

***Protection* Writer's Guide**

Protection is an official U.S. Army professional bulletin that contains information about the role of protection, the protection warfighting function, the Army Protection Program, and the integration of protection capabilities to support the range of military operations. The objectives of *Protection* are to inform, motivate, increase knowledge, improve performance, and provide a forum for the exchange of ideas. The content does not necessarily reflect the official U.S. Army position and does not change or supersede any information in other U.S. Army publications. The Maneuver Support Center of Excellence reserves the right to edit material. Articles may be reprinted if credit is given to the Maneuver Center of Excellence and the authors. All photographs are official U.S. Army photographs unless otherwise credited.

Articles should be concise, straightforward, and in the active voice. If they contain attributable information or quotations not referenced in the text, provide appropriate endnotes. The text length should not exceed 2,000 words (about eight double-spaced pages). Shorter after-action type articles and reviews of books are also welcome.

Please review the photograph and illustration guide section for photos and illustrations accompanying your article.

Provide a short paragraph that summarizes the content of the article. Also include a short biography, including your full name, rank, and current unit and job title; a list of your past assignments, experience, and education; your mailing address; and a commercial daytime telephone number.

Articles submitted to *Protection* **must** include a written release by the author's unit or activity security manager prior to publication; the security release **cannot** be signed by the author. A sample security release form can be downloaded from the *Protection* bulletin website. *Protection* is published online and is readily accessible to nongovernment and foreign individuals and organizations.

We cannot guarantee that we will publish all submitted articles, photographs, or illustrations. They are accepted for publication only after thorough review. If we plan to use your article in an upcoming issue, we will notify you. Therefore, it is important to keep us informed of changes in your e-mail address or telephone number. All articles accepted for publication are subject to grammatical and structural changes as well as editing for style.

Protection is published annually in November, and **articles are due by 15 August**. Articles should be provided in Microsoft Word format and submitted by [e-mail](#).

Note: Please indicate if your article is being considered for publication elsewhere. Due to the limited space per issue, we usually do not publish articles that have been accepted for publication by other Army venues.

Photograph/Illustration Guide

Photographs and illustrations contribute a great deal to the visual appeal of an article. When submitting them with your article, please keep the following in mind:

- **Subject matter**—Action shots that show Soldiers who are training or performing their jobs are the best way to enhance an article. Static photos of landscapes, structures, or distant machinery in action are less useful. Photos of groups of people smiling at the camera or “grip and grin” shots add little to an article and are unlikely to be used.
- **Format**—Photos saved in JPEG (or JPG) format and sent as attachments to an e-mail are best. Photos and other graphics should not be embedded in a Microsoft® Word document or PowerPoint presentation. Graphics files are large, and e-mail systems frequently have limits to the size of messages that can be sent. For example, our system cannot accept messages larger than 20MB. One solution is to send separate e-mails with just one or two attachments each.
- **Size and resolution**—The ideal photo or graphic for reproduction is 5 x 7 inches at 300 dots per inch (dpi), but smaller sizes may be acceptable. If the photo is a JPEG, it should be no smaller than 150k. A 5- x 7-inch, 300 dpi photo saved as a TIF should be 1MB to 3MB in size. When taking photos, use the highest resolution setting on your camera and save them at a resolution no lower than 200 dpi. Do not manipulate photos by sharpening, resizing, retouching, or cropping the image. Using a graphics software program (such as Adobe® Photoshop) to increase the size and/or resolution of a small photo will not increase the quality of the photo. Do not compress photos. We will do all postproduction work. We will not publish photos that are pixilated or out of focus.
- **Copyright**—Images copied from a website or a book must be accompanied by copyright permission.
- **Captions**—Please include captions that describe the photo and identify the subjects. Captions are subject to editing.
- **Hard copy photos**—Hard copy photos can be mailed to: Maneuver Support Center of Excellence, FFID, ATTN: *Protection*, 14010 MSCoE Loop, Building 3201, Suite 2661, Fort Leonard Wood, Missouri 65473-8702. We can copy them with a high-resolution scanner and return the originals to the sender.
- **Photos of foreign nationals**—Due to security restrictions, photos of foreign nationals cannot be published without digital editing (blurring faces), unless the photo(s) are accompanied by a permission to release signed by the subject(s).
- **Graphs/charts and illustrations**—We prefer to work with original digital graphic files. Submit the original PowerPoint slides and/or layered Adobe Photoshop/Illustration files. Do not save them in a different format or flatten the layers.