

# ***File Format When Submitting to ADA Journal***

Please attach all files separate

Please use .docx word format for the article

Please use .jpg or .png for the pictures

- All files should be separate
- **DO NOT** send photos embedded in the word document
- **DO NOT** send .pdf files

-Number your Photos  
-Number your Descriptions in your Word Document  
-Have descriptions describe "what, when, where, why, how"

1  
2  
3  
4  
5  
6  
38thADARDE ADA Journal Article  
photo descriptions

Families key to our success - who has helped to make these five years so amazing. We can't wait to see what the next five years hold, and look forward to continuing to grow with you all -

2. IWAKUNI, Japan – Delta Battery, 1-1 ADA (Air Defense Artillery) deploys a Patriot Minimum Engagement Package to the Marine Corps Air Station Iwakuni as part of Resolute Dragon 23, Oct. 25. U.S. Army Photos by Maj. Trevor Wild

3. ANDERSEN AIR FORCE BASE, Guam - Lt. Col. Jonathan Stafford takes command of Task Force Talon, Aug. 7, 2023. U.S. Army Photos by Maj. Trevor Wild

## **ARTICLE GUIDELINES QUICK GUIDE:**

### **Acceptable Photo Types**

***.jpg***

***.png***

**-DO NOT SUBMIT .heic (exports straight from iphones)**

**-DO NOT SUBMIT .tiff**

**-DO NOT embed the photo into a word or .pdf document**

**-DO NOT SUBMIT it as .pdf**

<b>23'-24' ADA Journal Deadlines</b>			<b>FY 2024</b>	
<b>FREQUENCY</b>	<b>EDITIONS</b>			
<b>ADA Journal</b> <i>2 x per year</i> <i>(1 dig. Optional)</i>	<b>FY 24</b> <b>ADAJ</b> <i>Edition #1</i> <i>Print</i> <i>Version</i> <i>(Year in</i> <i>Review)</i>	<b>FY 24</b> <b>ADAJ</b> <i>Edition #2</i> <i>Digital</i> <i>Copy</i>	<b>FY 25</b> <b>ADAJ</b> <i>Edition #3</i> <i>Digital</i> <i>Copy</i> <i>(optional)</i>	
	<b>AUTHOR'S DEADLINE</b>	30-Oct	15-Apr	31-Jul
<i>*Drop dead date for Commandant's Forward</i>	15-Nov	15-May	15-Aug	
<b>COPY DEADLINE</b>	30-Nov	31-Apr	30-Aug	
PDF PROOF TO COMMANDANT'S STAFF	30-Dec	21-Jun	15-Sept	
PROOF TO PRINTER	15-Jan	28-Jun	1-Oct	
STREET DATE TO UNITS (*approximate)	1-Feb	19-Jul	1-Nov	

**AUTHOR DEADLINES ARE YOUR DEADLINES!**

## **Writing a Bio**

1. Start with rank and full name followed by your current position and unit.
2. Add previous positions, especially those with experience, which is relevant to the article topic.
3. Consider including information about commissioning and educational degrees.

### **Examples:**

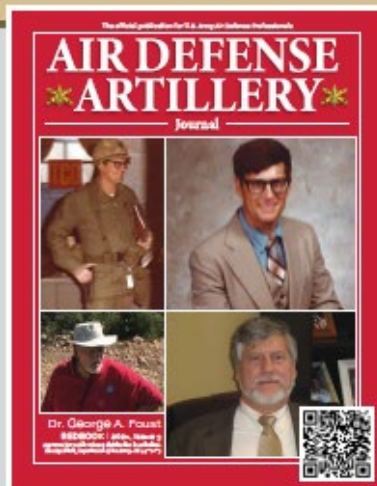
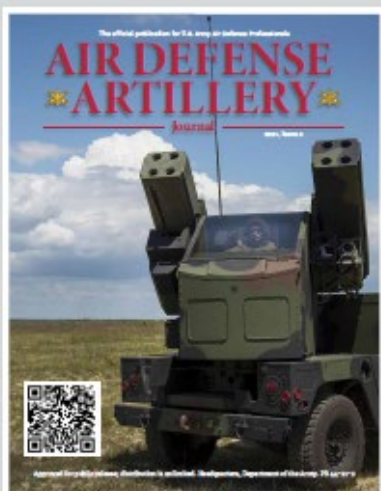
*MAJ First Last name is currently the \_\_\_\_\_ executive officer. He has experience as S3 and executive officer of \_\_\_\_\_ in support of Operation Spartan Shield in Iraq and Kuwait. In addition, he was \_\_\_\_\_ and the lead \_\_\_\_\_. He is a graduate of Command General Staff College and School of Advanced Military Studies.*

*SFC First Last Name is the current brigade fire support sergeant for \_\_\_\_\_. Throughout his tenure in the Army, he has served as a fire support specialist, forward observer, fire support team chief, brigade targeting NCO, and as a task force fire support sergeant. Last name is a graduate of the Joint Fires Observer Course, Joint Fire Power Course and the Field Artillery School's Fire Support Master Gunner Course.v*

*1LT First Last Name is an \_\_\_\_\_ officer currently stationed at \_\_\_\_\_. He has served as a Patriot platoon leader and a Patriot battery executive officer. He currently serves as an \_\_\_\_\_ at the \_\_\_\_\_.*

# Read.

The **AIR DEFENSE ARTILLERY JOURNAL** is the premier publication of the Air Defense Artillery! Stay informed and up-to-date on your profession.



# Write.

Consider adding **PUBLISHED AUTHOR** to your resume! For submission deadlines and writing guidelines, contact ADA PAO Amber Osei at: [amber.m.osei.civ@army.mil](mailto:amber.m.osei.civ@army.mil)

# Photograph.

Take a great picture while out in the field? **LIKE TO SEE IT PUBLISHED** in magazine-quality color? Submit your charts, photographs and other support images with your article!

**ACCELERATE YOUR CAREER** by staying informed, reading and writing for the **AIR DEFENSE ARTILLERY JOURNAL** a widely-distributed, official US Army publication!

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