**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 do not 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, if applicable.

**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**A 1-2 sentence bionote on the author and co-authors should be submitted with the article.

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**Submission**Submit cover sheet, article, and photographs to [Faceplate\_Editor@us.navy.mil](mailto:Faceplate_Editor@us.navy.mil).

**ARTICLE COVER SHEET**

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| DATE: |  |
| CONTACT NAME: |  |
| CONTACT ORGANIZATION: |  |
| CONTACT TELEPHONE: |  |
| CONTACT EMAIL: |  |
| ARTICLE TITLE/HEADLINE: |  |

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

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| **FILE NAME** | **CAPTION** | **PHOTO CREDIT *(if applicable)*** |
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ACRONYMS: Define all of the acronyms used if not already stated in article.

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AUTHOR BIO: Brief bionote (1-2 sentences)

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**Submit coversheet, article, and photographs to:** [Faceplate\_Editor@us.navy.mil](mailto:Faceplate_Editor@us.navy.mil)