

# **Guidelines for Writing Articles for the Resource Management (RM) Publication**

## **General Information**

The Resource Management (RM) Publication is a professional bulletin published quarterly and sponsored by the Office of the Assistant Secretary of the Army for Financial Management and Comptroller (ASA [FM&C]). The RM Publication provides a forum for expression of professional ideas on the art and science of resource management.

ASA (FM&C) Proponency Office leads coordination of the RM Publication and welcomes submission of articles. Military and civilian careerists, and interns, are encouraged to contribute their input on the current and developing trends in the RM field.

## **Article Topics**

New ideas and techniques are of particular interest, particularly in relation to respective RM Publication themes. FY 2016 RM Publication Themes are as follows:

Winter – Professional Development

Spring – Functional Update

Summer – Financial Operations & Systems

Fall – Cost Management

Articles concerning DoD Financial Management (FM) Certification Program, Army Financial Management Optimization, and other RM initiatives are also encouraged.

Articles should stimulate thinking about matters of importance to managers and seek to inspire engagement in critical analysis, leading to better understanding and improvement.

## **Article Content**

All articles are to be prepared and submitted in Microsoft Word document. Please ***Save*** the document using the following file name format: **Last Name of Author\_Short Title of Article\_FY16Article**.

*For articles containing images, charts, and/or graphics:* All associated content must be submitted in their original format (e.g. jpg, gif) and referenced via highlighted notation in the Article text (e.g. **Insert Graphic # Here**). Please ***Save*** associated file(s) using the following file name format: **Last Name of Author\_Short Title of Article\_FY16Graphic #**.

## **About the Author**

Authors must provide a brief biography and individual photo headshot with their submission. Biography should include current job title and Organization at minimum.

### **Style Guidelines**

- **Style:** Associated Press (AP), include Summary of Article
- **Length:** Article must not exceed 10 pages single spaced; includes images, charts, and graphics as applicable.
- **Font:** Times New Roman, 12 point.
- **Graphics:** Reference image, charts, and/or graphics via highlighted notations.
- Add relevant Caption for image, charts, and/or graphics under notations.
- **References:** Ensure all works and graphics are properly cited when applicable.

### **Electronic File Submission Guidelines**

Data calls for articles submission are sent out quarterly. All articles must be submitted to the Coordination Office notated for its respective issue to be considered for publication.

Please ensure all documents and associated images are contained in one email. If file size is too large, please notated "File 1 of #" in the Subject Line.

It is the responsibility of the author to ensure that all rights for reproduction of photos have been obtained from the photographer.

Prior to submission, Authors must review their articles carefully to verify accuracy, correct errors, clarify acronyms or abbreviations, and ensure references are properly cited. The author of the article is responsible for any statements made in the article.

The Coordination Office may recommend adjustments prior to official submission for inclusion in the RM Publication, and/or defer the article to later RM Publication issue.

### **Things to Keep In Mind**

\* Resource Management covers a variety of topics, including fiscal policies relating to management of manpower, facilities, information, time and material. Article submissions may be deferred for inclusion in a later article to better fit an associated theme.

\* Authors must ensure their work is article is clear and precise. Use of active voice, avoiding passive verbs, and brief sentence construction will assist with this.

\* Articles should have a strong introductory paragraph written to catch the reader's interest and introduce the main topics of the piece. Ensure major points follow a logical progress and the article closes with a conclusion crafted to both summarize and evoke further consideration.

\* Write with enthusiasm! Be natural. Language and tone must remain professional but may take an informal approach. Don't adopt a style of writing that's foreign to your normal patterns of thinking and speaking.

\* Ensure all references, paraphrases or quotes are properly referenced and used in original context. Use full names (first, middle initial and last), ranks, job titles and spell out acronyms for first references within the article. Afterward, use title/rank and last name or acronyms only for reference.

\* Avoid use of jargon. Spell out acronyms and clearly state or describe phrases or words that may not be commonly known to all readers. If necessary, add a glossary at the end of your article to identify the acronyms and jargon you use. Likewise, if you use foreign terms, explain them.

\* High quality artwork, photos, maps, charts or graphs can increase understanding and enhance reader interest. Crisp, well-composed color or black and white photos are encouraged but must be provided by the author to be associated with the article. Be sure to give appropriate credit for any artwork or graphics used, and are not under copyright that would prevent their use.

### **Copyright**

The RM is a publication of the United States Government and as such is not copyrighted. Because the RM is posted as a complete document on the ASA (FM&C) home page, we will not accept copyrighted articles that require special posting requirements or restrictions. The work of federal employees undertaken as part of their official duties is not subject to copyright except in rare cases.

In citing the work of others, it is the contributor's responsibility to obtain permission from a copyright holder if the proposed use exceeds the fair use provisions of the law (see U.S. Government Printing Office, 1994, Circular 92: Copyright Law of the United States of America, p. 15, Washington, DC: Author). Contributors will be required to submit a copy of the written permission to the Managing Integrator before publication.

### **Questions**

Questions regarding article submission are to be directed to the Coordination Office POC listed in the data call. General questions can be directed to RM Publication enterprise Mailbox [usarmy.pentagon.hqda-asa-fm.mbx.rm-publication@mail.mil](mailto:usarmy.pentagon.hqda-asa-fm.mbx.rm-publication@mail.mil).