



Army AL&T Online **Writer Guidelines**

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

Army AL&T Online is a monthly professional development magazine published by the Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology. The Editorial Office address is DEPARTMENT OF THE ARMY, ARMY AL&T, 9900 BELVOIR RD, SUITE 101, FORT BELVOIR, VA 22060-5567.

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Article Length

We prefer articles to be 750 words or less. Occasionally we will make an exception to this rule so please don't let a couple of extra words dissuade you from submitting your organization's news. Manuscripts are to be prepared in MS Word in Times New Roman 12-point font.

All articles should contain author name and biography. An author biography should include 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.

All acronyms should be spelled out when first referenced. *Army AL&T Online* does not publish footnotes, endnotes, or acknowledgement lists of persons.

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.

Perhaps your boss likes you to include photos and charts inside your Word document, **but we do not**. Please send us all images and charts separate from the MS Word document.

Image Captions

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 include the photographer's name and organization.

Deadlines

Deadline for submission is the first Friday of the month *before* each issue. For example, the deadline for the February issue is the first Friday in January.

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 their reinvestment. Organizations should be prepared to defend these monies if higher headquarters has a more pressing priority for them.