### 2018/19 CLOSING DATES FOR EDITORIAL/ADVERTISING SUBMISSIONS

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<tr>
<th>Publication Date</th>
<th>Theme</th>
<th>Author Peer Review Deadline</th>
<th>Final Author Materials Due</th>
<th>Ad Reservation Deadline</th>
<th>Ad Materials Deadline</th>
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<tr>
<td>July 2018</td>
<td>Decks</td>
<td>April 13, 2018</td>
<td>June 1, 2018</td>
<td>June 1, 2018</td>
<td>June 11, 2018</td>
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<tr>
<td>August 2018</td>
<td>Adhesives &amp; Fasteners</td>
<td>May 15, 2018</td>
<td>June 29, 2018</td>
<td>June 29, 2018</td>
<td>July 11, 2018</td>
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<tr>
<td>September 2018</td>
<td>Building Envelope Issues (Catch-all)</td>
<td>June 15, 2018</td>
<td>Aug. 1, 2018</td>
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<td>October 2018</td>
<td>Walls</td>
<td>July 13, 2018</td>
<td>Aug. 31, 2018</td>
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<td>December 2018</td>
<td>Historical Restoration</td>
<td>Sept. 14, 2018</td>
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<td>April 2019</td>
<td>Codes &amp; Standards</td>
<td>Jan. 15, 2019</td>
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<td>May/June 2019</td>
<td>Convention review</td>
<td>Feb. 15, 2019</td>
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<td>Forensics</td>
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<td>Building Envelope Issues (Catch-all)</td>
<td>May 15, 2019</td>
<td>July 1, 2019</td>
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*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 Services (wmyers@rci-online.org or 919-389-1088).

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RESERVED FOR PEER REVIEW

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.

NON-TECHNICAL 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.

JOURNAL ARTICLE
Author (first name, last name). “Article Title.” Title of Journal. Series number (if given). Publisher. Date. Page number.

PROCEEDINGS ARTICLE
Author (first name, last name). “Article Title.” Proceedings. Publisher. Date. Page number.

REPORT
Author (first name, last name). “Report Title.” Author’s company or sponsoring organization. Place. Date. Page number.

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>.

EMAIL
Author (first name, last name). “Subject of E-mail.” E-mail message. Date.

GENERAL TIPS
• When an organization is both the author and publisher, show the organization’s name only once, as the publisher.
• 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.

Updated April 2, 2018