



The Institution of Engineers, Malaysia

Guidelines for Reports on Activities

1. **Each report shall be limited to one printed page at the maximum:** First and foremost, all reports should be concise and precise in view of the limited publication space. Without figures, one printed page contains about 800 words and the word count must be reduced appropriately with each additional figure or photo. As the sizes of such insertions affect their word-count-equivalent, it will be left to the judgement of the authors on the number of words to cut. The Bulletin Editor retains the right to edit or further reduce the number of words.
2. **All reports are subjected to selection for publication by the Editorial Board:** To better inform themselves on the suitability of the reports, the Editorial Board is free to seek further advice from parties deemed fit to do so, while avoiding conflict of interest such as asking the same Technical Division to vet their own reports.
3. **Reports on activities should be value-adding to the readership:** For example, reports on talks should be akin to an extended abstract from which readers could get the gist of the talk and the subsequent Q&A. Reports on visits, forums and others shall serve a similar purpose, *e.g.* highlighting critical observations, issues, resolutions that will be of interest to the readers. Other than the basic information such as title, venue, name and affiliation of the speaker, details which are of little interest to most readers (such as the time of arrival at a destination, presentation of a token of souvenir etc) should be excluded.
4. **A report should preferably be submitted within a month from the activity:** Considering that some Technical Divisions have internal vetting process prior to submission, the Editorial Board will not be unreasonably strict with this requirement.
5. Although the Editorial Board will strive to publish the reports in a timely manner, the Editorial Board reserves the right to schedule from a later date, *e.g.* to provide room to clear the backlog, or to better fit the theme of the month. Until the backlog is cleared, each issue of the Bulletin will contain a mix of 'ancient' and relatively current reports.
6. As the reports that predate this guideline may not be in the proposed format, it is the discretion of the Bulletin Editor to allow their publication close to their original form, or to further edit them to suit the new format if it could be done without excessive demands on editorial time.
7. To avoid further burdens to the Secretariat staff who is currently spread paper-thin, the authors will not be alerted of the fate of their reports. Such feedback will be provided only after the situation improves.

Operationally, the Bulletin Editor will be the main person performing the above tasks while the editor at the publisher will improve the writing. The Editorial Board serves an advisory role and where deemed necessary, to modify the proposals by the Bulletin Editor.

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