

Guidelines for Submitting Articles for Publication in the *Defense Standardization Journal*

General Guidance:

1. Deadline: The DSP Journal accepts articles on a rolling basis and we make every attempt to include articles in upcoming quarterly issues. For more information on style and content, see below. Please contact the DSP-Editor with any questions.

2. Editor's Contact Information:
Address: Defense Standardization Program Office
Attn: DSP Journal Editor,
8725 John J. Kingman Road, STOP 5100
Fort Belvoir, VA 22060
E-Mail: DSP-EDITOR@DLA.MIL
Phone - Comm: 703-767-2078; 427-2078
FAX - Comm: 703-767-6876; DSN: 427-6876

3. Text Length: Limit text, including subheads, to 1000-2000 words, or 4 to 7 double-spaced pages.

4. Artwork and References: Provide artwork, photographs, graphic elements such as tables and figures, and footnotes and references in a separate file. Do not embed them in text. (Or embed them in text to show the copy editor and artist where they belong, and also include a separate file of the graphics.)

5. Your Bio: Submit a 100-word-maximum biographical sketch for "about the author" information following the article.

6. Cover Suggestions: Suggest a cover illustration, if you wish, and provide a color photo, slide, transparency, or drawing in a vertical format for this purpose.

Style Requirements:

1. Title: Use a short, snappy title, followed by a brief subhead to attract the reader.

2. Sidebar: Feel free to break out items of interest into sidebar material.

3. Writing Style:
 - a. Avoid using an overly formal style. You may use first person, names, and contractions.
 - b. Use simple declarative sentences; avoid passive voice and complex sentence structure.

- c. Avoid using technical language that may not be understood by readers. Provide layman's descriptions along with technical terms, when appropriate.
4. Acronyms: Spell out all acronyms when first used. Do not use an acronym for a term if it only appears once, except when the acronym is the more recognizable form (such as URL).
5. Document Citations: Provide title and source for all documents cited in the text. Do not provide an extensive reference section or bibliography unless requested.
6. Artwork: Use artwork, such as photographs, drawings, charts, graphs, or cartoons to dress up your article. Provide captions in sentence form. Choose your artwork early; it may take longer to create or locate than the written word.
7. Photographs: Provide photographs of authors and people and things described in the article. Send a selection of photographs to enable the editors to choose the ones that fit a particular layout.

Submission Instructions:

1. Text:
 - a. Text Format: Use Microsoft Word.
 - b. E-mail your article or send it on a CD ROM. These will not be returned.
 - c. Do not write-protect your document or lock your disk.
2. Artwork - General:
 - a. Graphics Format: Provide graphics in .jpg, .tif, or .eps format. Submit them in a separate file at the same time as your text. Do not embed them in the text.
 - b. Large Graphics Files: Zip your graphics for e-mail, or send them on a CD-ROM to accommodate the limits of e-mail systems.
3. Photographs:
 - a. Provide digital photographs, if available, but do not send photographs from websites; the resolution of website photographs is too low for printed matter.
 - b. If you only have a hard copy of a photograph, send either (1) the original photograph (8x10 inches, or as large as you can get), or (2) a scanned version prepared at a minimum of 300 dots per inch (DPI). Indicate whether you want the photo returned.
4. Copyrighted Material: If any copyright protected material is included in your article it must be accompanied by written permission from the copyright holder providing royalty-free license to reproduce.

Editing, Review, and Publication

1. Have your article cleared for public release by your public affairs office prior to submission.
2. Expect that your article will be edited to fit the *Journal's* column length standards and provide a consistent style. Every effort will be made to avoid changing technical content.
3. Verify facts, names, and dates when a final review copy of your article is returned to you following editing.
4. Return your verified copy to the *Journal* Editor, specifying any required changes. **Once returned, your article becomes the property of the DSP.** Articles printed in the *Journal* become public domain information and are not copyright protected. (You may grant another publication permission to reprint your article verbatim if they give the DSP Journal credit.)