

# Author Submission Guidelines

Manuscripts should contain between 3,500 to 5,000 words in the body text. Submissions should be in Microsoft Word, double-spaced in Times New Roman, 12-point font.

Manuscripts will use editorial style outlined in *The Publication Manual of the American Psychological Association*, 7th edition. References must be manually typed. (The automatically generated references employed by Microsoft Word have proven to be extremely problematic during conversion into final layout format for publication, causing delays and additional rekeying of material.) Manuscripts that arrive with automated references will be returned to the authors for compliance with submission requirements. Bibliographies will not be used and should not be submitted with manuscripts.

Submissions must include a one-paragraph abstract and a biography not to exceed 175 words in length for each author. Such biographies might include significant positions or assignments, notes on civilian and military education together with degrees attained, and brief allusions to other qualifications that establish the bona fides of the author with regard to the subject discussed in the article. Do not submit manuscripts that have been published elsewhere or are under consideration for publication elsewhere.

Authors are encouraged to supply relevant artwork with their work (e.g., maps, charts, tables, and figures that support the major points of the manuscript. Illustrations may be submitted in the following formats: PowerPoint, Adobe Illustrator, SVG, EPS, PDF, PNG, JPEG, or TIFF. The author must specify the origin of any supporting material to be used and must ob-

tain and submit with the article permission in writing authorizing use of copyrighted material. Provide a legend explaining all acronyms and abbreviations used in supplied artwork.

Photo imagery is discouraged but will be considered if it is germane to the article. Authors wanting to submit original photographs need to do so in JPEG format with a resolution of 300 DPI or higher. Each submitted photo must be accompanied by a caption identifying the date it was taken, the location, any unit or personnel in the photo, a description of the action, and a photo credit specifying who took the photo. Captions should generally be between 25 and 50 words.

The *Journal of Military Learning (JML)* will not consider for publication a manuscript failing to conform to the guidelines above.

The editors may suggest changes in the interest of clarity and economy of expression; such changes will be made in consultation with the author. The editors are the final arbiters of usage, grammar, style, and length of article.

As a U.S. government publication, the *JML* does not have copyright protection; published articles become public domain. As a result, other publications both in and out of the military have the prerogative of republishing manuscripts published in the *JML*.

Manuscripts should be submitted to [us-army.leavenworth.tradoc.mbx.army-journal-of-military-learning@army.mil](mailto:us-army.leavenworth.tradoc.mbx.army-journal-of-military-learning@army.mil) by 1 April and 1 October for the October and April editions respectively. For additional information, send an email to the address above. 