

# **DEFENSE ARJ**

## GUIDELINES FOR CONTRIBUTORS

The *Defense Acquisition Review Journal (ARJ)* is a scholarly peer-reviewed journal published by the Defense Acquisition University (DAU). All submissions receive a blind review to ensure impartial evaluation.

### **IN GENERAL**

We welcome submissions from anyone involved in the defense acquisition process. Defense acquisition is defined as the conceptualization, initiation, design, development, testing, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services needed by the Department of Defense (DoD), or intended for use to support military missions.

We encourage prospective writers to coauthor, adding depth to manuscripts. It is recommended that a mentor be selected who has been previously published or has expertise in the manuscript's subject.

Authors should be familiar with the style and format of previous *Defense ARJs* and adhere to the use of endnotes versus footnotes, formatting of reference lists or bibliographies, and the use of designated style guides. *It is also the responsibility of the corresponding author to furnish a government agency/employer clearance with each submission.*

### **MANUSCRIPTS**

Manuscripts should reflect research of empirically supported experience in one or more of the areas of acquisition discussed above. Research, lessons learned, or tutorial articles should not exceed 4,500 words. Opinion articles should be limited to 1,500 words.

Research articles are characterized by a systematic inquiry into a subject to discover/revise facts or theories. Tutorials should provide special instruction or knowledge relevant to an area of defense acquisition and be of benefit to the Defense Acquisition Workforce. Opinion articles should reflect judgments based on the special knowledge of the expert and should be based on observable phenomena and presented in a factual manner, implying detachment.

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## STYLE

We will require you to submit your final draft of the manuscript, especially citations (endnotes instead of footnotes), in the format specified in two specific style manuals. The *ARJ* follows the author (date) form of citation. We expect you to use the *Publication Manual of the American Psychological Association* (6th Edition) and the *Chicago Manual of Style* (15th Edition).

Contributors are encouraged to seek the advice of a reference librarian in completing citation of government documents because standard formulas of citations may provide incomplete information in reference to government works. Helpful guidance is also available in Garner, D. L., and Smith, D. H., 1993, *The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians* (Rev. Ed.), Bethesda, MD: Congressional Information Service.

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## FORMAT

Pages should be double-spaced and organized in the following order: title page, abstract (120 words or less), list of keywords, body, reference list, author's note (if any), and any figures or tables. Figures or tables should not be inserted (or embedded, etc.) into the text, but segregated (one to a page) following the text. When material is submitted electronically, each figure or table should be saved to a separate, exportable file (i.e., a readable EPS file). For additional information on the preparation of figures or tables, see CBE Scientific Illustration Committee, 1988, *Illustrating Science: Standards for Publication*, Bethesda, MD: Council of Biology Editors. Restructure briefing charts and slides to look similar to those in previous issues of the *ARJ*.

The author (or corresponding author in cases of multiple authors) should attach to the manuscript a signed cover letter that provides all of the authors' names, mailing and e-mail addresses, as well as telephone and fax numbers. The letter should verify that the submission is an original product of the author; that it has not been previously published; and that it is not under consideration by another publication. Details about the manuscript should also be included in this letter: for example, title, word length, a description of the computer application programs, and file names used on enclosed CDs, e-mail attachments, or other electronic media.

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### **POLICY**

We reserve the right to decline any article that fails to meet the following copyright requirements:

- The author cannot obtain official permission to use previously copyrighted material in the article.
- The author will not allow DAU to post the article in our *ARJ* issue on our Internet homepage.
- The author requires that usual copyright notices be posted with the article.
- To publish the article requires copyright payment by the DAU press.

### **SUBMISSION**

All manuscript submissions should include the following:

- Cover letter
- Biographical sketch for each author
- Headshot for each author should be saved to a CDR disk as a 300 dpi (dots per inch) or high-print quality JPEG or Tiff file. Please note: images from web, Powerpoint or e-mail will not be accepted due to low image quality.
- One copy of the typed manuscript

These items should be sent electronically, as appropriately labeled files, to *Defense ARJ* Managing Editor, Norene Fagan-Blanch at: [Norene.Fagan-Blanch@dau.mil](mailto:Norene.Fagan-Blanch@dau.mil).

In addition to electronic submissions, a hard copy of manuscript and any diskettes should be mailed to: Department of Defense, Defense Acquisition University, Attn: DAU Press (*Defense ARJ* Managing Editor), Suite 3, 9820 Belvoir Road, Fort Belvoir, VA 22060-5565.

# DEFENSE ARJ

## PRINT SCHEDULE

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**Publication Date**

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In most cases, the author will be notified that the submission has been received within 48 hours of its arrival. Following an initial review, submissions will be referred to referees and for subsequent consideration by the Executive Editor, *Defense ARJ*.

Contributors may direct their questions to the Managing Editor, *Defense ARJ*, at the address shown above, or by calling 703-805-3801 (fax: 703-805-2917), or via the Internet at [norene.fagan-blanch@dau.mil](mailto:norene.fagan-blanch@dau.mil). The DAU Home Page can be accessed at: <http://www.dau.mil>.