

# ACCESS AL&T

## Writer Guidelines

We encourage authors to submit articles to Access AL&T, the premier online resource for Army acquisition, logistics, and technology news and information.

Access AL&T is the successor to *Army AL&T Online*, providing a similar wealth of information but in a blog format. This represents a significant advancement from *Army AL&T Online*, enabling active engagement with readers by allowing them to comment and offer suggestions on articles, as well as to share them via social media. News and articles from around the acquisition community will be available on Access daily, instead of once a month in an email blast.

Access AL&T also will have a distinct identity from the more in-depth, analytically focused *Army AL&T Magazine*, USAASC's quarterly professional journal. Both are provided by the Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology.

Our Editorial Office address is DEPARTMENT OF THE ARMY, ARMY AL&T, 9900 BELVOIR RD, SUITE 101, FORT BELVOIR, VA 22060-5567.

Editorial staff phone numbers are:

Editor-in-Chief Nelson McCouch III: (703) 805-1035/DSN 655-1035

Senior Editor Margaret C. (Peggy) Roth: (703) 805-1034/DSN 655-1034

Departments Editor Bob Coultas: (703) 805-1038/DSN 655-1038

Editor Kellyn Ritter: (703) 805-1036/DSN 655-1036

Fax: (703) 805-4218/DSN 655-4218

E-mail: [USAASCWEB-Ar@conus.army.mil](mailto:USAASCWEB-Ar@conus.army.mil)

### What We Want for Access AL&T

News of AL&T programs, processes, procedures, techniques, and management philosophy. It can be local in nature but must be relevant nationally or internationally. We are especially interested in news from the field and the battlefield.

### What We Don't Want

Exhaustive detail on how a current program came to be. Articles should focus on new capabilities and trends rather than a program's history.

### Article Length

Articles should be 750 words or less. Occasionally we will make an exception to this rule, but we have chosen our word length for optimal readability on the Web. Manuscripts are to be prepared in MS Word in Times New Roman 12-point font.

All articles should contain the author's name and biography. An author biography should include the author's title, organization, education (type of degree, college or university, and field of study), military education, acquisition-related certifications, and Army Acquisition Corps membership. Multiple authors are acceptable, but our preference is for one or two authors.

All acronyms should be spelled out on first reference. Access AL&T does not publish footnotes, endnotes, or acknowledgment lists.

### **Images**

We welcome photographs, drawings, PowerPoint charts, organization logos, or other images that help illustrate your article. Please e-mail any images along with your article. Photos should be 72 dpi or greater.

Please send us all images and charts *separate* from the MS Word document.

It is very helpful if you include captions for each image. These captions can be added to the end of the article or submitted in a separate Word document or e-mail. Also, please include the photographer's name and organization.

### **Deadlines**

We operate on rolling deadlines. You can expect your article to appear on Access AL&T a week to 2 weeks after we receive it, depending on its news value and the amount of editing required.

### **Clearance**

All articles must be cleared by the author's security/OPSEC office and public affairs office prior to submission. The cover letter accompanying the article must state that these clearances have been obtained and that the article has command approval for open publication.

Individuals submitting articles that report Army cost savings must be prepared to provide detailed documentation that verifies the cost savings and reinvestment, just as an organization should be prepared to defend funds if higher headquarters has a more pressing priority.