

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 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.

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 be the decisive edge.

What We Want

- News You Can Use—of AL&T innovations, processes, procedures, techniques, policy, doctrine, 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. Please note: Articles that report Army cost savings must be supportable; we reserve the right to request documentation verifying the amount(s) saved, just as an organization would need to defend these monies if higher headquarters had a more pressing priority for them.
- 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. Articles by industry experts—but not press releases—will be considered for publication using the same criteria listed here. As a rule, articles should carry the byline of a program subject-matter expert; however, SMEs and public affairs officers may share a byline. We limit shared bylines to four authors.
- “How,” not “what”—An article should be less like a public affairs press release, and more like a research “white paper” in order to convey best business practices and other valuable information effectively to the AL&T Workforce.

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.

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.

Submission Requirements

Articles must not exceed 1,600 words. Manuscripts are to be prepared in MS Word using a 20-line page and Times 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 email 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 usarmy.belvoir.usaasc.list.usaascweb-army-alt-magazine@mail.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.

Artwork

Three or more photos or graphics (illustrations and charts), or a combination of both, may accompany each article. Please submit artwork in files separate from the manuscript. All photos must have a minimum 300-dpi resolution and be in TIFF or JPEG format. Please provide the photographer's name and command for each photo submitted; the artist's name and command for each illustration; and the source organization for each chart. Photographs and graphics may be submitted via email to usarmy.belvoir.usaasc.list.usaascweb-army-alt-magazine@mail.mil. They will not be returned.

Submission Deadlines

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

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