

Format and Style Guidelines

Articles, including footnotes, must conform to journal style, which generally follows the *Chicago Manual of Style*, 18th edition (CMoS). Journal editors will also use the Air University Press style guide (AU-1).

Articles should have editing/protection restrictions removed.

References

Use thorough footnotes formatted according to CMoS (include URLs, page numbers, month, day, year if applicable).

Do NOT use *ibid.*, *op. cit.*, or *loc. cit.*

Place only one note number at the end of a sentence. Do not place note references midsentence.

The footnote itself may include multiple references separated by a semicolon but no more than four.

Do not include a bibliography or works referenced list.

Remove all hidden field codes from reference-generating tools.

Graphics

Limit graphics (e.g., US government figures, tables, photos) with accompanying captions to 2. Graphics must add to the text rather than replicate what is in the text.

Do not use PowerPoint slides or graphics used in PowerPoint presentations.

Provide a high-resolution file for any graphic submitted.

1. **DPI:** ALL images for digital or print must be 300 DPI or better.
2. **QUALITY:** To maintain 508 compliance, minimum text/font sizes are 8 pt on graphics. Illustrator may need to change color values, shades, and/or tints of certain images to retain compliance for visually impaired viewers.

Provide alternative (alt) text of no more than 150 characters (not words) describing any graphics for 508 compliance purposes. The purpose of alt text is to tell someone unable to see the figure why it is important to the text.

Obtain written permission from the owner to use any graphic not in the public domain (e.g., US government). It is insufficient to cite the source of the graphic (copyright on graphics is different in fair use than copyright on written material). Authors may include their original graphics.