



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE
455 MCNAIR AVE, SUITE 116
FORT SILL OK 73503-9016

ATSA-PAO

31 August 2022

MEMORANDUM FOR RECORD

SUBJECT: Air Defense Artillery Journal Guidance on Article Submissions

1. The Air Defense Artillery Journal is published twice a year in August and December. Members of the Air Defense Artillery community are encouraged to submit articles in consideration for publication.
2. Writing for the Air Defense Artillery Journal is unlike writing a memo, an OPORD, or a newsletter. This publication requires stories that meet the Department of Defense standards (Army Publications 25-30) for relevance, timeliness, and readability.
3. The following guidance should prove useful in producing articles that Air Defense Artillery professionals will want to read.

General Guidance

- (a) OPSEC must be observed at all times. Only unclassified information can be published in the Air Defense Artillery Journal. It is the author's responsibility to ensure security is not compromised.
- (b) Article subjects include (but aren't limited to); technical developments, tactics, operational concepts, techniques, procedures, how-to pieces, practical exercises, training methods, and historical perspectives IAW Army Regulation 25-30, Paragraph 2-3, b. Lessons-learned articles should have two closely related themes; what did you learn from the event, and what will you do differently in the future? Present clear and concise steps, instructions, or information that someone else can repeat or relay. The article's emphasis should focus on best practices or lessons learned.
- (c) Article submission. The Air Defense Artillery Journal does not pay for articles or illustrations, and the Journal is not copyrighted. All material published in the Journal is considered public domain unless otherwise indicated. The use of copyrighted material is by permission only and will be clearly marked with the appropriate legal notification. Journal authors must provide proof of permission to use copyrighted material.
- (d) Getting started. Select a topic of interest to the United States Army Air Defense Artillery community. The topics should help develop ADA professionals throughout the branch. Many authors initially write an outline to organize their thoughts before they begin writing. Clearly state the bottom line upfront and write a concise introduction and conclusion to your article. Submitted articles should be relatively free of spelling and grammar errors.

AFVI-EP

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Try to maintain an active voice as much as possible. Example: Write “Congress cut the budget” rather than “the budget was cut by Congress.” **Articles will be submitted in a Microsoft Word document. Articles will be formatted with a size 12, Times New Roman font, and will be double-spaced. Normal submissions are usually between 2,000 and 3,500 words, but no more than 5,000.** *The Air Defense Artillery Journal staff will also consider publishing an article in a series format.*

(e) Acronyms. Acronyms will initially be spelled out; for example, Air Defense Artillery (ADA), a second mention of the term the acronym ADA is acceptable.

(f) Strive to educate, not impress. A clear message is written in simple language. An abundance of adjectives, adverbs, and words the reader will have to look-up detracts from the message.

(g) Photos and artwork. If possible, include pictures or graphics to supplement the article. Do not place them in the Word document. Acceptable files are jpg, png, etc. Photos should be at least 2,000 KB in size.

(h) The Army and the civilian style for journalism is the Associated Press. This is what is taught in all of the journalism courses under the Army and across the Department of Defense.

Always give a person’s rank and full name on the first reference. Afterward, use the last name only.

Unit names should be used as follows:

First Reference

- 2nd Battalion, 6th Air Defense Artillery
- 32nd Army Air and Missile Defense Command
- B Battery, 3rd Battalion, 6th Air Defense Artillery

Afterward

- 2-6th ADA
- 32nd AAMDC
- B/3-6th ADA

4. The Air Defense Artillery Journal staff reserves the right to edit an article and put it in the Associated Press style and the Journal’s format. **A short biography, including the author’s current title and any other experience about the article’s topic, is required.**

5. Submit articles to: amber.m.osei.civ@army.mil

6. For more information call: 580-442-1820

Amber Osei

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PAO, AD
COMMANDANT’S OFFICE

2022 BULLETIN TEAM BATTLE RHYTHM

	EDITIONS		FY 2023	
FREQUENCY				
ADA Journal	FY 2022 Budget		FY 2023 Budget	
2 x per year	ADAJ DECEMBER 2021	Delayed (will only produce 2 editions) ADAJ Edition #1	ADAJ Edition #1	2022 ADAJ Edition #2 (Year in Review)
AUTHOR'S DEADLINE	1-Nov	31-Jan	1-May	3-Nov
ALL COPY DEADLINE	15-Nov	28-Feb	1-Jun	30-Nov
*Drop dead date for Commandant's Forward	30-Nov	14-Mar	15-Jun	14-Dec
PDF PROOF TO CHIEF'S STAFF	13-Dec	4-Apr	2-Jul	28-Dec
PROOF TO PRINTER	20-Dec	11-Apr	9-Jul	8-Jan
STREET DATE TO UNITS (*approximate)	10-Jan	2-May	30-Jul	19-Dec

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.

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 _____.