



PROCEEDINGS



Author's Guidelines

PROCEEDINGS Magazine

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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

- **Length.**

Articles are targeted to be 1,500 to 3,000 words.

- **Photos and Graphs.**

We prefer about three to six photos per article, submitted separately as .jpg files. Please do not embed the photos into the text. Photos and graphs need to be 300 dpi and include a photo credit (who owns the rights to the photo) — most will be Coast Guard. In addition, we ask that you provide a caption.

The internet is not a good source for photos since they are copyrighted and are usually low resolution. An excellent source of Coast Guard-owned, high-resolution photos can be found in the defense video and imagery distribution system (DVIDS) at www.dvidshub.net. Please submit downloaded photos you would like published with your article. You must obtain written permission from the source (email is okay) for *Proceedings* to reproduce artwork or photos the Coast Guard doesn't own.

- **Acronyms.**

While most of the readers will understand commonly used acronyms, spell out each one on its first reference. When possible, use a generic term instead of the acronym, simply because it's easier to read.

- **Text Format.**

Submit your article in MS Word or a comparable application, using standard one-inch margins, single space. Please send graphics or photographs as separate files in their original file format (e.g., JPG, TIF).

- **Author Information.**

Include your name as you would like it to appear in the magazine, your title, and your office or association/company. Also, include your mailing address, phone number, and e-mail address so that we can reach you if we have questions. You should also supply a biography of 50 words or less that will be placed at the end of the article.

- **Headline.**

Keep the headline simple and to the point. *Proceedings* staff may recommend changes, but we prefer that you include one.

- **Author Timeline.**

Article Outline Due:
3 to 4 weeks after assignment

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Where Articles Should Be Submitted.

Please send your articles, photos, and graphics in separate files by electronic mail to the *Proceedings* managing editor, with a copy to the executive editor (see contact information below).

Review.

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

Questions?

The *Proceedings* staff is available to help at any step of the process. If you have questions, contact managing editor Antonio Balza at Antonio.E.Balza@uscg.mil or 202-372-2316, or executive editor Samantha Quigley at Samantha.L.Quigley@uscg.mil or 202-372-2315.



Proceedings of the Marine Safety & Security Council, the Coast Guard Journal of Safety and Security at Sea, is the voice of the Coast Guard's Marine Safety and Security Council. It began publication in 1944 and since then has reached an increasing level of recognition among the larger maritime industry and Coast Guard personnel.

Proceedings' audience includes a large segment of the private maritime industry, including retired officers, fishing vessel captains, river pilots, ocean scientists, marine engineers, tug/tow boat operators, shipping executives, insurance operators, and maritime lawyers. Other subscribers include U.S. Coast Guard and U.S. Navy personnel, mariners, reservists, Departments of Homeland Security and Transportation staff, and allied foreign national readers.

The U.S. Coast Guard publishes *Proceedings* three times each year. Each edition of *Proceedings* features a specific theme and is championed by a Coast Guard office, assigned based on the command's expertise in that area.

Readers may subscribe to *Proceedings* online at: www.uscg.mil/proceedings, or by mailing a request to: Commandant (CG-5PS); Attn: *Proceedings*; U.S. Coast Guard Stop 7318, 2703 Martin Luther King Jr. Ave. S.E., Washington DC 20593-7318. *Proceedings* magazine is free of charge.



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