



EDITORIAL GUIDELINES FOR NAVIGATOR

1. If your district requires that all proposed articles be submitted for clearance by a DSO-PA 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 that it will be published. We are a NATIONAL magazine, and can use only stories of national, rather than local, interest. We will contact you regarding receipt of article, and to help submitters become the best journalists they can be share constructive evaluations of submissions.
3. As a general rule, do not write articles of less than 750 words or more than 1,000 words, unless requested by the Editor.
4. Use MSWord or save in MS Word format all articles and photo captions.
5. With rare exception, stories need to be in inverted pyramid news style utilizing AP Style with Coast Guard addenda.
6. The first mention of any person in your story must include full name, appointed or elected position (if appropriate), flotilla and town/city, and district. Spell out 'Commodore' on first reference, then use COMO in subsequent references *to the same person*.
7. For Coast Guard personnel, provide rank/rating and full name, duty-assignment, and unit to which he/she is assigned (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).

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. In first mention, both types are referred to simply as: Rear Admiral.

8. Always accompany stories with good, clear, in-focus digital photos (5 megapixels or higher).

9. Photographs must be large, high-resolution images in **.jpg** or **.raw** format, sent on a CD via snail-mail, or as attachment to an e-mail, the text-page of which contains *complete* caption information or the caption material may be sent in metadata. **WE CANNOT ACCEPT PHOTOS OR DRAWINGS THAT ARE NOT IN DIGITAL FORMAT.**

10. Captions must tell where the photo was taken, what the event was and where it took place. A Coast Guard VIRIN number should be used with all photos.

11. Identify *every* person whose face is visible, left-to-right.

IDs must include full name, flotilla and town, district, and appointed or elected position held by each person. Indicate full name, flotilla and district of each photographer, as well. (Example: John A. Smith, FSO-PE 21 D7). If the Auxiliarist holds no current office, use this format: John A. Smith, Flotilla 21 D7.

NOTE: *Navigator* does not use the all-number format, i.e., 090-21-070

12. In identifying an Auxiliary surface OPFAC, 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 this format: AuxAir 9327.

NOTES: Plain language rather than “CG Speak” is often the better way of writing – less confusing and distracting. Be aware of the fact that AUXFAC and OPFAC are *not* inter-changeable; they are two different things. (See AUXMAN.)

Also, be sure in both articles and photo captions, to identify the coxswain (surface) or aircraft commander (air) as such, in addition to any office either may hold (e.g., coxswain John A. Smith, DSO-AV 10 D9ER).

13. Never – *ever!* – insert photos into text, whether submitted via Internet or snail-mail.

14. Do not send in stacks of photos for a story; pick – *at most!* -- your 10 best and send them in via e-mail, or on a CD.

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

16. Do not submit stories that IN THEIR SUBMITTED FORM have been published elsewhere – including Coast Guard and/or Auxiliary publications or web sites. Good stories can be run in different publications, but they cannot be direct copies. Remember, for *Navigator*, there must be **national** interest.

17. Do not submit copyrighted articles, photos or illustrations unless accompanied by *written* permission from the copyright owner for their publication in *Navigator* – gratis!

18. ALWAYS run spell- and grammar-checks after finishing your article -- *before* sending it in. Check for spelling/grammar that spell and grammar checkers do not catch, i.e. their and there.

19. ALWAYS stick to the facts. Do not write about rumors and do not make suppositions. If there is any possible legal entanglement to the subject or person you are writing about, ask via the chain that your district legal officer scan the article before you send it in for publication. Triangulate your statements unless you were there to make sure your story is true and accurate.

20. 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.

21. You should ALWAYS expect that your article and/or caption will be edited and, if need be, rewritten by the editors. Whenever doing so might alter or misinterpret facts, the copy-editor will contact the writer to discuss

the changes. Otherwise, there will be no editor-writer contacts as time and the small size of our staff preclude such conferences.

22. You will *never* receive a guarantee that one of your stories or photos will be published. Nor will you *ever* be guaranteed that an article or photo will be published in a particular issue.

23. Realize that it can be six months, or longer, before an article or photo you send in is actually published. Therefore, if your submission has a strong time-element (or immediacy) to it, consider sending the article or photo to the Auxiliary's online magazine, *SITREP*, instead of to *Navigator*.

25. 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.

26. Be ***absolutely meticulous*** about checking your facts, especially when they relate in any way to the U.S. Coast Guard.

❖ 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 within the Coast Guard Auxiliary.

Revised by Rob Westcott DVC-AN 29 November 2008