



2014 THE SIGNAL Publication Guidelines for ACOA Members

SCOPE OF NEWSLETTER:

The Signal is the quarterly publication for the Atlanta Commissioned Officers Association (ACOA). The purpose of this newsletter is to publish stories of interest to ACOA members, including, but not limited to:

- ACOA officers work and achievements in the field of public health
- Commissioned Corps recognition events, such as formal retirement ceremonies
- ACOA-sponsored community service events
- Community events in which ACOA officers participate
- Professional development
- Uniform issues and questions
- USPHS Commissioned Corps benefits
- USPHS Commissioned Corps history
- USPHS Commissioned Corps-related questions
- ACOA special events

If you have any question about whether your article would be suitable for publication in **The Signal**, please contact the editor, LT Roberto C. Garza (roberto.garza@acs.hhs.gov).

CRITERIA:

ACOA is a branch of the national Commissioned Officers Association (COA), which has a policy that all officers mentioned in articles and authors of articles **must be current members. It is imperative that this be confirmed prior to submitting an article to ACOA.** Individual members can confirm their membership status by logging into the [COA Members Only website](#) and reviewing the information on the **Branch** tab. Prior to publication, **The Signal** editor will confirm active membership status of all officers mentioned in each article against the official roster that is kept by ACOA; those officers not found in this official roster will have their names removed from any mention.

Inclusion of articles is based on timeliness of submission, timeliness of article content, quality of writing, and space availability, on approval by **The Signal** editorial staff and the ACOA Executive Committee. High priority will be given to articles about members' work/achievements in the field of public health.

SUBMISSION PROCESS:

Articles should be written according to the formatting guidelines described below and sent to **The Signal** editor, LT Roberto C. Garza, via email (roberto.garza@acs.hhs.gov) as an attachment.

ARTICLE FORMAT:

- **Document Format:** Articles must be submitted in MS Word format.
- **Font:** Articles must be written in **Calibri, font size 10**.
- **Title Font:** Titles must be written in **Century Gothic, font size 14, italics and bold**.
- **Word Limitations:** Ideally, articles should be approximately 250-500 words, and should generally not exceed a 1,000 word count. For articles that exceed 1,000 words, please contact the editor prior to submission.
- **Citation Style:** References and footnotes should follow [MLA style](#).
- **Author Information:** Provide author information in order of degree of involvement in the writing, with those authors who were most active in the writing process listed first. Each author's mention should include name and rank. For example: *LCDR Jane Peters, LT John Doe, and CAPT Jean Ziegel*.
- **Use of ACOA Name:** Articles should spell out ACOA as the Atlanta Commissioned Officers Association, with the acronym encapsulated in parentheses, at the first mention of the association.

PHOTOS:

Submission of photos is encouraged; action photos are preferred. Digital images should be of sufficient resolution for publication online. All images should include a caption. Editorial staff will determine which photos to use with each article; decisions will be based on space availability and on which photo(s) best represent and enhance the narrative of the article.

EDITING:

Once articles are received and preliminarily approved for publication, a member of **The Signal** Editorial Board will be assigned to work with the author regarding edits and procedures for publication. Final edits for publication will be made by the ACOA Executive Committee.

DEADLINE:

Contact **The Signal** editor, LT Roberto Garza, at roberto.garza@acs.hhs.gov for information regarding submission deadlines.