Writing an Article for SWZ Maritime

Below you find important information and guidelines that can help when writing an article for SWZ Maritime. Should you have any more questions, please contact the editor in chief.

Key Points

- Please send in your article in Word. A three page article without illustrations has approximately 2200 words.
- Please send in your illustrations as separate files, preferably in jpeg format. (Please do not paste them in Word as this reduces the quality considerably.)
- Make sure you hold the copyright to the pictures or have permission to publish them.
- Pictures need to be of high resolution (300 dpi). If you are unfamiliar with dpi, please check the filesize. A picture of high resolution good enough to publish is usually around 1 MB or larger. Everything below 200 kb is usually not suitable for publication.
- Please send in any tables as separate Excel-files.
- Please include your full name, titles and a short description of your occupation/career.
- **By submitting your article, you allow for (parts of) the article to be published on the SWZ website as well (SWZonline.nl).**

Number of Pages

Please take into account the following guidelines:

The first page of an article contains approximately 600 words, the following pages approximately 800. These numbers do not take into account any illustrations, photographs, titles or intros. In principle, an article should not exceed three pages, which means the total number of words for one article is roughly 600 + 800 + 800 = 2200 words.

Illustrations take up space as well. Small illustrations up to a quarter page take up approximately 200 words. Larger pictures take up more space accordingly. A small illustration can usually be fitted in on the first page of an article without taking up words (due to space left around title and intro). A large picture on the first page (half a page or more) leaves approximately 200 - 300 words if the intro and title can be placed in the picture. If not, the intro and title should be deducted from those 200 - 300 words.

The editor in chief decides whether articles longer than three pages are published. Long articles may also be published in parts over multiple issues and/or be abbridged.

Structure

The article starts with a title followed by a subtitle (if necessary). Titles should be as short as possible and not exceed 7 words.

The article starts with an intro of approximately 60 words, followed by the text of your article.

The running text can be divided by subheadings, which should not exceed 6 words.

Please send in your article as a Word document with as little layout as possible. Please try to avoid columns, line breaks, footnotes, et cetera.

You can indicate the locations for your illustrations in the text by placing the filename in square brackets, for example [illustration 1.jpg]. You can place a caption below the filename.

Photographs, Illustrations and Tables

All pictures, including graphs and tables, have to be submitted as a separate file. Please do not submit illustrations as a Word document as this significantly decreases a picture's quality.

Pictures can be submitted in jpg, tif, gif, pdf and bmp format.

A picture's size needs to be suitable for printed media: 300 dpi (filesize usually 1 MB or larger). Pictures found on the Internet (be careful of copyright!) are usually not big enough. Larger pictures are easily made smaller, but small pictures cannot be enlarged. Pictures that do not meet the requirements mentioned above, cannot be published in SWZ Maritime.

Tables are preferably submitted as an Excel sheet.

Should you want to submit several large files, we advise you to either send them to swz.rotterdam@gmail.com (due to limitations on our other mailbox), send them through WeTransfer (www.wetransfer.com) or on CD/DVD by mail.

Author's Information

With every article, we like to include some information about the author. Therefore, please include (if applicable) your title, initials, first name, last name and a short description of your occupation and background (30 words at most).

Additional Remarks

- Write in full as much as possible (avoid abbreviations or explain what they stand for when they apply to projects or organisations).
- State sources and such in a separate list, which will be published at the end of the article.
- We write the numbers 1-20, 30, 40, 50, 60, 70, 80, 90 and 100 in full. All other numbers should just be written as numbers. When talking about ship sizes, all sizes should have two decimals. Numbers up to 9999 should be written without commas (or dots in Dutch). Starting 10,000 commas (dots in Dutch) do have to be used.

Your article can be submitted electronically only, either by e-mail (swz.rotterdam@gmail.com), through WeTransfer (www.wetransfer.com) or on CD/DVD.