot matrix printing (as in "draft" mode), typeset copy, or poor quality photocopies. Do not use erasable paper as it smudges easily.

Typed Manuscripts. These are to be submitted by prior arrangement only. Type double spaced on one side of 8.5" x 11" white bond paper. Type all paragraphs flush left with a blank between; do not indent. Formatting with bold or italics is acceptable, but do not use all caps.

Footnotes and Citations. Footnotes and references cited should be listed at the end of the manuscript. Use numbers in text only for footnotes. For in-text citations, use the author / date style (Wainwright and Stephens 1938) in text, then list references alphabetically by author at the end:
Wainwright, W.R.; Stephens, T.L.
1938. The Laws of Harmonics.
Science 43:241-56

Artwork/Illustrations. Inline imaging in a digital article is preferred. If need be, you may also submit digital images on CD-ROM or provide camera ready artwork. Black and white line illustration and graphs are preferred, black and white images of various kinds of illustration are also accepted and can be sent as a JPGs, GIFs, PNGs or other commonly used formats. All camera-ready artwork must be dense black on white since shades of gray and colors cause poor quality reproduction. Artwork should be separate from the text and be clearly labeled with a legend keyed to the text. Captions should be brief and to the point.

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GENERAL INFORMATION

Manuscript Review. We make every effort to review manuscripts quickly. Editorial decisions usually are made within three to four weeks after receipt. Authors are notified of the acceptance or non-acceptance of their manuscript.

Publication. Articles are scheduled for publication in the next issue in preparation, subject to suitability of length, content, and other factors. We cannot guarantee a specific publication date.

Rights. For unpublished manuscripts, we acquire first world serial rights. For previously published works, we acquire second world serial rights.

Payment. The Foundation is unable to pay for material published in Cycles Magazine. Authors will be e-mailed a PDF copy of the magazine in which their article appears after publication upon request.

Non-acceptance. Non-acceptance of your submission does not constitute a value judgment of the work's quality, merely that it does not conform to our current needs or requirements. We are unable to critique manuscripts or suggest other markets for submission. If you wish your manuscript returned, enclose a stamped, self addressed envelope.

Submission. All submissions should be sent directly to the editor at: editor@cyclesmedia.org, or if you need to submit a hard copy of your work, email us or call us at: 505-796-5699.

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Editor

CYCLES



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