



# Army AL&T Magazine Writers Guidelines

Army AL&T Magazine is a quarterly professional journal published by the U.S. Army Acquisition Support Center, a Direct Reporting Unit within the Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology.

## Mission

To educate, inform, motivate, and instruct the Army Acquisition, Logistics, and Technology (AL&T) Workforce by providing articles on new developments and critical issues relative to state-of-the-art **technology, capabilities, processes, procedures, techniques, and management philosophy**. The magazine's content, which is mandated by an Editorial Advisory Board of senior AL&T leaders, focuses heavily on **lessons learned and best business practices**. The magazine also serves to disseminate information pertinent to the **professional development** of the AL&T Workforce, including **doctrine and policy guidance**.

The overall objective is to help the AL&T audience execute its broad and diverse missions, overcome challenges, and be highly innovative. In so doing, Army AL&T Magazine is dedicated to helping Soldiers maintain a decisive advantage.

## What We Want

- News You Can Use—of AL&T innovations, processes, procedures, techniques, and management philosophy. It can be local in nature but must be relevant nationally or internationally.
- Analysis—ground truth of how one process, procedure, or technique has worked better than another in overcoming a particular challenge.
- Authority—articles written by AL&T professionals, for AL&T professionals, in the field and on the battlefield. We are especially interested in articles about AL&T lessons learned and best practices in the current theaters of operation.

## What We Don't Want

- History—articles with exhaustive detail on how a current program came to be. While we aim to be a magazine of record, we want to focus on the challenges that program professionals have overcome or will face, and how their experience can help other AL&T professionals.
- Program overviews—articles on what a program does, just to inform people that it exists. We want to examine how the program overcame or is designed to overcome challenges.

## Acceptance

Articles submitted to Army AL&T Magazine will not be accepted if they have been scheduled for publication in other magazines, with rare exceptions. The Editor-in-Chief reserves the right to accept or reject any article submissions. Individuals submitting articles that report Army cost savings must be prepared to provide detailed documentation that verifies the cost savings and their reinvestment, just as an organization might have to defend these monies if higher headquarters had a more pressing priority for them.

## Submission Requirements

Articles must not exceed 1,600 words. Manuscripts are to be prepared in MS Word using a 20-line page and Times New Roman 12-point font. Do not submit articles in layout format or with footnotes, endnotes, or acknowledgment lists of individuals.

All submissions must include 1) A biographical sketch of each author that includes current position, educational background, acquisition certifications, and Army Acquisition Corps membership, if applicable; 2) each author's e-mail address, office phone number (DSN and commercial), and postal address; and 3) verification that the article has been cleared by the author's security/OPSEC office and public affairs office, and that the article has command approval for open publication. Please submit articles to [USAASCWEB-Ar@conus.army.mil](mailto:USAASCWEB-Ar@conus.army.mil).

## Style

Army AL&T Magazine follows the *Associated Press Stylebook* and the *Webster's New World College Dictionary, Fourth Edition*, with variations. Editors will ensure conformity with style. Acronyms used in manuscripts, photos, illustrations, and captions must be kept to a minimum and must be defined on first reference.

## Photos and Illustrations

Three or more photos or illustrations, or a combination of both, may accompany each article. Please submit them in files separate from the manuscript. Photos may be color or black and white. Photographers' names and commands must be included for each photo submitted. All electronic files of photos must have a minimum 300-dpi resolution and be in TIFF or JPEG format. Photographs and illustrations may be submitted via e-mail to [USAASCWEB-Ar@conus.army.mil](mailto:USAASCWEB-Ar@conus.army.mil). Photos and illustrations will not be returned.

## Submission Deadlines

Issue	Author Deadline
January-March	1 October
April-June	1 February
July-September	1 May
October-December	1 August

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