



## Submission Guidelines

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*Defense AT&L* is a bi-monthly magazine published by DAU Press, Defense Acquisition University, for senior military personnel, civilians, defense contractors, and defense industry professionals in program management and the acquisition, technology, and logistics workforce. The magazine provides information on policies, trends, events, and current thinking regarding program management and the acquisition, technology, and logistics workforce.

### **To Contact Defense AT&L Staff**

Submit articles by e-mail to [datl\(at\)dau\(dot\)mil](mailto:datl@dau.mil). (*Use conventional e-mail protocol; our format is to discourage spam generated by the online publication.*) Subject line should read: *Defense AT&L* submission.

The receipt of your manuscript will be acknowledged within five working days. You will be notified of the publication decision within two to three weeks.

Any items that need to be mailed can be sent to:  
DEFENSE ACQUISITION UNIVERSITY  
DAU PRESS  
ATTN: CAROL SCHEINA  
9820 BELVOIR RD, SUITE 3  
FORT BELVOIR VA 22060-5565

### **Deadlines**

<b>Issue</b>	<b>Manuscript Deadline</b>
January - February	October 1
March - April	December 1
May - June	February 1
July - August	April 1
September - October	June 1
November - December	August 1

Authors are advised to submit early. When an issue has a full complement of articles, it is closed, regardless of the author deadline. Articles submitted after an issue has closed will automatically be considered for the following issue.

### **Audience**

*Defense AT&L* readers are mainly acquisition professionals serving in career positions covered by the Defense Acquisition Workforce Improvement Act (DAWIA) or industry equivalent.

### **Style**

*Defense AT&L* prints feature stories focusing on real people and events. The magazine also seeks articles that reflect your experiences and observations rather than pages of researched information.

The magazine does not print academic papers; fact sheets; technical papers; white papers; or articles with footnotes, endnotes, or references. Manuscripts meeting any of those criteria are more suited to DAU's journal, *Acquisition Review Journal (ARJ)*.

*Defense AT&L* does not reprint from other publications. Please do not submit manuscripts that have appeared in print elsewhere. *Defense AT&L* does not publish endorsements of products for sale.

### **Length**

Articles should be **1,500 to 2,500 words**.

### **Format**

Submissions should be sent via e-mail as a Microsoft® Word attachment.

### **Graphics**

**Do not embed photographs or charts in the manuscript.** Digital files of photos or graphics should be sent as e-mail attachments or mailed on zip disks or CDs (see address above). Each figure or chart must be saved as a separate file in the original software format in which it was created.

TIF or JPEG files must have a resolution of 300 pixels per inch; enhanced resolutions are not acceptable; images downloaded from the Web are not of adequate quality for reproduction. Detailed tables and charts are not accepted for publication because they will be illegible when reduced to fit at most one-third of a magazine page.

Non-Department of Defense photos and graphics are printed only with written permission from the source. It is the author's responsibility to obtain and submit permission with the article.

### **Author Information**

Contact and biographical information will be included with each article selected for publication in *Defense AT&L*. Please include the following information with your submission: **name, position title, department, institution, address, phone number, and e-mail address**. Also, please supply a **short biographical statement**, not to exceed 25 words, in a separate file. We do not print author bio photographs.

### **Copyright**

All published *Defense AT&L* articles **require a signed Work of the U.S. Government/ Copyright Release form** (provided on next page). Please print and complete in full the form on as indicated in red, sign it, and fax it to 703-805-2917 at the same time you submit your article.

Alternatively, you may submit a written release from the major command (normally the public affairs office) indicating the author is releasing the article to *Defense AT&L* for publication without restriction.

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