• Write an article that will appeal to a wide readership. LAS Pro mails to 14,000 AALAS members from all parts of the LAS field. Esoteric, limited-scope topics may not appeal to the wide readership.
• Give a little background on your article. Why did you decide to do this? Why share it?
• Know your topic. What has been written about it before?
• Was your study approved by an IACUC? Include a statement indicating that, if necessary.
• Most tech tips are not “stat” heavy.
• Be sure your article flows. Pay attention to the thread that runs through it, paragraph-to-paragraph.
• Everybody loves a bit of humor or different ways of looking at things. Fun or humorous observations can make the article more appealing and captivating to draws readers in!
• We recommend “a fresh eyes test” for articles. Give the article to someone who has not read it before and ask them if it makes sense. Are the steps easy to follow? Do the pictures help?
• Don’t bog down your article with too many references. Have an appropriate number, if they’re even necessary at all.
• Watch your verbs. Don’t change verb tenses through the article.
• Commas are hard. Just do your best to provide a clean, easy to read, and easy to follow article. (Note the Oxford comma used in that sentence.)
• Do a spell check.
• Don’t feel like you have to be formal. A chatty, friendly tone is often preferred, depending on subject matter.
• Avoid jargon and internal/workplace acronyms. Spell out acronyms on first reference.
Tips from the Editors

• Review articles we have already published. Use those as a template for what we require for publication.

• Provide byline and author bio information for all authors: Byline: John Smith, BS, LATG, CMAR. Author Bio: John Smith, BS, LATG, CMAR is a Facility Manager at XYZ University in Scranton, PA.

• Format your article with Times New Roman, 10 point, double spaced. No need to use color, fancy fonts, or other design elements. We strip that out before the reviewers ever see it. Format your references to our style also.

• Print out and proofread your article. Read your article out loud before you send it in. It is amazing what you will catch when you use this technique.

• Any questions? Email us at laspro@aalas.org.

Image Requirements

• Print quality means high resolution: 300 dpi jpeg or tiff files. Image files off Internet sites don’t work.

• Pictures should be clear and crisp. Don’t send fuzzy images.

• Don’t crop them! Let us do that for you. Send us your original pictures. Do not embed them in your Word document.

• Only send pictures that illustrate your tip. Not enough pics will frustrate your readers, and too many pics can be confusing.

• Be sure your pics are labeled (Figure 1, Figure 2 etc.) and be sure they match the call outs in the text.

• If you are sending charts or graphs, please send them in the original file format. If you made the chart in Excel, send us the Excel file. Let us create the image from there.

• If your image files are too large for email, let us know and we can arrange other means of delivery.