

SETAC Globe – Article Structure for Geographic Units Annual Meeting

Session Summaries

Session summaries from the annual meetings are among the most viewed articles, and as a session chair, we encourage you to submit the outcomes of your session. Please find below general guidance and helpful instructions for composing your session summary article.

General Guidance

Overall, the article should be no more than 1,000–1,500 words. **The author should structure their article more like a newspaper or magazine article and not like a scientific paper or abstract.** This means highlighting important information first and not burying the ledge. Include details about the relevance of the session and important discussions and conclusions.

SETAC staff will edit all *Globe* articles to fit the newsletter format and reflect Associated Press (AP) style. We encourage authors to write in an active rather than passive voice.

Submission Date

We would like to get session submissions published as soon as possible after the session concludes. We have found that it is easiest to put these together if the information is fresh in the authors' minds and ideally no more than three months after the annual meeting.

Please send your summaries to press@setac.org and they will be considered for publication in the [next available edition](#) of the *Globe*.

Structuring the Article

Article Title

Authors of the session summary and their affiliations (not necessarily the session chairs)

Overview of the Session

- Include the full name and brief description of the session (what, who, why, when, and where).
- Spell out any acronyms in the first instance, followed by just the acronym in the rest of the summary.
- Summarize any highlights, overarching themes and lessons learned from the session.
- Session summaries do not need to go presentation by presentation but rather present an overall review of the topics and outcomes.
- Include the full name of the presenter and their affiliation if you include individual session talks.
- Include information for any next steps, including if there are any other sessions, workshops, discussions, etc. planned as a continuation of the dialogue.

Author(s) contact information: Please include the preferred contact email addresses of the author(s) in case readers have questions regarding the article.

If you have any questions, please feel free to reach out to us at press@setac.org. Thank you for your interest in putting together an article for your SETAC *Globe*!