




# Author's Guidelines

 [www.dco.uscg.mil/proceedings](http://www.dco.uscg.mil/proceedings)

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# Proceedings Magazine

The Proceedings of the Marine Safety and Security Council is a principal outreach and communication tool for the Coast Guard's Marine Safety & Security Council. The magazine reaches our partners and customers in industry as well as members of the Coast Guard. The magazine is published three times each year, and the majority of articles in an issue center on a specific theme.

Who are the Authors? Each issue of the magazine is shepherded by a champion, typically the manager of the Coast Guard program that is the theme for the designated issue. The champion generally invites subject matter experts from Coast Guard, industry, and other interest groups to write on a designated topic related to the theme.

How Should the Articles Be Written? The point of writing is to communicate information or an idea. Generally, the most effective way to do this is to be specific, without being too technical. Proceedings has a wide audience, ranging from seamen to industry executives. Therefore, articles should be written in sufficient detail to inform the readers about the significance of your topic, but general enough so that all readers will understand and find value in your article. We believe the old journalism method is best: who, what, where, when, why, how. When possible, try to pique the readers' interest in the first paragraph by explaining how the article relates to them or their program. Please provide photos and graphics when possible. Remember, it is usually several months from the time you submit your article to the time it goes to print, so avoid terms like "yesterday" and "this month."

Editorial License. Proceedings encourages authentic and even-handed analysis of maritime issues and reserves the right to reject any submission that does not follow these guidelines. Anything damaging or unconstructive to the maritime industry or the Coast Guard will not be accepted. After passing an initial screening by the editors and issue Champion, article manuscripts are evaluated by members of the Marine Safety & Security Council, who have final say in whether or not an article is published. All articles become the property of Proceedings upon submission and are subject to editing, formatting, and other alterations. Proceedings and the Marine Safety & Security Council reserve the right to refuse publication of any article.



# Article Specifications

## Photos and Graphs

### How many?

*Proceedings* requests 5 to 10 photos/article, as JPG or TIF files.

### How should you send them?

Please Do Not embed the photos into the text or an email.

Attach them to your email as you would your article.

### Image size?

- Photos and graphs need to be minimum 300dpi.
- If an image the image has a number less than 1,000 with a "K" behind it when attached, it's not useable.
- Images must be at least 1MG (or 1,000k) at 300dpi. Right click on an image file and select "Properties," then "Details." Scroll down to find file size and dpi.

### What else should I include?

- A photo credit indicating who owns the photo. If it's not a CG/military photo—or you didn't take it—please submit the third-party approval to use it. (See What's this about copyright?)
- Caption information — Who, What, Where and When will do.

### Where can I find photos?

- [www.dvidshub.net](http://www.dvidshub.net) is a great source for two reasons:
  - 99% will be from military sources
  - 99% will be of military people, places, and things
- The internet. It's a treasure trove of images, but should be a last resort. Many images are not hi-resolution, may have questionable copyright, or not provide enough caption information to ensure the image represents your story.

### What's this about copyright?

- If an image you want to use is not a federal (USCG, DoD, other federal agency) photo, graph, chart, you must get permission from the creator to legally reprint it in *Proceedings*.
- Yes. We need written permission, but an email from whomever holds the copyright will work.

If a photo belongs to an industry source, please request an original image – print or digital – and written permission to publish in *Proceedings* (an email is acceptable). If it's a print, we'll gladly scan it and return it to the source directly.

## Text Format

Submit your article in MS Word or comparable application, using standard 1-inch margins, single space. Please send graphics or photographs as separate JGP or TIF files.

## Length

Articles are targeted from 1,500 to no more than 3,000 words. *Proceedings* reserves the right to edit articles for clarity, length, and style.

## Headline

Please suggest a headline that is simple, concise, and to the point. *Proceedings* may recommend changes, but we prefer you include one.

## Acronyms

While most of the readers will understand commonly used acronyms, spell each out on first reference. If it will be referenced again, add the acronym in parenthesis after the spelled out version. EG: Environmental Protection Agency (EPA). However, when possible, use a generic term instead of the acronym, as it is easier to read.

## Endnotes/References

Endnotes identify an item in your article that should be referenced with a superscript number beginning with 1. The source is listed at the end of the article and identified with the corresponding number.

**EG:** *The Coast Guard operates Cutters.*<sup>1</sup>

*Endnote:* <sup>1</sup> *Coast Guard Mission and Operations Manual, Alexander Hamilton, 1790*

References use no notation in the body of the article, but simply list sources in alphabetical order in the endnotes at the conclusion of the article.

**EG:** *The Coast Guard operates Cutters.*

*Reference:* *Coast Guard Mission and Operations Manual, Alexander Hamilton, 1790*

## Author Information

**Byline:** Include your name, as you would like it to appear in the magazine, your title, and your office or association/company. (Please include the previous information at the top of your article where you would find the byline.) Also, include your mailing address, phone number, and email address so we can reach you if we have questions.

**Biography:** Please supply a biography of 50 words or less that will be placed at the end of the article.

## Author Timeline

**Article Outline Due:** 1 to 3 weeks after assignment

**Article Due:** 3 to 4 weeks after outline

## Where Articles Should Be Submitted

Please send your articles, photos, and graphics in separate files by email to the Proceedings managing editor with a copy to the executive editor. Please find contact info below.

## Review

We will send you a draft version of your article for factual review. Draft articles are for internal CG and co-author review only. Pay close attention to bylines, picture captions, charts, and endnotes\*, making sure the information in them is correct. Please limit your comments to factual information. This is not the time to rewrite the article.

## Review Timeline

1 week from receipt of edits

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The Proceedings staff is available to help at any point in the process.  
If you have questions, contact us at:

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