

# ARMY AL&T Writers Guidelines

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

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## Purpose

To instruct members of the acquisition, logistics and technology (AL&T) community about relevant processes, procedures, techniques and management philosophy and to disseminate other information pertinent to the professional development of the Army AL&T Workforce.

## Subject Matter

Subjects may include, but are not restricted to, professional development of the Army's AL&T Workforce, AL&T program accomplishments, technology developments, policy guidance and acquisition excellence. Acronyms used in manuscripts, photos, illustrations and captions must be kept to a minimum and must be defined on first reference. **Articles submitted to *Army AL&T* will not be accepted if they have been scheduled for publication in other magazines.**

## Article Length

Articles should be approximately 8 double-spaced typed pages, using a 20-line page, and must not exceed 1,600 words. **Articles exceeding 1,600 words will not be accepted.** Do not submit articles in a layout format or that contain footnotes, endnotes or acknowledgement lists of individuals.

## Photos and Illustrations

A maximum of 3 photos or illustrations, or a combination of both, may accompany each article **in files separate from the manuscript.** Artwork must be accessible for editing and not embedded in the manuscript. Photos may be black and white or color. **Illustrations must be black**

**and white and must not contain any shading, screens or tints.** All electronic files of photos must have a minimum 300-dpi resolution (JPEG or TIFF). **If they do not meet this requirement, glossy prints of all photos must be submitted via U.S. mail, FedEx, etc.** Photos and illustrations will not be returned unless requested.

## Biographical Sketch

Include a short biographical sketch of the author/s that includes current position, educational background, acquisition certifications and AAC membership if applicable.

## 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 upon request that verifies the cost savings and their reinvestment. Organizations should be prepared to defend these monies if higher headquarters has a higher priority for them. All articles are cleared by the Acquisition Support Center Director.

## Submission Dates

Issue	Author's Deadline
January-February	15 October
March-April	15 December
May-June	15 February
July-August	15 April
September-October	15 June
November-December	15 August

## Submission Procedures

Article manuscripts (in MS Word) and illustrations/photos (300 dpi JPEG or TIFF) may be submitted via e-mail to [army.alt.magazine@asc.belvoir.army.mil](mailto:army.alt.magazine@asc.belvoir.army.mil), or via U.S. mail to the address in the first paragraph at the top of this page. All submissions must include the author's mailing address and office phone number (DSN and commercial).