

***ASPJ* 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.
- Do not include a bibliography or works referenced list.
- Remove all hidden field codes from reference-generating tools.

Graphics

- Provide independent, high-resolution files for any graphic submitted. Refrain from submitting images through third party programs (Word, PowerPoint, etc). If images are created within these programs, export complete graphics as individual files for submission.
- FILE FORMAT: Acceptable formats include PDF, JPEG, TIFF, EPS or PNG. • DPI: ALL images for digital or print must be 300 DPI or better and must fit within the maximum image space of 1612px (wide) x 1950px (tall) or 5.375”w x 6.5”h.
- QUALITY: To maintain 508 compliance, minimum text/font sizes are 8 pt on graphics. Illustrator may need to change text sizes, 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.
- Staged images should meet basic requirements for that subject (i.e., an image of a worker working on equipment must be wearing the industry standard safety and protective equipment).