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Editorial Policy and Writers' Guidelines

Our basic policy is to fulfill the stated purpose of the *Marine Corps Gazette* by providing a forum for open discussion and a free exchange of ideas relating to the U.S. Marine Corps and military and national defense issues, particularly as they affect the Corps.

The Board of Governors of the Marine Corps Association & Foundation has given the authority to approve manuscripts for publication to the editor and the Editorial Advisory Panel. Editorial Advisory Panel members are listed on the *Gazette's* masthead in each issue. The panel, which normally meets as required, represents a cross section of Marines by professional interest, experience, age, rank, and gender. The panel judges all writing contests. A simple majority rules in its decisions. Material submitted for publication is accepted or rejected based on the assessment of the editor. The *Gazette* welcomes material in the following categories:

- **Commentary on Published Material:** The best commentary can be made at the end of the article on the online version of the *Gazette* at <https://www.mca-marines.org/gazette>. Comments can also normally appear as letters (see below) 3 months after published material. BE BRIEF.
- **Letters:** Limit to 300 words or less and DOUBLE SPACE. Email submissions to gazette@mca-marines.org are preferred. As in most magazines, letters to the editor are an important clue as to how well or poorly ideas are being received. Letters are an excellent way to correct factual mistakes, reinforce ideas, outline opposing points of view, identify problems, and suggest factors or important considerations that have been overlooked in previous *Gazette* articles. The best letters are sharply focused on one or two specific points.
- **Feature Articles:** Normally 2,000 to 5,000 words, dealing with topics of major significance. Manuscripts should be DOUBLE SPACED. Ideas must be backed up by hard facts. Evidence must be presented to support logical conclusions. In the case of articles that criticize, constructive suggestions are sought. Footnotes are not required except for direct quotations, but a list of any source materials used is helpful. Use the *Chicago Manual of Style* for all citations.
- **Ideas & Issues:** Short articles, normally 750 to 1,500 words. This section can include the full gamut of professional topics so long as treatment of the subject is brief and concise. Again, DOUBLE SPACE all manuscripts.
- **Book Reviews:** Prefer 300 to 750 words and DOUBLE SPACED. Book reviews should answer the question: "This book is worth a Marine's time to read because..." Please be sure to include the book's author, publisher (including city), year of publication, number of pages, and the cost of the book.

Timeline: We aim to respond to your submission within 45 days; please do not query until that time has passed. If your submission is accepted for publication, please keep in mind that we schedule our line-up four to six months in advance, that we align our subject matter to specific monthly themes, and that we have limited space available. Therefore, it is not possible to provide a specific date of publication. However, we will do our best to publish your article as soon as possible, and the Senior Editor will contact you once your article is slated.

Writing Tips: The best advice is to write the way you speak, and then have someone else read your first draft for clarity. Write to a broad audience: *Gazette* readers are active and veteran Marines of all ranks and friends of the Corps. Start with a thesis statement, and put the main idea up front. Then organize your thoughts and introduce facts and validated assumptions that support (prove) your thesis. Cut out excess words. Short is better than long. Avoid abbreviations and acronyms as much as possible.

Submissions: Authors are encouraged to email articles to gazette@mca-marines.org. Save in Microsoft Word format, DOUBLE SPACED, Times New Roman font, 12 point, and send as an attachment. **Photographs and illustrations must be in high resolution TIFF, JPG, or EPS format (300dpi) and not embedded in the Word Document. Please attach photos and illustrations separately.** (You may indicate in the text of the article where the illustrations are to be placed.) Include the author's full name, mailing address, telephone number, and email addresses—both military and commercial if available. Submissions may also be sent via regular mail. Include your article saved on a CD along with a printed copy. Mail to: *Marine Corps Gazette*, Box 1775, Quantico, VA 22134. Please follow the same instructions for format, photographs, and contact information as above when submitting by mail. Any queries may be directed to the editorial staff by calling 800-336-0291, ext. 180.