



Submission Guidelines

Editorial purpose *The Courier* publishes articles, reports, and essays written by community members and Wing entities. *The Courier* provides current information relating to issues, activities, and personalities of the 4 Wing military community. Squadron news, unit happenings, community events, education in the profession of arms, historical preservation, government actions that affect the military community, public relations, reports on meetings, products, and the day to day business of the 4 Wing community are covered in *The Courier*. Established in 1958, *The Courier* is an unofficial service newspaper and is published with permission of the Wing Commander. It maintains a record of selected actions and policy statements of the Canadian Armed Forces and publishes timely reports on the activities of the 4 Wing community and its units. It is published 48 times a year.

Content The editor bears all responsibility for the content of each issue of *The Courier* and selects all material for publication. The editor also reserves the right to make appropriate revisions in material selected for publication in order to standardize style or improve clarity (except official DND documents).

Material selected should fall into one of the following categories:

1. Articles on a project, program, or service dealing with a topic relevant to the military community.
2. Articles that summarize the highlights and significance of a recent activity, workshop, or meeting of interest to the 4 Wing community.
3. Topics for the features column. Submit a topic idea and brief information about the compiler's knowledge of the proposed topic. Compilers whose topics are selected will receive specific manuscript preparation information.
5. Articles that describe new or innovative services or facilities that affect the military community.
6. Articles that would have a positive impact on the military family.

7. Humorous essays and cartoons related to issues that would affect the military community.
8. Standards, guidelines, or recommendations that would be of interest to the military community.
9. **Any item not drafted in the form of an article, even though it covers the above-mentioned topics, is considered advertising and advertising rates will apply. The Editor reserves the right to determine what is News and what is advertising. All decisions are final.**

Instructions to authors

1. **Style.** Articles should be practical and written in an informal, accurate, and informative manner and follow The Chicago Manual of Style, 14th ed. Manuscripts should be original and not published elsewhere. (Exceptions may be made for items previously published in institutional newsletters.) Footnotes, charts, and tables should be kept to a minimum.
2. **Length.** News notes may be 150-350 words; articles should be no more than 2,000 words.
3. **Graphics.** Whenever possible, photographs, illustrations, images from Web sites, etc., should accompany article submissions (send as a separate attachment from text). Authors are responsible for obtaining permission to use graphic materials. Submit camera-ready artwork for all illustrations. All photographs either electronic or hard copy will include a brief caption, credits (if appropriate) and your name, address, phone number, and e-mail.
4. **Submitting manuscripts.** Manuscripts must be submitted by disc to the editor or via email at TheCourier@telus.net (Note: An e-mail note of inquiry may precede submission of the article.)
5. **French articles** MUST go to the official translation bureau prior to publication.
6. **Avoid** using acronyms or short form designations that are not familiar to anyone outside of your branch or service.
7. **All submissions** to the Courier must include the originator's name and telephone number.
8. **Deadlines** for submission of material will be the Wednesday prior to date of publication. Any material received after closing Wednesday will be held for publication in the following week's issue.

EDITING OF COPY, SELECTION OF PHOTOS AND CROPPING OF PHOTOS FOR PUBLICATION ARE AT THE DISCRETION OF THE EDITOR.

Special consideration has been made for certain entities on the Wing to provide space weekly, whether it be by agreement between *The Courier* and that entity or through a contractual agreement.

All entities having an agreement with *The Courier* will be restricted to the following guidelines as well as the submission guidelines attached.

1. All entities are limited to one half of a page measuring W: 10.25" x H: 8"
2. All material must be submitted in electronic form, listed in the order of importance.
3. All material will be formatted by *The Courier's* Production Coordinator.
4. All entities are asked to adhere to copyright regulations by obtaining permission from the author before submitting material appearing in another publication.
5. All entities must have their submission material (in the proper format) into *The Courier* office by Wednesday closing.
6. Announcements of upcoming events or requests for volunteers will be allowed on the space reserved for that entity but will stay within the allotted space.

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Should you have any questions, please do not hesitate to call us @ 780-594-5206.

Thank you,

The Courier Team