

THE Reporter

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Education and Outreach for The Judge Advocate General's Corps

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ARTICLE SUBMISSION GUIDANCE

Editor-in-Chief

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Type of Materials Solicited	Page 1
Submission Guidelines	Page 2
Graphic Guidelines	Page 3
Editing & Formatting Guidelines.....	Page 4
Common Editing Errors.....	Page 6

The Reporter is a quarterly publication produced by the United States Air Force Judge Advocate General's Corps (JAG Corps). 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.

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

TYPE OF MATERIALS SOLICITED

The Reporter solicits and accepts for publication a wide variety of materials. Items are welcome on any area of the law, legal practice, or procedure that would be of interest to members of the JAG Corps. With that being said, *The Reporter* focuses on several *core* topic areas to include:

MILITARY JUSTICE: 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*.

TRAINING: Training is crucial to maintaining the health of the JAG Corps. This section offers authors the opportunities to pass along training success stories or to send strategic messages Corps wide on new or existing training initiatives.

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.

LEGAL ASSISTANCE: Legal Assistance 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.

BOOKS IN BRIEF: 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.

SPECIFIC FIELDS OF PRACTICE: This section is dedicated to relevant, useful, and cutting edge guidance for the JAG Corps on a specific subject matter of law. Example fields of practice include, but are not limited to, contract law, torts, civil investigations, medical law, etc.

WHERE IN THE WORLD: This section presents unique, funny or poignant photographs depicting locations JAGs have travelled around the world.

In addition to the above topics, we run featured articles or articles related to specific fields of practice. Good featured articles or fields of practice articles contain relevant, useful, and cutting edge, guidance for the JAG Corps on a specific subject of the law. Articles in this section will highlight specific information that will be useful to JAGs out in the field often from one of the Field Support Centers (labor, environmental, and contracts) or other sources across the JAG Corps.

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—if possible—use sub-headings to roadmap the article’s content. Articles should be submitted in Microsoft Word format via e-mail or comparable digital transfer (preferred), or via compact disc (CD). As scholarly articles, most submissions will be expected to contain citations. Citations should follow the footnote format prescribed by the 19th Edition of *A Uniform System of Citation* (a.k.a. *The Bluebook*). Refer to the Editing & Formatting Guidelines, below, for additional information on article formatting.

ADDITIONAL 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) mailing address and phone number (for editing staff use only).

ARTICLE REVIEW: All article submissions are reviewed to ensure suitability for publication and applicability to *The Reporter’s* core topical areas (see above). In addition, articles are selected with respect to space and editorial limitations. 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.

GRAPHIC GUIDELINES



ALL DIGITAL PHOTOS MUST BE COPY-RIGHT FREE AND HIGH RESOLUTION.

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.

If you shoot in RAW format, please send us the RAW files. If not, TIFFs are the next best option, but we also work with JPEGs. When sending the images, please DO NOT embed them into a software program such as Word or PowerPoint. These programs will often optimize the images according to their settings. The best way to submit your photos is to send them as individual attachments.

IMAGE QUALITY is very important to how your graphics will reproduce. Although we can accept graphics in many formats, we cannot improve the quality of your graphics if the source files are poor. High resolution means that the image must be 300 dpi (dots-per-inch) at the size to be used. DPI determines how sharply the image is represented. Unfortunately, how a photo looks on your monitor has little bearing on its usability for print. This is because the monitor resolution is significantly lower than the print resolution. To determine the largest quality image that can be printed, simply convert your file dimensions with this formula:

$$\text{pixels divided by resolution} = \text{size.}$$

You can determine your file's dimensions by right-clicking on the file and selecting properties and details. So at 300 dpi, a biography photo that is 204 pixels x 256 pixels would print at 0.68 inches by 0.85 inches. Likewise, a picture that is 1600 by 1200 pixels, divided by 300 dpi, returns a size of approximately 5 by 4 inches. That is typically large enough for an article illustration, but is unusable as an opening spread or cover.

Why not just enlarge the low-resolution image? Although graphic programs allow you to resize an image, this will not produce a true high-resolution image. When you resize and make a low-resolution image larger, all you are really doing is stretching the image. The technical term is called either resampling or interpolating. Resizing will not create new pixels; it will only make each pixel larger by stretching it (think silly putty). The only way to ensure the high quality printing of your photos is to start with a high-resolution image.

**Low Resolution Image Resampled
to a Higher Resolution**



True High Resolution Image



EDITING & FORMATTING GUIDE

The Reporter follows Air Force Handbook 33-337, *The Tongue & Quill*, 27 May 2015 for grammar and presentation guidance and *A Uniform System of Citation (The Bluebook)*, 20th ed. 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.

FORMATTING INSTRUCTIONS

1. **DIGITAL FILE FORMAT:** Microsoft Word Document
2. **WORD FORMATTING:** The article's body should be in "Garamond" in 11 point font. If your computer does not have that font, then use the "Book Antiqua" font. Most articles will be published in triple columns, but you do not need to format your article in columns. The editors will format your piece, but please set the article up with the correct font and font size. Sending your submission in this format will provide a better gauge for available space.
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. Biographical information should be placed before the first footnote in the notes section. This information should be in italics. Precede the biographical information with an asterisk. Include (1) rank, (2) duty position/job title, (3) duty location/affiliate location, (4) educational background, (5) bar affiliation.
 - 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 2010: 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 OK.

EDITING & FORMATTING GUIDE

4. **SYMBOLS/TYPEFACE:** Certain symbols and typefaces are used routinely, and it might be a good idea to set up a macro for them. For example: The “em dash” [¾] should be used rather than a “double hyphen” [--].
 - a. To find required symbols in Word 2010: 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. LARGE and SMALL CAPS. SMALL CAPS is used for the titles of books and law reviews, as well as the author’s byline. To utilize small caps in Word 2010: 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. Review the *National Defense University Press Publication Submission Guidelines and Style Sheet*, 14 May 2008 and *AFJAGS Consistency Worksheet* (attached) to ensure that proper common abbreviations and spacing is utilized.

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. 330.

3 Attachments:

1. Appendix I: *AFJAGS Editing – Consistency Issues*.
2. Appendix II: *National Defense University Press Publication Submission Guidelines & Style Sheet*, 14 May 2008.
3. Appendix III: *MILITARY CITATION GUIDE - 20th Ed.* 2015