

# ARMOR Writing Guide

**ARMOR** is a professional-development bulletin designed to provide a forum for exchanging information and ideas within the armor community. We encourage everyone who has valuable information to share with the armor and cavalry community to do so. We include articles written by officers, enlisted soldiers, warrant officers, Department of the Army civilian employees and others. Writers may discuss training, current operations and exercises, doctrine, equipment, history (if they include current lessons-learned and analysis), personal viewpoints (with applicability Army-wide) and other areas of general interest to the armor and cavalry community.

Articles should share good ideas and lessons-learned or explore better ways of doing things. They should be concise, straightforward and in the active voice. Articles should be structured with a short, clear purpose sentence as the opening sentence, with the author's recommendation, conclusion or reason for writing as the bottom-line-up-front (BLUF) in the first or second paragraph. Articles should also answer the question, "Why should armor and cavalry officers and soldiers read this article?" at the beginning. They should also follow other Army writing standards and publishing rules; consult DA PAM 600-67, AR 25-30 and DA PAM 25-40, or query the editor in chief.

If the article contains attributable information or quotes, please provide appropriate credit in endnotes. Recommended text length is about 3,500 words, but we do allow flexibility shorter or longer.

Include photos, if you have them, with captions, and/or diagrams that illustrate information in the article. Please do not include illustrations and photos in the text; instead send each visual aid as a separate file. Do not embed photos in PowerPoint; however, if illustrations are produced in PowerPoint, please avoid excessive use of color and shading. Save digital photos at a resolution no lower than 300 dpi as a JPG or TIF. Do not send us images copied from a Website or published book, as the former has too low a resolution, and the latter are copyrighted.

Submission of an article to **ARMOR** relinquishes ownership of the work, as manuscripts become government property upon receipt in **ARMOR** editorial offices. **ARMOR** staff will make necessary grammar, syntax and style corrections to bring the manuscript up to Army writing and publication standards, and redesign illustrations and charts for clarity and to standards as necessary. **ARMOR** staff may coordinate changes with authors in the interest of ensuring content remains accurate and professionally developmental.

The article, as required by current operations security (OPSEC) guidelines, must be released for publication via an OPSEC review by the unit or activity security manager prior to receipt by **ARMOR** staff. Submission of a manuscript to **ARMOR** should be accompanied by an

OPSEC clearance form (a short email from the OPSEC reviewer with his/her findings will also be accepted) as well as a short author biography. Clearance should also be obtained by the author from his/her supporting Public Affairs Office. All information in the article must be unclassified, nonsensitive and releasable to the public. **ARMOR** is distributed to military units worldwide and is also available for sale through the Government Printing Office Website at bookstore.gpo.gov.

We cannot guarantee publication of all submitted materials. They are accepted only after a thorough review. Authors will be notified as soon as their article has been accepted for publication; therefore, it is important to keep us informed of all changes in mailing and email addresses, as well as telephone numbers. As stated, all articles accepted for publication are subjected to style, grammar, syntax, structural and other changes.

Please indicate if your manuscript has been submitted for publication elsewhere. Due to the limited space per edition and to avoid duplication of efforts, as well as to comply with GPO guidance, we do not print articles that have been accepted or published by other Army professional bulletins.

We do have a reprint agreement with **Infantry**, as we are both part of the Maneuver Center of Excellence, but we will coordinate with its editorial offices; authors should not submit manuscripts to both **Infantry** and **ARMOR**.

Please refer to the table below for submission timelines

Issue Date	Submission Deadline
April-May-June 2012	Mar 6
July-August 2012	May 5
September-October 2012	July 2
November-December 2012	Sept. 7
January-February 2013	Oct. 25

We prefer that articles be submitted as email attachments. Anything that is submitted "hard copy" must be coordinated in advance with **ARMOR** staff. Mail to:

**ARMOR** Magazine  
Bldg. 9230, Room 104  
8150 Marne Road  
Fort Benning, GA 31905

Phone: (706) 545-2698 or DSN 835-2698  
Email: [usarmy.benning.tradoc.mbx.armor-magazine@mail.mil](mailto:usarmy.benning.tradoc.mbx.armor-magazine@mail.mil)

Please include a complete mailing address and daytime phone number with all submissions.