

## The Oakleaf ~ Article & Submission Guidelines

- To submit, **e-mail your article** to Editor Tara Ann Neville at [theoakleaf@usnscf.com](mailto:theoakleaf@usnscf.com) .
- Include "**OAKLEAF: Spring/Summer/Winter Submission**" in the **subject line** of your submission e-mail.
- Include your **first name, last name**, and a **contact e-mail address and phone number** in the body of your message. Your name will appear in the newsletter (unless you ask to be anonymous).
- **Byline:** author's full name, rank, current job title and command (if military).
- A **brief bio** (your relationship to the SC) is suggested to be included in the email.
- **Articles should be sent as an attachment**, in either Word (.doc or .docx), plaintext (.txt, use Unicode encoding), or richtext (.rtf) format. Please do not send in .pdf format.
- Articles should be approximately **300-500 words**. Up to 1,000 words may be accepted with prior approval.
  - Word doc should be **single spaced**, with one return (but no indents) between paragraphs
  - Add only **one (1) space** after each sentence
  - Please also **include a title** for your article
- 1-3 Related **pictures are highly encouraged** to be submitted along with your article.
  - Images must fall into one of these categories: [1] **your own work**—i.e. you took the photograph; [2] freely licensed; [3] public domain
  - should be in **.png or .jpg** format
  - **Attach images to the same e-mail** as your article submission.
  - Include a short (1 sentence) **caption for each image**. Name, rank, location of people in photos.