

DAU PRESS

Defense AT&L Magazine

Author Deadlines

Issue	Manuscript Deadline
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.
- We reserve the right to call for a review of articles by DAU faculty or staff with expertise in the subject matter, and to edit for clarity and style or to meet space limitations. Edited manuscripts are reviewed by the author prior to publication.
- Manuscripts that do not conform to the requirements listed below, including the requirement to submit a copyright release form (see p. 3), will be returned to the author.

Readership

Senior military personnel, civilians, defense contractors, and defense industry professionals in the program management/acquisition business.

We DO Print

Feature stories focusing on real people and events. Stories that appeal to our readers are those taken from your own experience rather than pages of researched information.

We DON'T Print

Academic papers; fact sheets; technical papers; white papers; articles with footnotes, endnotes, or references; or any article exceeding 2,500 words. 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.

Length

Articles should be 2,000 to 2,500 words. Longer articles should be presented in two parts for publication in consecutive issues of the magazine.

Presentation

Use Times Roman or Courier 11 or 12 point. Double space your manuscript, and do not use columns or any formatting other than bold and italics. Use 1-inch margins on all sides. Put your full name under the title. Number the pages and ensure that your last name is on each page. Do not embed photographs or charts in the manuscript.

Author Bio

Please supply a short biographical statement, not to exceed 25 words, in a separate file. We do not print author bio photographs.

Graphics

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.

Graphics are not to be embedded in the text of your documents. Digital files of photos or graphics should be sent as e-mail attachments or mailed on zip disks or CDs. Each figure or chart must be saved as a separate file in the original software format in which it was created. Name the files according to the way you refer to them in your article (e.g., Figure 1.PPT, Figure 2.PPT, etc.).

Digital files must meet the following publication standards:

- EPS files generated from Illustrator (preferred) or Corel Draw (for other formats, provide program format as well as EPS file).
- TIF or JPEG files sized to print no smaller than 3 x 5 inches at a resolution of 300 pixels per inch; enhanced resolutions are not acceptable; images downloaded from the Web are not of adequate quality for reproduction.
- Other files in original program format (e.g., PowerPoint).

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TIPS FOR AUTHORS

- Good writing sounds like informal conversation. Write naturally and avoid stiltedness. Use the first person—I, we, or our—whenever appropriate.
- Use active voice as far as possible; too much passive voice writing dilutes an otherwise dynamic, active, enthusiastic article.
 - Passive: The class was conducted by Army Col. James Moran.
 - Active: Army Col. James Moran conducted the class.
- Include examples that your readers can identify with.
- Avoid gender-specific language (he, she) from your article unless it is clear that the text refers to a specific person.
 - INCORRECT: If a person likes their job.
 - CORRECT: If people like their jobs (preferable), or If a person likes his or her job.
- If you are writing an article that repeatedly references a person—for example “the manager”—a good solution is to alternate the pronouns he and she from paragraph to paragraph.
- Please keep acronyms to an absolute minimum. If you use them, they must all be defined, however obvious or familiar.
- We follow the Associated Press Stylebook in the way we abbreviate military ranks, dates, naval vessels. We do not use Service-specific designators, abbreviations, and acronyms.
- Please keep capitalization to the minimum. Excessive capitalization interferes with readability. We follow the guidelines in the Associated Press Stylebook.
- Run spellcheck and have someone proofread your article for spelling, grammar, and syntax before submission.

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