



DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE
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AFVI-EP

29 May 2019

MEMORANDUM FOR RECORD

SUBJECT: Fires Bulletin Guidance on Article Submissions

1. The following guidance should prove useful in producing articles field artillery and air defense artillery professionals will want to read.
2. Writing for the Fires Bulletin is unlike writing a memo, OPORDER, newsletter, or anything else meant for internal distribution. Writing for this publication requires stories meet exact Department of Defense standards for relevance, timeliness and readability.

General Guidance

- (a) OPSEC must be observed at all times. Only unclassified information can be published in the Fires Bulletin. It is the author's responsibility to ensure security is not compromised.
- (b) Article subjects. If it has elements pertaining to the theme it is being submitted under, then it has a better chance of being used in that issue. Additionally, if an article subject is significant and pertains to field artillery or air defense artillery and its diverse activities, as a rule of thumb it will be considered appropriate for publication. Article subjects include (but aren't limited to) technical developments, tactics, operational concepts, techniques and procedures; how-to pieces, practical exercises, training methods and historical perspectives (Army Regulation 25-30, Paragraph 2-3, b). We especially solicit progressive, forward-thinking and challenging subject matter for publication. Good ideas or lessons learned articles should have two closely related themes: one, what did you learn from what you did? The second theme is: what is most important for others to know, or what will you do differently in the future? Include only the pertinent information on how you did it so someone else can repeat what you did. Don't include a play-by-play of the entire deployment. The article's emphasis should be the good idea or lessons learned to share.
- (c) Article submission. Steps involved in submitting an article to Fires are outlined as follows: Meet the deadline. This allows the staff to cull, organize, copyedit, lay out articles and get them back out to the force in a timely manner. Don't expect to get an article into a particular issue if it isn't submitted by the designated deadline. To better ensure chances of publication, read and apply the guidance contained in the document. The Fires Bulletin does not pay for articles or illustrations and is not copyrighted. All material published is considered in the public domain unless otherwise indicated. (Occasional use of copyrighted material is by permission; this material is clearly marked with the appropriate legal notification.) If someone else's graphic or photo is submitted, especially from the private sector, proof of permission to use it is necessary.

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(d) Getting started. Select a relevant topic of interest to the United States Army field and air defense artillery community. The topic must professionally develop members of these fields. Write an outline to organize thoughts. Put the bottom line up front and write clear, concise introduction and conclusion paragraphs. Follow the writing standard discussed below. The writing should be free of errors in grammar, mechanics and usage. Maintain the active voice as much as possible. Write "Congress cut the budget" rather than "the budget was cut by Congress." **Articles should be double-spaced, typed, unpublished manuscripts, between 3,000 and 3,500 (or less), but no more than 5,000 words.** *The Fires Bulletin staff will also consider publishing longer articles in a series format.*

(e) The military uses an abundance of acronyms and they may differ between organizations and units. That means no acronyms until you have already spelled out what it stands for. An acronym is acceptable on second reference.

(f) Strive to educate not impress. A message is most clear when it is written in simple language. An abundance of adjectives, adverbs and words the reader will have to look-up detracts from the message.

(g) Photos and artwork. If possible, include pictures or graphics to supplement the article. **Do not place them in the Word document.** Send them as separate files, jpgs, pngs etc.

(h) The Army's style for journalism is Associated Press style. This is what is taught in all of the journalism courses under the Army and across the Department of Defense. This is in line with the civilian industry standard for civilian journalism as well. For military personnel, this means adjusting how you write. The biggest ideological hurdle you are bound to encounter is with names and ranks.

Enlisted Ranks

PVT – Pvt.
PV2 – Pvt.
PFC – Pfc.
SPC – Spc.
CPL – Cpl.
SGT – Sgt.
SSG – Staff Sgt.
SFC – Sgt. 1st Class
MSG – Master Sgt.
1SG – 1st Sgt.
SGM – Sgt. Maj.
CSM – Command Sgt. Maj.
SMA – Sgt. Maj. of the Army

Commissioned Ranks

2LT – 2nd Lt.
1LT – 1st Lt.
CPT – Capt.
MAJ – Maj.
LTC – Lt. Col.
COL – Col.
BG – Brig. Gen.
MG – Maj. Gen.
LTG – Lt. Gen.
GEN – Gen.

Always give a person's rank and full name on first reference. Afterward, refer to them by last name only.

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Unit names should be used as follows:

First Reference

- 1st Battalion, 14th Field Artillery Regiment
- Headquarters and Headquarters Battery, 1st Battalion, 14th Field Artillery Regiment
- A Battery, 1st Battalion, 14th Field Artillery Regiment

Afterward

- 1-14th FAR
- HHB, 1-14th FAR
- A/1-14th FAR

3. The Fires Bulletin is a bimonthly product. Due to the timelines of the publication, news stories are less frequently shared, although they may still appear in a lesser form, i.e. a picture with extended cutline. e. The readers of this publication are not necessarily interested in the fact a unit did a type of training, but what did they learn from that training? How could the training be better? How does this translate to the rest of the force? Keep this in mind when submitting articles.

4. The Fires Bulletin staff reserves the right to edit an article and put it in the magazine's style and format. **A short biography, including the author's current title and any other experience pertaining to the article's topic is required. Also include a good mailing addresses and phone number.**

5. Send the article to: usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil

6. For more information call 580-442-1090/5121/6806.

JAMIE SOUTHERLAND



Fires Bulletin
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