Defense ARJ Guidelines
FOR CONTRIBUTORS

The Defense Acquisition Research 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 for a nation’s defense and security, or intended for use to support military missions.

Research involves the creation of new knowledge. This generally requires using material from primary sources, including program documents, policy papers, memoranda, surveys, interviews, etc. Articles are characterized by a systematic inquiry into a subject to discover/revise facts or theories with the possibility of influencing the development of acquisition policy and/or process.

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 (refrain from using electronically embedded endnotes), formatting of reference lists, and the use of designated style guides. It is also the responsibility of the corresponding author to furnish any required government agency/employer clearances with each submission.
MANUSCRIPTS

Manuscripts should reflect research of empirically supported experience in one or more of the areas of acquisition discussed above. The Defense ARJ is a scholarly research journal and as such does not publish position papers, essays or other writings not supported by research firmly based in empirical data. Empirical research findings are based on acquired knowledge and experience versus results founded on theory and belief. Critical characteristics of empirical research articles:

- clearly state the question,
- define the research methodology,
- describe the research instruments (e.g., program documentation, surveys, interviews),
- describe the limitations of the research (e.g., access to data, sample size),
- summarize protocols to protect human subjects (e.g., in surveys and interviews), if applicable,
- ensure results are clearly described, both quantitatively and qualitatively,
- determine if results are generalizable to the defense acquisition community,
• determine if the study can be replicated, and
• discuss suggestions for future research (if applicable).

Research articles may be published either in print and online, or as a Web-only version. Articles that are 5,000 words or fewer (excluding abstracts, references, and endnotes) will be considered for print as well as Web publication. Articles between 5,000 and 10,000 words will be considered for Web-only publication, with an abstract (150 words or fewer) included in the print version of the *Defense ARJ*. In no case should article submissions exceed 10,000 words.

**Book Reviews**

*Defense ARJ* readers are encouraged to submit book reviews they believe should be required reading for the defense acquisition professional. The reviews should be 500 words or fewer describing the book and its major ideas, and explaining why it is relevant to defense acquisition. In general, book reviews should reflect specific in-depth knowledge and understanding that is uniquely applicable to the acquisition and life cycle of large complex defense systems and services.

**Audience and Writing Style**

The readers of the *Defense ARJ* are primarily practitioners within the defense acquisition community. Authors should therefore strive to demonstrate, clearly and concisely, how their work affects this community. At the same time, do not take an overly scholarly approach in either content or language.

**Format**

Please submit your manuscript with references in APA format (author-date-page number form of citation) as outlined in the *Publication Manual of the American Psychological Association* (6th Edition). References should include Digital Object Identifier (DOI) numbers when available. The author(s) should not use automatic reference/bibliography fields in text or references as they can be error-prone. Any fields should be converted to static text before submission. For all other style questions, please refer to the *Chicago Manual of Style* (16th 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 The Complete Guide to Citing Government Information Resources: A Manual for Writers and Librarians (Garner & Smith, 1993), Bethesda, MD: Congressional Information Service.
Pages should be double-spaced in Microsoft Word format, Times New Roman, 12-point font size and organized in the following order: title page (titles, 12 words or fewer), abstract (150 words or fewer to conform with formatting and layout requirements of the publication), two-sentence summary, list of keywords (five words or fewer that do not appear in the title of the manuscript), reference list (only include works cited in the paper), and author’s note or acknowledgments (if applicable). Manuscripts submitted as PDFs will not be accepted.

Figures or tables should not be inserted or embedded into the text, but submitted as a separate file in the original software format in which they were created. For additional information on the preparation of figures or tables, refer to the Scientific Illustration Committee, 1988, *Illustrating Science: Standards for Publication*, Bethesda, MD: Council of Biology Editors, Inc. Restructure briefing charts and slides to look similar to those in previous issues of the *Defense ARJ*.

The author (or corresponding author in cases of multiple authors) should attach a signed cover letter to the manuscript 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(s); that all the named authors materially contributed to the research and writing of the paper; that the submission has not been previously published in another journal (monographs and conference proceedings serve as exceptions to this policy and are eligible for consideration for publication in the *Defense ARJ*); and that it is not under consideration by another journal for publication.

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In citing the work of others, please be precise when following the author-date-page number format. It is the contributor’s responsibility to obtain permission from a copyright holder if the proposed use exceeds the fair use provisions of the law (see the latest edition of Circular 92: Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code, Washington, DC: U.S. Government Printing Office). Contributors will be required to submit a copy of the writer’s permission to the managing editor before publication.

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

- The author cannot obtain permission to use previously copyrighted material (e.g., graphs or illustrations) in the article.
- The author will not allow DAU to post the article in our Defense 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
- Author checklist
- Biographical sketch for each author (70 words or fewer)
- Headshot for each author saved as a 300 dpi (dots per inch) high resolution JPEG or Tiff file no fewer than 5x7 inches with a plain background in business dress for men (shirt, tie, and jacket) and business appropriate attire for women. All active duty military should submit headshots in Class A uniforms. Please note: low-resolution images from Web, PowerPoint, or Word will not be accepted due to low image quality.
- One copy of the typed manuscript, including:
  - Title (12 words or fewer)
° Abstract of article (150 words or fewer)
° Two-line summary
° Keywords (5 words or fewer—do not include words appearing in the manuscript title)
° Document double-spaced in Microsoft Word format, Times New Roman, 12-point font size (5,000 words or fewer for the printed edition and 10,000 words or fewer for online-only content excluding abstracts, figures, tables, and references).
° Copyright release form

All forms are available at our website: www.dau.mil/library/arj. Submissions should be sent electronically, as appropriately labeled files, to the Defense ARJ managing editor at: DefenseARJ@dau.mil.