



JOAG

JUNIOR
OFFICER
ADVISORY
GROUP



THE JUNIOR OFFICER CHRONICLES

2019-2020 Article Submissions

Companion Document

JOAG The Junior Officer Chronicles

Article Submission Guidelines for

Operational Year 2019-2020

The JOAG Communications and Publications Committee is responsible for the development and publication of The Junior Officer Chronicles (JOC). The JOC is the premier product of all JOAG publications because this magazine is published with content generated by you, our readers.

The JOC's primary directive is to disseminate real-time, accurate, and interesting narratives that allow all junior officers to share knowledge, experiences, and community point of views of life as a USPHS Commissioned Corps Officer.

Periodically, a call for article submissions is sent out via the JOAG listserv. The request encourages officers to submit article ideas of beneficial interest to junior officers, as the JOC is dedicated to enhancing and inspiring officers' careers.

How JOC Operates:

- Article Solicitation

- Each article submission deadline will be provided in the call for articles email.

- Each submitter will receive an email confirming receipt of the article; this is not an acceptance of your article.

- Please ensure you have appropriate clearance through your OPDIV/Agency or sponsoring agency if an article topic is related to a specific department or deployment team.

- Article Formatting

- Microsoft Word

- Times New Roman, 12 point font

- 750 words or less. Anything greater will require special permission to be granted acceptance.

- Photos: Please submit high quality or the original, full-resolution rendering of the photo. Submit photos with .jpeg, and .png extensions. Include a context statement and the ranks/ names of all the officers who are present in the photo.

- Article and Author ID

- When submitting your article, please include:

- Your rank and name.

- Credentials, if applicable.

- Email or preferred contact information.
- Title of your article.
- Clearance approval (if applicable).
- Author Article Review Request
 - Please check your article for:
 - Spelling and grammar.
 - Sentence flow and completion.
 - Sentence variety – try not to start every sentence the same way.
 - Truth in numbers – have others read over your article to see how it sounds or gauge their reaction and see if they find it informative and/or useful to fellow junior officers.
 - Acronyms – spell out any acronyms the first time they are included in your article.
 - Please review previous editions to ensure the article topic hasn't been recently featured.
 - Ensure your topic is not focused on the Commissioned Officer Association (COA) or a select group of officers represented by another group; if so, another publication may be a better fit for your article.
 - Ensure your article has not already been published in another publication.
- Here are some helpful links to serve as a guide for editing and formatting your article. Feel free to share any additional resources you commonly use.
 - Newsroom 101 Grammar and Journalistic Style
(<http://newsroom101.net/>)
 - The Editing and Rewriting Process
(<http://grammar.ccc.commnet.edu/GRAMMAR/composition/editing.htm>)
 - ThoughtCo. A Checklist for Editing Paragraphs and Essays
(<http://grammar.about.com/od/correctingerrors/a/editchecklist.htm>)
 - Government Publishing Office (GPO) Style Manual 2016
(<https://www.govinfo.gov/content/pkg/GPO-STYLEMANUAL-2000/pdf/GPO-STYLEMANUAL-2000.pdf>)
- Follow-Up Correspondence
 - We will send out an email stating acceptance or denial after review by our editors. Please allow a few weeks for review.

*Thank you and we look forward to sharing your stories and your junior officer journey
JOAG Communications and Publications – Junior Officer Chronicles Subcommittee*