

# SOURCES

THE JOURNAL OF UNDERWATER EDUCATION

## Contributor Submission Guidelines & Requirements

We hope you are benefiting from the NAUI *Sources: The Journal of Underwater Education* online blog – accessible from any tablet and smartphone device! To improve the reach and awareness of NAUI happenings, our submission guidelines have been carefully crafted to facilitate the editorial process of publishing articles online.

NAUI members have the flexibility to write on any topic, specific to their field of expertise. We appreciate articles that introduce new ideas and advance conversation around topics and trends that engage our readers—think op-ed rather than marketing. NAUI prefers submissions from contributors who are leaders in and knowledgeable about the types of industries and topics the publication regularly covers. Contributed stories covering topics like NAUI leadership and dive training practices, the aquatic environment, diving education, dive career development, dive culture, business development, and equipment innovation are particularly popular with our readers.

We appreciate lively, polished writing that balances research or news with fun and memorable anecdotes or examples that help illustrate your point of view. While we encourage drawing from your own experiences in business to support your ideas, the articles should mention NAUI-related course/training/educational material. *Articles should be accompanied by relevant and engaging, and clear images.*

### Articles should be prepared according to the following guidelines:

- (1) Articles should not be less than 200 words and preferably not exceed 1,200 words. An article greatly exceeding this length will either be returned to the author or edited down by the *Sources* editors.
- (2) Following the title and your byline, provide a list of key words or a one-sentence description of your text or thesis. Include with author's name or any other identifying information (NAUI Member Number/Leadership rating).
- (3) Submissions should be in Microsoft Word .doc, Rich Text Format (RTF), or other standard word processor format. Please do not insert any special spacing or formatting. Send images separately with the article, not *embedded* in the article. Do not send the article as a PDF file.
- (4) Images submitted in a standard format (JPEG, TIFF, PNG) and MUST have a resolution of at least 72 dpi when sized for publishing. Images less than 72 dpi will not be usable. Please do not embed images within the main copy document or within an email.
- (5) Images should include captions and identify all recognizable persons. Include the photographer's name so credit can be given. Photo submissions should include release forms as necessary.

## Submitting an Article

An email message with the article/images as an attachment to NAUI *Sources* should be sent to [sources@nau.org](mailto:sources@nau.org). Include "Sources Submission" in the subject line. The message should include (1) the author's name, (2) the title of the article, (3) an optional abstract of no more than 150 words, and (4) any relevant information about the author/co-author, including NAUI institutional affiliation, membership numbers, current phone numbers, mailing, and email addresses (if not already included in article).

## Compensation

NAUI members will receive remuneration for their original contributions published in *Sources*. Payment is by credit toward purchase of NAUI products or services that the contributor is eligible to buy. Credits are nontransferable and will expire one year from the date of publication. The remuneration rate is \$25 (USD) flat for each article (including photos) published. Articles may be edited for length, and images (or articles) used are chosen and displayed at the discretion of the editor. Payment is not made for news items or press releases, commentary, linked/embedded video content, articles republished from other publications, advertisements or articles that the editor writes from submitted information.

Submitting an article, photo, or illustration constitutes an agreement that the materials are free of copyright restrictions and may be published by NAUI in *Sources* or any other NAUI marketing media without further compensation other than that listed, and that photo model releases have been obtained by photographer. The author or photographer will retain all other rights to the material. Accepted articles and photos will be retained for use by NAUI.

Payment for articles is redeemable via NAUI Headquarters in Tampa, Florida, USA, rather than from direct NAUI Service Centers. When ready to place an order, contact NAUI Member Services, ([nauhq@nau.org](mailto:nauhq@nau.org) / +1 813-628-6284) and request *Sources* credit be used specifically.

## Disclaimer

- Statements of fact and opinion in the articles in NAUI *Sources* are those of the respective authors and contributors and not of NAUI *Sources* editors or NAUI Worldwide. No representation, express or implied, is made of the accuracy of the material in this journal and NAUI cannot accept any legal responsibility or liability for any errors or omissions that may be made. The reader should make his or her own evaluation of the accuracy and appropriateness of those materials.
- NAUI works to consistently select the best articles or photos submitted for consideration. However, the selection of articles or photos and editors' picks is highly discretionary and can be impacted by many factors, including the number of articles addressing similar themes and the timeliness of the topic. We strive to maintain an open and constructive dialogue with our contributors, and work closely with contributors whenever possible to help ensure article publication as relevant.
- All articles are subject to editing. Titles, headlines, and subheads are subject to change, content may be edited for style or substance, images may be replaced, links may be added for context, and artwork will be added at the discretion of NAUI staff.

Members desiring access to prior issues, articles or information are able to access full PDFs of *Sources* and its predecessor *NAUI News* dating back to the 1970s directly from the [Member Resources area](#) in NAUI CORE.

**If you have any additional questions about becoming a contributor and/or our submission requirements, please email [sources@nau.org](mailto:sources@nau.org) and we will be happy to assist you.**