# Article Submission Guidelines
## *Air & Space Power Journal* (*ASPJ*)

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The following guidelines are presented in a template form that authors may use for articles submitted for publication in *ASPJ*. Guidelines are based on guidance from Air University Press publication AU-1, *Style and Author Guide,* and *The Chicago Manual of Style.*[1] Also see the *ASPJ* website for current and archival issues at https://www.airuniversity.af.edu/ASPJ/ for more examples of article format.

### Document Format

When formatting your document, use one-inch margins on the top, bottom, and sides. Indent paragraphs one-half inch. Double-space the article and use 12-point Bookman font. Do not use built-in templates or desktop-publishing features. Also, observe *ASPJ* word limits for the various types of articles (not including endnotes): Features—5,000 to 6,000 words, Views—3,000 to 5,000 words, and Commentaries—1,500 to 2,500 words. Also, *ASPJ* requires a statement that the article has not been submitted elsewhere for publication.

### Classification

Articles submitted to *ASPJ* must be unclassified, nonsensitive, and releasable to the public.

### Front Matter

#### *Title/Author(s)*

Include a well-crafted title with precise keywords for main points featured in the article. The author's name and service affiliation should follow the title in a standard font.

### *Biography and Abstract*

Submit a two-to-three-sentence biography including academic credentials (see example at end of article). Also include an abstract that (1) engages the reader's attention, (2) provides a problem statement, (3) includes your approach to solve the problem, (4) describes results, and (5) summarizes conclusions.

### *Introduction*

The introduction should summarize your topic and not exceed more than 10 percent of the total word count. It should also include a thesis statement and brief solutions, results, and impact that will be further developed in the main points of the article.

## Keywords for Web Searches

Along with the abstract, include precise, simple keywords to facilitate Internet searches. Avoid jargon or specialized terms that few people might use in a search. Choosing the appropriate keywords is important to potential readers finding your article in an online search. By thinking like potential readers, you can better develop a set of keywords and phrases that will ensure they find your article.

**Body of Article**

***Transitions/Conclusion***

  The body should flow smoothly between the main points; use transitions to tie one point to the next. End the article with a short conclusion that reiterates key points.

***Headings/Subheadings***

  Dividing an article into sections helps the reader to identify key concepts and supporting ideas and to more easily find information. Use up to three levels of subheadings: centered (first level), flush and hang (second level), and run-in (third level). Use headline-style capitalization for centered and flush and hang subheadings; use sentence-style capitalization for run-in subheadings.[2] See the below examples:

**Observations [centered]**

***Why the Composite Wing Worked So Well** [**flush and hang**]*

  The composite training undergone by the wing's personnel contributed to the successful completion of their mission. . . .

  **Evaluation and inspection**. [run-in] Tactical evaluations, operational readiness inspections, and other exercises have created a solid foundation of training in both units and individuals. . . .

***Quotations***

  Here are some guidelines for block quotations and epigraphs:

> Use a block quotation for passages that are easily set apart from the text, eight or more typed lines, 100 words or more, or exceeding one paragraph. Indent from both sides and single-space. Do not use quotation marks to enclose the block quotation. Use double quotation marks to enclose a direct quotation within a block

quotation. Do not indent the first paragraph, however, do indent subsequent paragraphs. The block quotation should reflect the paragraphing of the original.[3]

An epigraph—a pertinent quotation that can be used at the beginning of a chapter or section—should not be enclosed in quotation marks. Set the font to italics in the same-sized font as the text. Do not place an endnote number at the end of an epigraph to identify the source in a list of notes, as in the following:[4]

*Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.*

—L. David Marquet
*Turn the Ship Around*

## Illustrations and Tables

### *Illustration Quality and Use*

Illustrations include charts, graphs, photos, maps, diagrams, line drawings, and artwork. Save illustrations in at least 300 dpi resolution and fully cite them.[5] If copyrighted, illustrations require documentation (e.g., e-mail) that the original author granted permission for their use in the article.

### *Numbering*

Number illustrations (also called figures) consecutively throughout the text, and refer to them by those numbers, either parenthetically (fig. 1) or as part of the text as in the example here: The totals shown in figure 3 are rounded off to the nearest dollar. Place an illustration/figure or table after it is referenced in the text, ideally immediately following the paragraph where it is first mentioned.[6]

*Tables*

Tables allow the efficient presentation of large amounts of information. Number all tables and refer to them in the text by those numbers, either directly or parenthetically. Number tables separately from illustrations unless they are presented as graphics.

**Table number/title**. The title of the table should identify the table and provide pertinent facts rather than elaborate discussion or comment. Place the table number and title above the table in sentence-style capitalization and in boldface, flush left.

