

SETAC Globe – Article Structure for Geographic Units Annual Meeting Session Summaries

Thank you for your interest in submitting an article for the *SETAC Globe*. Session summaries from the annual meetings are among the most viewed articles, and as a session chair, we encourage you to submit the outcomes of your session. Please find below general guidance and helpful instructions for composing your session summary article.

General Guidance

Overall, the article should be no more than 1,000–1,500 words. **The author should structure their article more like a newspaper or magazine article and not like a scientific paper or abstract.** This means, highlighting important information first and not to bury the lead, including relevance of the session and important discussions and conclusions.

SETAC staff will edit all *Globe* articles to fit the newsletter format and reflect AP style. We encourage authors to write in active rather than passive voice.

Submission Date

We would like to get session submissions published as soon as possible after the sessions conclude. We have found that it is easiest to put these together if the information is fresh on the authors' minds and ideally no more than three months after the annual meeting.

Please send your summaries to globe@setac.org and it will be considered for publication in the [next available edition](#) of the *Globe*.

Structuring the Article

Article Title

Authors of the session summary and their affiliations (not necessarily the session chairs)

Overview of the Session

- Include the full name and brief description of the the session (what, who, why, when, and where)
- Spell out any acronyms in the first instance, followed by just the acronym in the rest of the summary
- Summarize any highlights, overarching themes and lessons learned from the session
- Session summaries do not need to go presentation by presentation but rather present an overall review of the topics and outcomes
- Include the full name of the presenter and their affiliation if you include individual session talks

- Include information for any next steps, including if there are any another sessions, workshops, discussions, etc. planned as a continuation of the dialogue

Author(s) contact information: Please include **the preferred contact email address(es) of the author(s) in case readers have questions regarding the article.**

If you have any questions, please feel free to reach out to us at globe@setac.org. Thank you for your interest in putting together an article for your SETAC *Globe*!