



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

23 August 2024

MEMORANDUM FOR RECORD

SUBJECT: Field Artillery Professional Bulletin Guidance on Article Submissions

1. The Field Artillery Professional Bulletin publishes one to two times weekly in a rolling format. Members of the Field Artillery community are encouraged to submit articles in consideration for publication.
2. Writing for the Field Artillery Professional Bulletin 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 Field Artillery professionals will want to read.

**General Guidance**

- (a) OPSEC must be **observed at all times**. Only unclassified information can be published in the Field Artillery Professional Bulletin. 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 Field Artillery Professional Bulletin does not pay for articles or illustrations, and the Professional Bulletin is not copyrighted. All material published in the Professional Bulletin 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. Professional Bulletin authors must provide proof of permission to use copyrighted material.
- (d) Getting started. Select a topic of interest to the United States Army Field Artillery community. The topics should help develop FA 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.

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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 Field Artillery Professional Bulletin staff will also consider publishing an article in a series format.*

(e) Acronyms. Acronyms will initially be spelled out; for example, Field Artillery (FA), a second mention of the term the acronym FA 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 (AP). This is what is taught in all 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**

- 1<sup>st</sup> Battalion, 5<sup>th</sup> Field Artillery
- 101<sup>st</sup> Airborne Division Artillery
- B Battery, 1<sup>st</sup> Battalion, 79<sup>th</sup> Field Artillery

**Afterward**

1-5 FA  
101<sup>st</sup> DIVARTY  
B/1-79th FA

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

5. Submit articles to: [FA.professional.bulletin@army.mil](mailto:FA.professional.bulletin@army.mil)

MACKENZIE SCHOTT  
1LT, FA  
HARDING FELLOW

# **ARTICLE GUIDELINES QUICK GUIDE:**

## **Acceptable Photo Types**

*.jpg*

*.png*

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

**-DO NOT SUBMIT .tiff**

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

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

## **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 \_\_\_\_\_.*