



The JOAG Journal Guidelines for Article Submissions

The JOAG Communications and Publications Committee is responsible for soliciting articles and developing The JOAG Journal, a publication for Junior Officers, by Junior Officers. Our goal is to disseminate relevant and accurate information and allow others an inside view into the Commissioned Corps (CC) from a junior officers perspective. We are in constant need of article submissions and welcome any ideas you may have. Please use the guidelines below to assist you with developing and submitting your article.

I. Soliciting articles*

A. Deadlines: The following deadlines have been established to serve as a guide for junior officers when submitting articles to The JOAG Journal. An official call for articles will be sent to the JOAG listserv to solicit ideas from junior officers. All officers who submit a request will be notified by the editor regarding approval or denial prior to completing the article.

1. **First deadline - pitch your idea:** e-mail the editor your article idea, including the title and 2-3 sentences about the concept.
2. **Second deadline-final draft due.** The draft should be submitted in Word format. It should include the name, rank, e-mail, title, credentials and clearance status if applicable. (See Section II.)
3. **Final deadline*** – To be used if the draft needs additional approval from the EC committee or another approval committee, or if additional details are needed.

**Please note: It is the responsibility of the author to receive appropriate clearance through OPDIV/Agency if article topic concerns a particular group within USPHS. This should be done before the final draft is submitted to the committee.*

II. Article specifications

A. Article Format

1. **Document Format:** Please submit your articles in MS Word format. If you don't have access to Word, please let us know in advance.

2. **Font:** Times New Roman, 12 pt
3. **Word limitations:** Generally speaking, 500 words or less is a good page length, but this restriction can be waived in certain circumstances.
4. **Photos:** Pictures always add value to any article; they should be inserted in the document in one of these formats: **.jpg (preferred), .bit, .gif -- Highest quality pictures available.**

B. Please include the following identifying information at the top of your article submission:

1. Rank and Name
2. Credentials (if applicable) -If you are writing as a Subject Matter Expert (SME) in a certain area, please include your title and credentials in order to validate the information.
3. E-mail
4. Duty Station/Agency/OPDIV
5. Article Heading
6. Approved: (Y,N,NA)

C. Proofreading your article

Please make sure that you have thoroughly proofread your article before the submission deadline. Although every article is proofread by the committee, articles containing significant errors will be returned to the contributing author. The following is a list of things you should look out for:

1. Spelling and Grammar – make sure that you have proofread your article. Your article should not contain any misspelled words or incorrect grammar. Remember, this will be seen or read by a large number of individuals, and will be a reflection of the author.
2. Sentence Completion – make sure your sentences are complete and follow a specific thought process or topic.
3. Sentence Variety – use a variety of sentence structures (try to avoid starting two sentences the same way).
4. Have someone read over your article to check for errors you may have missed.

D. Things to Avoid: The following is a list of things that you should try to avoid when writing your articles.

1. Clichés
2. Wordiness
3. Jargon or technical terms – keep it simple
4. Misused words
5. Redundancy

III. Article Content

A. Preferred characteristics include:

1. Applicable to the JOAG general membership, regardless of category, rank, etc.
2. Written originally for The JOAG Journal - **Do not submit an article that was already published somewhere else.**
3. Article is written for general audiences - **Do not submit a previous thesis, dissertation, or other writing written for a formal audience.**
4. Article has been approved (if necessary) by specified approval boards and/or audiences including:
 - the JOAG Executive Committee
 - the Surgeon General
 - Any PHS Professional Advisory Committee/Groups

B. Reasons for not selecting articles:

1. Too similar to one that has been recently featured.
2. Too controversial and/or might compromise the integrity of JOAG.
3. Applies only to a select group of junior officers (e.g. related mainly to a PAC or PAG).
4. Information would be best suited for a different publication (e.g. local COA branch activities, The Frontline).
5. Information is not concise or is not organized in a coherent format.

IV. Examples of Previous Article Topics:

A. Highlight significant achievements being made by junior officers both personally and professionally.

1. “Small Number of U.S. Quarantine Officers Work on the Front Lines Against Diseases”.
2. “Applying Core Values to One’s Personal Life”.

B. Information applicable to junior officers in the perspective of a SME.

1. “How to Avoid the Winter Blues” (contributed by a Clinical Psychologist).
2. “Uniform Too Tight? Which Way is your Calorie Balance Tipping” (contributed by a Licensed Dietician).

C. Sharing a personal experience and lessons learned which other junior officers can relate to and learn from:

1. “In the Eye of the Storm: A PHS Flight Surgeon’s Experience During Hurricane Katrina”

2. "Recruiting: A Rewarding Experience"
3. "Volunteerism: Get Involved!"

D. Information vital to JOs:

1. "It Pays to be a Commissioned Officer: An Overview of Benefits You May Not Know About".
2. Space-A Travel information.

V. Helpful Links: The following links serve as a guide for editing and formatting your article. Please use them as a reference prior to submitting a final draft.

A. Newsroom101.com:

<http://www.newsroom101.com/>

B. The Editing and Rewriting Process:

<http://grammar.ccc.commnet.edu/grammar/composition/editing.htm>

C. Checklist for Editing Paragraphs and Essays:

<http://grammar.about.com/od/correctingerrors/a/editchecklist.htm>