**Table format**. A table must have at least two columns. At the top of the columns, include headings that identify the material in the columns. Do not use vertical rules to separate the columns. Headings should be in sentence-style capitalization. List the names of items in the left-hand column of your table, use sentence-style capitalization, and put information about them in the remaining columns. If the table is reproduced, cite source(s) below the table. Follow this example:[7]

**Table 1. Sorties flown in Operation Desert Storm**

| Sortie | Allies | USAF | Other US | Total coalition |
|---|---|---|---|---|
| AI | 4,600 | 24,000 | 11,900 | 40,500 |
| OCA | 1,400 | 4,500 | 600 | 6,500 |
| CAS | 0 | 1,500 | 1,500 | 3,000 |
| Total strike sorties | 6,000 | 30,000 | 14,000 | 50,000 |

*Reprinted from* Department of the Air Force, *Air Force Performance in Desert Storm* (Washington, DC: Government Printing Office, April 1991); and author's collation of published data.

## Section 508 compliance

The 1998 congressional amendment of the Rehabilitation Act of 1973 requires "federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities." Thus, "agencies must give disabled employees and members of the public access to information comparable to the access available to others."[8]

To comply with Section 508, additional alternative (alt) text is required with each illustration (not table if it is not a graphic) *if* it isn't already described in the text. In that case, simply put "described in the text." Otherwise, please supply a concise description of the figure that would be helpful for readers who cannot see it, as in the following:

*Caption*: **Figure 2. V-22 Osprey, US Navy**
*Alt text*: Navy serviceman directing a V-22 Osprey touching down on a naval landing strip

## Source Citation

### *Credit Sources*

Accurately and thoroughly cite sources for quoted passages and other specific information in the article. Failure to cite appropriately constitutes plagiarism, a serious breach of academic and professional standards that can cause severe consequences. Using a writer's exact words is acceptable if appropriately cited and identified with opening and closing quotation marks. Also, paraphrasing other writers' ideas with different words is acceptable if appropriately cited.

### *Use Endnotes*

*ASPJ*, along with the Air University Press's other academic journals, uses endnotes versus footnotes or in-text parenthetical citations. An endnote is a citation method that allows authors to include references, comments, or explanations at the end of an article.

For citations in *ASPJ* submissions, format endnotes according to AU-1 guidelines.[9] Use embedded (linked) endnotes. Include a URL for the resource or a permanent/persistent link, if available.

**Full versus shortened citation**. After fully citing a reference on first use, subsequently use a shortened citation: author's last name, shortened title (if needed, using title's key words in same order), and page number(s).

1. L. David Marquet, *Turn the Ship Around: A True Story of Turning Followers into Leaders* (New York: Penguin Group, 2012), 100.

2. Marquet, *Turn the Ship Around*, 58.

**Shortened form versus ibid. use**. For references just cited in the previous note, use the shortened form versus ibid. in the subsequent note, as in this example (per *Chicago Manual of Style*, 17th ed.):[10]

1. Marquet, *Turn the Ship Around*, 100.

2. Marquet, 102.

3. Marquet, *Leadership Is Language*, 50.

4. Marquet, 62.

5. Marquet, *Turn the Ship Around*, 130.

**Superscripts**. Place only one note number in the superscript at the end of a sentence or clause. However, the endnote itself may include multiple

references separated by a semicolon. Pattern your endnotes after the following sample citations (see appendix A, AU-1):

## Endnote Examples

### *Books*

Graham Allison, *Destined for War: Can America and China Escape Thucydides's Trap?* (Boston: Houghton Mifflin Harcourt, 2017), 27–40.

### *Online Articles*

Andrew Liptak, " 'Skyborg' Could Let F-35 and F-15 Fighter Jets Control Their Own Companion Drones," *The Verge*, 22 May 2019, https://www.theverge.com/.

### *Journal Articles*

James R. Holmes, "Defend the First Island Chain," *Proceedings Magazine* 140, no. 4 (April 2014), https://www.usni.org/.

### *Multiple Sources*

Anthony H. Cordesman, "China Space Strategy and Developments," Center for Strategic & International Studies, 19 August 2016, https://www.csis.org/; and Office of the President, *National Security Strategy of the United States of America* (Washington, DC: The White House, December 2017), https://www.whitehouse.gov/wp-content/uploads/2017/12/NSS-Final-12-18-2017-0905.pdf.

### *Interviews*

Gen Horatio Baltimore (commander, USCYBERCOM), interview by the author, Washington, DC, 29 November 2016.

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The author is the content editor for *ASPJ* and other publications at Air University Press, Maxwell AFB, AL. Previously, he wrote feature articles for *Airman* magazine. He is a University of Alabama graduate and currently a graduate student in journalism at the university.

## Notes

1 AU-1, *Style and Author Guide* (Maxwell AFB, AL: Air University Press, 2015), https://www.airuniversity.af.edu/AUPress/Texts/. Air University students and faculty may access the online version of the 17th edition of *CMOS* through the Air University Library database.

2 AU-1, 21–22.

3 AU-1, 137.

4 AU-1, 122.

5 AU-1, 210.

6 AU-1, 9–10.

7 AU-1, 22–25.

8 US General Services Administration, "Section 508 of the Rehabilitation Act of 1973," November 2018, https://www.section508.gov/manage/laws-and-policies.

9 AU-1, 145–67.

10 Although the April 2015 AU-1 allows the use of ibid., the next revision will direct the preferred use of the short form IAW the *Chicago Manual of Style*, 17th ed.