

SUBMISSION GUIDE

Thank you for your interest in *The Reporter*. We rely on your submissions to obtain critical, timely and educational information for our readers. We are also happy to discuss your ideas for potential future articles for publication.

One of the JAG Corp's core competencies is **legal information mastery**. *The Reporter* aims to facilitate this competency through the dissemination of information on significant, current, and developing legal issues to the field.

The Reporter publishes articles on a myriad of subjects that are of interest to the legal and military communities. Submissions are accepted from all sources, but priority is given to Air Force judge advocates, paralegals, and civilian attorneys. Student submissions are also welcome. *The Reporter* does not pay compensation for items selected for publication. *The Reporter* does not return unused articles. Previous editions of *The Reporter* are available electronically at www.afjag.af.mil/library and on LexisNexis®.

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ARTICLE TOPICS

The Reporter welcomes articles on any area of the law, legal practice, or procedure that would be of interest to members of the JAG Corps. *The Reporter* focuses on several core topic areas to include:

CIVIL LAW: Civil law is a diverse and constantly changing area of law that falls under the JAG Corps core competency of robust legal programs. Timely and relevant articles on areas such as family law, consumer law, and wills are essential. Civil law disciplines are interwoven with the acquisition, operation, protection, and preservation of the force and its people, funds, weapon systems, materiel, and installations.

LEADERSHIP: Judge advocates and senior paralegals are leaders in addition to being legal professionals. Thus, the development of leadership skills cannot be neglected. Articles that share leadership philosophies and lessons learned in order to help foster leadership skill development are welcome. Our mission readiness and success depend on leadership development across all domains, including knowledge management, professional development, training, planning and resourcing, and inspections.

MILITARY JUSTICE AND DISCIPLINE: Fair military justice is a JAG Corps core competency and, as such, articles that disseminate helpful military justice primers, “tricks of the trade,” lessons learned, best practices, and changes in the law are a priority for *The Reporter*. The purpose of military law is to promote justice, to assist in maintaining good order and discipline in the armed forces, to promote efficiency and effectiveness in the military establishment, and thereby strengthen national security.

OPERATIONS AND INTERNATIONAL LAW: Articles that cover operations in the international environment are welcomed. Operations and International law capabilities enhance command situational awareness, maximize decision space, and promote optimal conditions for the projection of ready forces to defend the Nation and our allies.

BOOK REVIEWS: Reviews of recently published books on legal or military topics that offer criticism or praise as to content, style, or simple readability. The review provides legal or practical context and can either entice one to read an entire book or save one from the wasted effort. Reviews of multiple books on a common theme (e.g. review of top ten books on trial practice) are also welcome.

SUBMISSION GUIDELINES

ARTICLE FORM: *The Reporter* is a magazine-style publication. Submissions should be no more than 4,000 words in length, contain a **short and interesting title**, and use **short sub-headings** to roadmap the article's content. Articles should be submitted in Microsoft Word format via e-mail. As scholarly articles, most submissions will be expected to contain citations. Citations should follow the footnote format prescribed by the 20th Edition of *The Bluebook: A Uniform System of Citation*. Refer to the Editing & Formatting Guidelines, in the following section for additional information on article formatting.

AUTHOR INFORMATION: Along with your article submission, please include appropriate biographical data concerning the author(s) to include: (1) rank (if any), (2) duty position/job title, (3) duty location/affiliate location, (4) educational background, (5) bar affiliation (if any), (6) most current official photograph (head and shoulders in business appropriate attire), (7) e-mail address, mailing address and phone number (for editing staff use only). **DO NOT** place the bio information in the numbered footnotes. Biographical information should be placed at the end of the article in paragraph form.

ARTICLE REVIEW: All article submissions are reviewed to ensure suitability for publication and applicability to *The Reporter's* core topical areas (see article topics). Articles selected for publication undergo an editorial and technical review, as well as a policy and security clearance evaluation. The editors may make necessary revisions or deletions without prior permission from, nor coordination with, the author. Nonetheless, we will attempt to coordinate the revisions or deletions with the authors, time permitting. Contributors are responsible for the accuracy of all material submitted, including citations and other references. *The Reporter* generally does not publish material committed for publication in other journals.

