ARTICLE SUBMISSION INSTRUCTIONS

Articles
Most articles are between 4,000 and 10,000 characters-with-spaces long.   Anyone may submit articles for consideration as we are always interested in seeing material from new writers.   We don't expect our writers to be professional journalists; If the photos and content are good, the article can be worked on by our staff, if necessary, to improve its readability.

Editing
The editorial staff will make any necessary changes to adhere to rules of grammar, meet article layout style guidelines, and fulfill the objective of the magazine.

Audience
Faceplate is distributed to active-duty and retired members of the Diving community, as well as the public. Articles, especially those of a technical nature, should be written so that all readers can understand the material.

Photographs
All images must be High Resolution, at least 300 dpi (dots-per-inch), and in .JPG format. Images will not be accepted if inserted into Microsoft Word or Powerpoint documents. The photographer's full name/rank/title should be provided with each photograph.

Captions
All photos/graphics should have a brief caption that describes the image: action, location, and the names/titles/ranks of individuals pictured. All captions must be included on article cover sheet referencing the corresponding image file. Please do not name the image file with the caption of the photo as this leads to file corruption.

Credits
The photographer's full name/rank/title should be provided with every photograph submitted. A 1-2 sentence bionote on the author and co-authors should be submitted with the article.

Copyright
Material borrowed from copyrighted sources must have the publisher's (or author's, if unpublished) written permission. Copyrighted photographs, illustrations or text must be accompanied by the publisher's or author's written statement granting permission for their use in *Faceplate.*

Submission
Submit cover sheet, article, and photographs to **Faceplate_Editor@supsalv.org**. If your files are over 6MG, please send a CD with files to:

ROH, Incorporated
2711 Jefferson Davis Highway
Suite 300, Airport Plaza 1
Arlington, VA 22202

ARTICLE COVER SHEET

DATE:

CONTACT NAME:

CONTACT ORGANIZATION:

CONTACT TELEPHONE:

CONTACT E-MAIL ADDRESS:

ARTICLE TITLE/HEADLINE:

ARTICLE PHOTOS/CAPTIONS: *(images 300dpi, .JPG format)*

File Name	Caption	Photo Credits

ACRONYMS: *Define all of the acronyms used.*

AUTHOR BIO: *Brief bionote (1-2 sentences)*

Submit coversheet, article, and photographs to: Faceplate_Editor@supsalv.org