

Extensive information can be obtained from our Web site at <http://iac.dtic.mil/iatac>.

The *IAnewsletter* highlights current Information Assurance (IA) initiatives within the Department of Defense, Industry, Academia, and R&D communities. The *IAnewsletter* is distributed quarterly to over 7,100 IA/IO professionals, providing a venue for DoD, Government, and R&D to share their successes, efforts, and ideas. The *IAnewsletter* publishes many types of articles that relate to information assurance (IA) and information operations (IO). Typical article categories include, but are not limited to—

- Technical papers
- Overviews of an emerging or established IO technology
- Articles from the perspective of warfighters “in the trenches”
- Lessons learned

Think about these issues when composing your article—

1. **Problem Definition**—What issue or problem is being addressed;
2. **Historical Background**—How has this problem been addressed in the past;
3. **Agency or Institution**—Identify the agency or institution exploring this area;
4. **New Technologies**—Is any specialized or newly developed technology being employed; and
5. **IA/IO Issues**—What are the primary IA/IO issues/aspects?

Please submit all the following w/this form & E-mail/fax to the Editor by—

**November 1, 2004**

Article Text & Graphics

Author(s) Biography

Article Information

Public Affairs Approval

### Photographs & Figures

Electronic and hard copy art is accepted. Original photographic prints, slides, negatives, original illustrations, logos, and diagrams will be scanned for adequate reproduction in print. Electronic art must be: 300 dot per inch resolution at 100%; EPS, JPG, or TIF file; not compressed; between 3.5" and 7.125" wide.

### Submitting to IAnewsletter Editor

Send via E-mail or fax to—  
IATAC, Christina McNemar, 3190 Fairview Park Drive,  
Falls Church, VA 22042. Phone: 703/289-5454,  
[iatac@dtic.mil](mailto:iatac@dtic.mil), Fax: 703/289-5179.

**All articles must be:**  
**Distribution Statement A: Unlimited Distribution.**

#### Article Information

Article Title	_____
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Is article based on Independent Research & Development (IR&D), not funded by Government: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If NO, please have your appropriate Certifying Official complete and sign the Public Release below.	

#### Public Release: Completion not necessary if submitting organizational PAO form

I hereby authorize disclosure of this article in *IAnewsletter* for public release and unlimited distribution.

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## Article Guidelines

### Formatting Your Article

Articles should be in Microsoft Word format. Do not submit articles in a page layout format such as FrameMaker or Ventura. You may submit the article via E-mail to: [iatac@dtic.mil](mailto:iatac@dtic.mil).

The *IAnewsletter* will not accept an article that was previously published in another publication.

Articles can be up to 1,500–3,000 words, or the equivalent of four *IAnewsletter* pages. Articles should have a working title of six words or less. Authors are encouraged to follow *The Associated Press Style Guide*, in keeping with the guide used by the staff when editing the newsletter. Include only essential formatting, such as clear section headings and italics. Minimize technical jargon, acronyms, abbreviations, etc., that may be unfamiliar to some readers. The article should be written in a clear, concise, and nontechnical style. Provide definitions for any unavoidable acronyms. Submissions must include the following elements—

1. **Complete “Article Submission Instructions” form** (available as a pdf file from our Web site at: <http://iac.dtic.mil/iatac/IAnewsletter.html>)
2. **Author Biography**—This should be no longer than 50 to 75-words, outlining the author’s job, background, professional accomplishments, other pertinent accolades or areas of interest, and E-mail address.
3. **Public Affairs Approval**

### Public Release of Article

If an article requires approval from a corporate or government public affairs office or security agency prior to publication, the author must do this before submitting to the *IAnewsletter*.

DoD and Industrial Security Regulations require written authorization for publication of all material.

In order to insure that we have a completed Public Release Authorization form in time for publication of the

newsletter, the following procedures should be followed—

- Complete the attached “Public Release” section of the “Article Submission Instructions” form (or use your organization’s form, if applicable) and send it together with a copy of the article to an appropriate Certifying Official (Government: Supervisor/ Department Head), (Industry: Contracting Officer’s Technical Representative (COTR) at least 4 weeks before your article is due, in order to return the entire completed “Article Submission Instructions” form to the Editor by the deadline.
- It is the author’s responsibility to contact the appropriate certifying official to determine the status of your article’s Public Release Authorization. No articles will be accepted for publication without a complete and valid Public Release Authorization form. If necessary, the Certifying Official may contact the Editor via phone at 703/289-5454 or via E-mail at [iatac@dtic.mil](mailto:iatac@dtic.mil). Completed forms may be mailed, E-mailed, or faxed to the Editor.

### Author’s Contact Information

Author(s) must include his/her organization, business address, phone number, fax number, and E-mail address.

### References

Most articles require some references, and some contain incidental information best treated as notes. Use brackets for references, then list at the end of the article. These should be numbered in the order they appear in the article, not alphabetically. Organize references in the following format—

1. Johnson, Milo Z. & Willie W. Wonka, “Software’s Sweet Spot: Chocolate in the Bit Bucket,” *WhizBang Journal*, Jan. 23, 1997.

#### *IAnewsletter Note:*

The strongest submissions tend to come from authors who first ask their peers to review their articles for content and clarity.

#### *IAnewsletter Note:*

Be sure to attach all the required elements with your submission and to put them in the proper format. This speeds up the process for potential publication.

2. Wilberforce, Arnold J., Sophia Lockjaw, & Hector Mandibula, *Mastication for the Masses*, McGraw Hill, New York, 1996.
3. McGregor, Ian, "Building Yesterday's Spaghetti-Code Tomorrow," *Proceedings of the Sixth EIEIO Conference on Mainframe Prolongation*, WingDing Press, Baxter, Ark., 1995.

## Figures and Tables

Consider which concepts require visual layout. Charts and figures should be publication-worthy upon submission (sharp, of good contrast, legible, free of clutter, e.g., shadows, lines at least 1point thick). An embedded graphic within a word-processing document is usually inadequate. If graphics are embedded, please send them as separate files if possible.

Number and name figures and tables appropriately, and indicate where they should be placed in the text.

Electronic and hard copy art is accepted. Original photographic prints, slides, negatives, original illustrations, logos, and diagrams will be scanned for adequate reproduction in print. Electronic art must meet **all** of the following requirements—

- 300 dot per inch resolution at 100%
- Formatted as EPS, JPG, or TIF file
- Not compressed
- Between 3.5" and 7.125" wide

## Publication Process

Check our Web site (<http://iac.dtic.mil/iatac/IAnewsletter.html>) for article deadlines to ensure timely review by the Editor. The following is the process for an article considered for publication in *IAnewsletter*—

1. The article, containing all required elements, arrives at IATAC.
2. The article is reviewed by the *IAnewsletter* Staff.
3. *IAnewsletter* staff edits for style and clarity.

4. The newsletter is laid out for print.
5. The author receives a pdf proof of the article to review for accuracy.
6. Changes are requested to be sent within a 3 day timeframe. Silence is considered approval of layout.

## Contacting IAnewsletter Staff

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