PHOTOS: If you provide photos, they must be copy-right free. You must include the photographer's name and a caption for each photo. Note, the editors reserve the right to use, edit, or crop photos. Photos may be used for a specific issue or archived for future use. Not all photos may be published.

EDITING & FORMATTING GUIDE

The Reporter follows Air Force Handbook 33-337, *The Tongue & Quill*, for grammar and presentation guidance and the 20th edition of *The Bluebook: A Uniform System of Citation* for citations. For issues not covered by the above resources, particularly for grammar, usage and style, *The Gregg Reference Manual* by William A. Sabin is our primary reference. Authors must ensure their articles comply with the above standards prior to submission. Additionally, articles should be formatted as indicated below.

1. **DIGITAL FILE FORMAT:** Microsoft Word Document
2. **ROMAN NUMERAL HEADINGS:** This is a blog style magazine, so remove all Roman Numeral heading structures and update to **short** descriptive headings and sub-headings.
3. **FOOTNOTES:** Footnotes should be in “Times New Roman” in 9 point font. There should be one space between the footnote number and the note text. In addition:
 - a. **DO NOT** place author’s biographical information in the footnotes.
 - b. Utilize the “cross reference” feature for all footnotes referencing another footnote not immediately preceding that footnote (such as *infra*, *supra*, etc.). This ensures references are anchored to their appropriate reference note, even when intermediary notes are deleted or added during drafting/editing.

To use in Word: create the target footnote but leave the referenced footnote number blank (example: “*supra* note __”, not “*supra* note15”). Next, select “Reference” from the ribbon menu on the top of the window. Then, in the Captions section click “Cross Reference.” On the menu box that appears, select “Footnote” for the reference type and “Footnote number” for insert reference to. Ensure all the checkboxes are unchecked. Then, select the footnote your reference will link to from the window and then click OK. The referenced footnote number should now appear at the end of the “*supra* note __”. Finally, when your draft paper is finalized, place your cursor on any footnote, hit “Ctrl+A” on your keyboard to select all footnotes and then hit “F9” on your keyboard. You may receive a popup message stating this action cannot be undone. Hit YES.

EDITING & FORMATTING GUIDE

4. **SYMBOLS/TYPEFACE:** Certain symbols and typefaces are used routinely. For example: The “em dash” [¾] should be used rather than a “double hyphen”[--].
 - a. To find required symbols in Word: Select “Insert” from the ribbon menu on the top of the window. Next, in the Symbol section click “Symbol” and click “More Symbols.” You can set up a shortcut key by selecting the symbol and then clicking “Shortcut Key...” from the bottom of the menu box.
 - b. The section symbol [§] is most frequently used in the footnotes, rarely in the text (it’s spelled out in the text, except for the US Code). Use the same directions for getting into the Symbol Chart.
 - c. ALL CAPS and SMALL CAPS. SMALL CAPS are used for the titles of books and law reviews, as well as the author’s byline. To utilize small caps in Word: First, input the information in regular type with normal capitalization. Next, highlight the words you wish to be in small caps and click “Home” on the ribbon menu on the top of the window. Within the Font section click the small arrow in the bottom right corner of the section. Finally, tick the “Small Caps” check box and hit OK to exit.
5. **ABBREVIATIONS AND CONSISTENT WORD USE:** Spell out words in full with assigned abbreviation in parentheses following the word before using an abbreviation alone.

COMMON EDITING ERRORS

COMMON CITATION ERRORS:

- Lack of cross-referencing footnotes
- Using *supra* with statutes and case names
- Placement of a period outside of quotation marks when placing quotes around a single word for emphasis at the end of a sentence

CORRECT PROCESS:

- Create **CROSS-REFERENCING FOOTNOTES** using Word's cross-referencing feature to prevent manually having to update them after inserting new notes or moving blocks of text.
- **SUPRA AND INFRA** “should not be used to refer to cases, statutes, constitutions, or other legislative materials or regulations except in extraordinary circumstances, such as when the name of the authority is extremely long,” *Bluebook* Rule 4.2. Instead, consider using “hereinafter.”
- **PUNCTUATION WITH QUOTATIONS:** “When using quotation marks with other punctuation, the comma and period are always placed inside the closing quotation marks; the semicolon is always placed outside the closing quotation marks; the dash, exclamation mark and question mark are placed according to the structure of the sentence.” AFH 33-337, *The Tongue and Quill* p. 327.