



The Journal of RCI, Inc.

Interface

Roofing, waterproofing, and exterior wall technology written by professionals for professionals

2017/18 CLOSING DATES FOR EDITORIAL/ADVERTISING SUBMISSIONS

Publication Date	Theme	Author Peer Review Deadline	Final Author Materials Due	Ad Reservation Deadline	Ad Materials Deadline
July 2017	Testing	April 14, 2017	June 1, 2017	June 1, 2017	June 12, 2017
August 2017	Health & Safety	May 15, 2017	June 30, 2017	June 30, 2017	July 12, 2017
September 2017	Building Envelope Issues (Miscellaneous)	June 15, 2017	Aug. 1, 2017	Aug. 1, 2017	Aug. 11, 2017
October 2017	Coatings	July 14, 2017	Sept. 1, 2017	Sept. 1, 2017	Sept. 12, 2017
November 2017	Subgrade Waterproofing	Aug. 15, 2017	Sept. 29, 2017	Sept. 29, 2017	Oct. 12, 2017
December 2017	Traffic-Bearing Membranes	Sept. 15, 2017	Nov. 1, 2017	Nov. 1, 2017	Nov. 10, 2017
January 2018	Weather Issues	Oct. 13, 2017	Dec. 1, 2017	Dec. 1, 2017	Dec. 11, 2017
February 2018	Building Envelope Issues (Miscellaneous)	Nov. 15, 2017	Dec. 29, 2017	Dec. 29, 2017	Jan. 11, 2018
March 2018*	Low-Slope Membranes	Dec. 15, 2017	Feb. 1, 2018	Feb. 1, 2018	Feb. 12, 2018
April 2018	Sustainability	Jan. 12, 2018	March 1, 2018	March 1, 2018	March 12, 2018
May/June 2018	Convention issue	Feb. 15, 2018	March 30, 2018	March 30, 2018	April 11, 2018
July 2018	Decks	April 13, 2018	June 1, 2018	June 1, 2018	June 11, 2018
August 2018	Adhesives & Accessories	May 15, 2018	June 29, 2018	June 29, 2018	July 11, 2018
September 2018	Building Envelope Issues (Miscellaneous)	June 15, 2018	Aug. 1, 2018	Aug. 1, 2018	Aug. 10, 2018
October 2018	Walls	July 13, 2018	Aug. 31, 2018	Aug. 31, 2018	Sept. 11, 2018
November 2018	The Changing Workforce	Aug. 15, 2018	Oct. 1, 2018	Oct. 1, 2018	Oct. 11, 2018
December 2018	Historical Restoration	Sept. 14, 2018	Nov. 1, 2018	Nov. 1, 2018	Nov. 12, 2018

**This issue is distributed at RCI's convention.*

Issue dates, themes, and editorial schedule are subject to change. Please call beforehand for confirmation of issue dates and deadlines.

Refer editorial inquiries, ideas, and submissions to: Kristen Ammerman, Director of Publications (kammerman@rci-online.org).

Refer advertising inquiries to: William Myers, Director of Marketing Communications (wmyers@rci-online.org or 919-389-1088).

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RCI Interface Editorial Guidelines

RCI Interface journal is published 11 times a year (May/June is a combined convention issue.) The official journal of RCI features technical articles on a wide variety of topics concerning roofing, waterproofing, and exterior wall issues. All articles submitted are subjected to a peer review process that serves to provide an initial reader reaction. The author may then integrate rebuttals into the text prior to actual publication. *RCI Interface* seeks technically meritorious articles rather than those that could serve commercial interests. No payment is given. Authors receive complimentary copies, Continuing Educational Hours, and qualify for consideration for the prestigious Richard M. Horowitz Award.

SUBMISSION FOR PEER REVIEW

- 1) Provide a cover letter with a brief summation of the topic. Cite the theme issue(s) in which the submission would fit (see schedule, p. 1).
- 2) Typical articles range from 1,200 to 2,500 words.
- 3) Endnote (not footnote) references are recommended. Include source references when appropriate. Follow documentation referenced on page 3 of this guide.
- 4) Graphics should accompany the article whenever possible. Low-resolution graphics may be used on first submittal as long as high-resolution graphics are available for final submittal. Make optimal use of color. Call-out all graphics in the body of the article (*Figure 1*). Use no more than three graphics per 500 words.
- 5) Make submissions via e-mail to: kammerman@rci-online.org.

SUBMISSION OF ACCEPTED ARTICLES FOLLOWING PEER REVIEW

Text

- 1) Revise article with peer reviewers' comments in mind.
- 2) Submit completed manuscripts in MS Word format via e-mail to: kammerman@rci-online.org by the date noted in acceptance letter.
- 3) Submit PDF of formatted paper, including graphics, representative of basic anticipated layout.
- 4) Include author(s) biographical sketch(es) of no more than 75 words, encompassing professional roles, activities, and accomplishments.

