



## **EDITORIAL GUIDELINES FOR ‘NAVIGATOR’**

1 If your district requires that all proposed articles be submitted for clearance by a DSOPA or other officer, please do so *before* sending it to us.

2 Do not assume that just because you send in a story or photo it will be published. We are a *national* magazine, and can use only stories of national, rather than local, interest.

3 Do not write more than 1,200 words, unless pre-authorized by the Editor.

4 Use MSWord for *all* articles and photo captions and submit them in .doc, not .docx format. Be sure *not* to submit a “read-only” file. **WE CANNOT ACCEPT ARTICLES SUBMITTED IN HARD-COPY FORM.**

5 With rare exception, stories should NOT be written in the first person and first-person articles will not be accepted for publication. They should instead be written in the third person.

6 The first mention of a person should include full name, appointed or elected office (if appropriate), flotilla, town/city, and district. If a person is DCO or higher, spell out ‘Commodore’ before his/her name on first reference, then use COMO in subsequent references *to the same person*.

7 **NOTE:** *Navigator* does not use the all-number format, i.e., 090-21-070. Instead, ID members using this format: John A. Doe, FSO-PA 27 D11SR (Santa Lucia, Calif.). The city is usually not needed for members identified as holding division or higher level offices. If a member holds multiple offices, select the highest one (elected over appointed), unless using one of his/her other titles would be more appropriate to the subject of the piece. Or, ask the person which title they would prefer be used.

8 For enlisted Coast Guard personnel, provide abbreviated rate/rank and full name, duty-assignment, unit to which he/she is assigned and its location (i.e., BM3 John Smith, USCGR, training petty officer, Station Dallas). For officers, spell out rank on first mention (e.g., Lieutenant Commander John A. Smith, USCG), then use standard Coast Guard abbreviations in subsequent references *to the same officer* (e.g., LCDR John A. Smith). **DOUBLE-CHECK SPELLING OF ALL PROPER NAMES.**

9 **NOTE:** There are two types of Rear Admiral – Lower-Half and Upper-Half – which are abbreviated as: RDML and RADM, respectively. Be *absolutely sure* you are using the correct abbreviation. On first mention, both types are referred to simply as: Rear Admiral.

10 Always include a byline (full name, office, flotilla, district) with each article submitted

11 Accompany stories with good, clear, in-focus, well-lit, carefully framed digital photos. Submit them as large, high-resolution images in .jpg format on a CD via snail-mail, or as an **attachment** to an e-mail (NOT embedded in a text page). If possible put complete caption information in metadata of picture file using Photoshop or Photoshop Elements. If not use the text page for *complete* caption information. **WE CANNOT ACCEPT IMAGES THAT ARE NOT IN DIGITAL FORMAT, NOR CAN WE ACCEPT SCANNED PHOTOGRAPHS.**

Captions should tell where the photo was taken, what the event was and where it took place. Be sure to include complete identification of the photographer. Identify *every* person whose face is

visible, left-to-right.

12 **NOTE:** Do not send in stacks of photos for a story. Select – *at most!* – your 10 best, and send them in via e-mail, or on a CD-R that is **NOT** write-only. Don't forget captions.

13 In identifying an Auxiliary surface vessel, refer to it as an Auxiliary Operational Facility on first mention; OPFAC in subsequent mentions. Use the vessel name, in italics, rather than its number, unless there is a *real* reason for using the number. (Example: Auxiliary Operational Facility *Mary B.*, or *OPFAC Mary B.*, instead of *OPFAC 258937.*) For aircraft OPFACs, use the format: AuxAir 9327.) For Auxiliary radio facilities, use the official call-sign, i.e., Auxiliary Radio Petaluma.

14 **NOTE:** Be aware that AUXFAC and OPFAC are **not** interchangeable (see AUXMAN). Also, be sure in both articles and photo captions to identify the coxswain or aircraft commander as such, in addition to any office held (e.g., coxswain John A. Smith, SO-OP 10 D9ER, or aircraft commander Preston G. Smith, FC-24 D7).

15 Keep in mind that if you have a great photo but no story, we are always interested in publishing good, action-oriented images with captions only. *Don't try to write a 'puffpiece' when the subject-matter doesn't really deserve anything more than a caption!*

16 Do not submit stories that have been published elsewhere – including Coast Guard and/or Auxiliary publications or web sites. If you are borrowing direct-quotes or any other material from another medium, be sure you have permission to do so because the copyright laws are quite strict. Do not submit copyrighted articles, photos or illustrations unless accompanied by *written* permission for their publication in *Navigator* – gratis!

17 ALWAYS run spell- and grammar-checks after finishing your article -- *before* sending it in. When there is a question of style, abbreviation, etc., refer to the AP Style Book for the final word.

18 Be **absolutely meticulous** about checking your facts, especially if they relate in any way to the U.S. Coast Guard. *Always stick to the facts.* Do not write about rumors and do not make assumptions. (You might be surprised at some of the places where *Navigator* is received and read.) If there is any possible legal entanglement to the subject, person, or situation you are writing about, request via the chain that your district legal officer scan the article *before* you send it in for publication. Do not render opinions or quote opinions by Auxiliarists.

19 Be familiar with *Navigator*. Read several issues carefully before investing your time writing an article and making a submission so that you will be familiar with what we do and do not publish, and what our style is. If you do not wish to spend time writing a story that may be unsuitable for, or un-needed by *Navigator*, send in a brief (100-150 words) summary of what you'd like to write about. You will get a speedy answer as to whether or not it might be publishable in this magazine.

20 You should *always* expect that your article and/or caption will be edited and, if need be, rewritten by the editors. If doing so might alter or misinterpret facts, the copy-editor will contact the writer to discuss the changes. Otherwise, there may not be editor-writer contacts as time and the small size of our staff preclude such conferences.

21 You will *never* receive a guarantee that one of your stories or photos will actually be published, but if it cannot be, we will tell you so and why. Nor will you *ever* be guaranteed that an article or photo will be published in a particular issue. We make every effort to acknowledge your submissions, but we cannot guarantee that we will be able to do so at all times. Please be understanding. We have limited staff.

22 Realize that it can be six months, or longer, before your submission is actually published.

Therefore, if there is a strong time-element (or immediacy), consider sending it to the Auxiliary's online magazine, *SITREP*, instead of to *Navigator*. Be patient, please.

- . *Please know that this magazine always welcomes and appreciates submissions. We continually seek and need fresh, exciting, educational, inspirational articles of national significance or national interest that have relevance to the Coast Guard Auxiliary.*