

## CONTRIBUTING TO THE IUGS E-BULLETIN, WEBSITE AND SOCIAL MEDIA

IUGS wishes to better co-ordinate publication of information on **news, events and achievements** arising from IUGS activities (**not science reports or papers**).

All IUGS Commissions, Task Groups, Initiatives and IGCP projects are requested to provide a steady flow of material. Contributions from Adhering Bodies and Affiliates will also be welcomed.

To aid co-ordination and standardization, IUGS has introduced a preferred format and a monthly timetable.

### Format of submitted material:

Contributors should provide:

**For the E-Bulletin:** 2 or 3 sentences with between 1 and 3 illustrations (photographs, diagrams etc.) with captions as separate .jpg, .gif or .png files with a resolution of 150 dpi; optimally accompanied, by:

**For the web site:** a concise text of about 0.5 to 1 A4 page (up to about 600-700 words), if possible providing a web-link (e.g. to an IUGS activity website).

The short text in the E-Bulletin will be hyperlinked to any longer text which will be placed on the IUGS website. Items that are not in reasonably good English will be returned for improvement. Others will be edited for use of English if necessary. If proposed contributions are too long, they will be returned for shortening. All images must, if necessary, be copyright-cleared before submission.

**Each contribution to the IUGS E-Bulletin, website and/or social media should be marked as to which target medium or media it should be published in. Each contribution should be sent, at the same time, to the following addresses:**

<a href="mailto:Kristine.Asch@bgr.de">Kristine.Asch@bgr.de</a>	(E-Bulletin editor)
<a href="mailto:Susanna.Koesterke@bgr.de">Susanna.Koesterke@bgr.de</a>	(E-Bulletin secretary)
<a href="mailto:giuseppe.dicapua@ingv.it">giuseppe.dicapua@ingv.it</a>	(webmaster)
<a href="mailto:amel.barich@gmail.com">amel.barich@gmail.com</a>	(social media officer)

## Timetable:

The idealized timetable for the E-Bulletin is:

1. IUGS sends a reminder to leaders of activities in the last week of each month;
2. Contributions should be provided by the 16<sup>th</sup> day of that month (**items arriving after that date cannot be included in the next monthly issue**);
3. IUGS will evaluate all submitted items in terms of urgency and will allocate these to the next monthly issue or a later issue and will also check that these comply with IUGS policy for publications and ethics;
4. The IUGS Team will aim to compile that month's E-Bulletin by the 25<sup>th</sup> day of the month and send it to the IUGS Secretariat;
5. The IUGS Secretariat will dispatch the E-Bulletin to the IUGS Community on, or before, the last day of each month;
6. Long versions of material will be posted on the IUGS Website in coordination with the publication of the relevant E-Bulletin.

This timetable will be varied, as necessary, to allow for public holidays that affect the E-Bulletin Team and IUGS Secretariat such as Christmas and Chinese New Year.

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## NOTES

- If you require notices, information on publications, etc. to be considered for inclusion in forthcoming IUGS e-bulletins, please mail to [Kristine.Asch@bgr.de](mailto:Kristine.Asch@bgr.de) and [amel.barich@gmail.com](mailto:amel.barich@gmail.com).
- Please check the IUGS [Calendar of Events](#) for upcoming scientific meetings this coming month. If you require information on international conferences, meetings, etc. to be considered for inclusion in this calendar please mail to: [giuseppe.dicapua@ingv.it](mailto:giuseppe.dicapua@ingv.it)
- To be added to or removed from the IUGS E-Bulletin distribution list, please mail to: [secretariat@iugs.org](mailto:secretariat@iugs.org).
- Follow the IUGS on Social Media! We are on [Facebook](#), [Twitter](#), [LinkedIn](#) and [Google+](#).
- Check the IUGS web site: <http://www.iugs.org/>