Graphics

- 1) All articles should include illustrative graphics if possible. If you embed graphics in MS Word files, *also* send them in one of the following manners:
 - Electronic files saved in TIF or JPG format (if a photograph) or EPS or TIF (if a drawing or line-art). Resolution **must be at least** 300 dpi (dots per inch) saved **at the size at which it should be printed**. Because it looks good on a computer screen or when printed on a laser printer does not mean it will print well on a printing press. Call if uncertain. If submitting digital photos, save

them at the largest size possible. Most files will be **at least** one megabyte when saved or scanned at the proper size. **Do not resample photos to artificially increase dpi.**

- 2) Include head-and-shoulders photo(s) of the author(s) in high resolution.
- 3) Make sure you have permission to use any and all graphics and photos attached to your article.

NONTECHNICAL SUBMISSIONS

In addition to technical articles, the following submissions are encouraged and are also subject to editorial review.

- Project profiles on unique or challenging building envelope projects.
- Articles on finance, legal issues, environmental concerns, and business management.
- “Would You Look at That!” photos and comments or “Tricks of the Trade” tips.
- Press releases about industry news, including new hires or promotions, facilities, mergers and acquisitions, and awards. Product information does not qualify and must be submitted as paid advertising. All items will be edited to fit *Interface's* “Industry News” format and criteria.
- Letters to the Editor concerning any issue of concern to RCI or the roofing, waterproofing, or exterior walls industry. Letters must be signed and include a return address and telephone number at which the writer may be contacted.
- Quality front cover photos (300 dpi at 8.5 x 11, vertically oriented). Credit will be given to the photographer and company.

Members' activity news, such as promotions and involvement in other industry-related happenings, are published on the RCI NewsFeed at rci-online.org. To submit news items for the website, contact Katey Springle Lempka, klempka@rci-online.org.

RCI Reference Style Guide

BOOK

Author (first name, then last name). *Book Title*. Edition (if applicable). Place of publication: Publisher, Date of publication. Page Number.

Example: Justin Henshell. *The Manual of Below-Grade Waterproofing*. Second Ed. New York: Routledge, 2016. p. 133.

JOURNAL ARTICLE

Author (first name, last name). "Article Title." *Title of Journal*. Series number (if given). Publisher. Date. Page number.

Example: Phil Dregger. "'Cool' Roofs Cause Condensation – Fact or Fiction?" *Interface*. RCI, Inc. March 2013. pp. 19-26.

PROCEEDINGS ARTICLE

Author (first name, last name). "Article Title." *Proceedings*. Publisher. Date. Page number.

Example: Charu Chaudhry and Lisa Davey. "Authenticity vs. Stability: Challenges in Restoring the Sun Building." *Proceedings of the RCI Inc. Building Envelope Technology Symposium*. RCI, Inc. 2015. pp. 43-52.

REPORT

Author (first name, last name). "Report Title." Author's company or sponsoring organization. Place. Date. Page number.

Example: Ruth Mendelsohn. "Acquisition of Desktop Publishing Equipment." Atlantic Enterprises, Inc. Portland, ME. Feb. 5, 2011. pp. 27-31.

WEBSITE

Author (first name, last name). "Title of Page/Article." *Name of Web page*. Name of organizational sponsor (publisher of website). Date published or updated. Accessed Day Month Year. <url>.

Example: Micki Kamszik. "New Registered Exterior Wall Observer Program." rci-online.org. RCI, Inc. April 30, 2016. Accessed Aug. 25, 2016. < <http://rci-online.org/new-registered-exterior-wall-observer-program/>>.

EMAIL

Author (first name, last name). "Subject of E-mail." E-mail message. Date.

Example: Thomas Gernetzke. "Project Moonshot Plans." E-mail message. December 12, 2011.

GENERAL TIPS

- When an organization is both the author and publisher, show the organization's name only once, as the publisher.
 - **Example:** "Cancer Caregiving A-Z." American Cancer Society. Oklahoma City. 2008. pp. 7-10.
- When a work carries an editor's name rather than the author's, list the editor's name in the author's position, followed by the abbreviation *ed*.
- If an author's name is unknown, begin the reference with the title of the work. Do not use *Anonymous* in its place.

ENDNOTES (do not use footnotes)

- When a note refers to a work that was fully identified in the note immediately preceding, use "*Ibid.*" This replaces all those elements that would otherwise be carried over intact from the previous note. If a different page is required, add it, as in: *Ibid.* p. 13.
- When a note refers to a note fully identified in an earlier note but not the one immediately preceding, it should be shortened as follows:
⁷Author's surname, page number.