

SETAC *Globe* Policies

Revised: 2 February 2021

The SETAC *Globe* is an international newsletter that keeps readers informed on local, regional and global science, relevant events, member accomplishments and other items of interest. Articles should be between 500–1,500 words and written in a magazine style. Authors are strongly encouraged to include graphics, photos or illustrations with their article, but only if they have permission to do so. You may contact SETAC staff at globe@setac.org if you have questions about copyright, re-use or attribution language. Please be sure to include all contributing authors' full name and affiliation, and an email address for the corresponding author. SETAC staff will edit all *Globe* articles to fit the newsletter format and reflect AP style. We encourage authors to write in the active rather than passive voice.

Programming Articles

SETAC Science

Science underpins all we do, so we encourage articles that open discussion or report out on areas under the umbrella of science that would be useful to our readership. Previous articles have included details around emerging science or policies, science communication, open science and publishing, clever or cost-saving field and lab techniques, opinions about research or publishing ethics, working life, grad school concerns, diversity and more.

SETAC Meetings

Pre-meeting Features

Program and planning committees for SETAC meetings can use the *Globe* to promote their event. Articles should focus on the scientific program, key speakers and the goal of the meeting. Marketing material and information that is also posted on the meeting website should not be the focus of the *Globe* article. Brief announcements about specific aspects or deadlines can be published in the *Globe* or [submitted for inclusion in the SETAC News](#).

Session Summaries

Session summaries give chairs the opportunity to spotlight key discussions and lessons learned from the annual meeting for people who couldn't attend. Remember, this is a magazine-style news outlet and not a scientific journal and should focus on the relevance of the session and important discussions and conclusions.

Other Meeting and Workshop Summaries

The *Globe* may publish reports from SETAC symposia, focused topic meetings and workshops, including previews or summaries of content from the workshop or meeting that is published in journal articles or a book. The *Globe* audience is ideal for promoting material published elsewhere, but it must be written in a simple style and assume the audience is unfamiliar with the topic. The authors must direct readers to the primary source, with access if possible.

Regional Branches, Chapters, Interest Groups, Committee and Geographic Unit Reporting

Representatives from geographic units, regional chapters and branches are encouraged to publish articles on local topics, events, successes, projects or policies that would be of interest to the broader SETAC membership. The *Globe* also provides space for SETAC interest groups, committees and councils to promote their programming or report on their initiatives, policies or positions.

Other Articles

Member Announcements

The *Globe* will publish announcements of significant awards or professional recognitions received by SETAC members. We may feature compelling articles about members submitted by geographic units, regional branches or chapters, interest groups or committees. The *Globe* will not publish announcements of job changes or promotions. For in memoriam articles, please read the SETAC guidelines for such articles before submitting.

Short Announcements

Short announcements are more suitable for the *SETAC News*. Such announcements can include non-SETAC workshops or summaries, award solicitations, course announcements, volunteer opportunities and more. They will only be included if space allows. You can submit short announcements to SETAC staff at press@setac.org, and they can advise you regarding the best outlet.

Letters to the Community

We invite letters to the community regarding scientific or Society-related topics. Letters must be limited to 500 words. Letters judged to be unsubstantiated, factually incorrect or levying personal attacks will be returned to the author. In some instances, a counterpoint or rebuttal will be solicited and offered in tandem.

Production Schedule

The [production schedule](#), published on the globe.setac.org website, includes the due dates for each issue. Late submissions will be moved to subsequent issues. To submit an article, email press@setac.org. Minor corrections to typos or to adhere to AP Style will not be submitted to the corresponding editor. Major edits and clarifying queries will be sent to the contributing author prior to publication. Late or major changes may result in delayed publication. Changes to the article published on the website can be made after publication and language will be included to reflect the change.

Advertising

Advertising space in the *Globe* is limited to two 864x107 pixel banner ad on a first-come, first-serve basis at the rate of \$350. The *Globe* is distributed to more than 15,000 current and former SETAC members and readers interested in the Society's news.