



SUBMISSION CHECKLIST

Title:

Accession No.

Corresponding Author*

- Copyright release signed by all authors
- Cover letter
- Article title (No more than 12 words)
- Abstract (150 to 250 words)
- Two sentence summary of your manuscript
- Keywords (No more than 5 words)
- Short bio for each author (No more than 70 words)
- Complete mailing address, e-mail address, and telephone number for each author
- Author headshots in color (300 dpi, at least 5X7 inches, TIFF or high resolution JPEG file) with plain background, in business dress for men (shirt, tie, and jacket required), business appropriate attire for women, and Class A uniforms for all active duty military.
- Manuscript in MS Word, Times New Roman with 12-point font size, double spaced, 5,000 words or less for the printed edition and 10,000 words or less for online-only content. (Word count excludes abstract, bio, keywords, summary, figures, tables, disclaimers, endnotes, and reference list)
- Reference list conforms to APA Guidelines and all URLs are up-to-date. **Digital Object Identifier (DOI)** numbers are included if registered (Check CrossRef.org if unsure).
- Document has been spell checked.
- Document has been stripped of outline formatting and all fields have been converted to static text.
- Document headings conform to APA Style.
- Figures and tables are each attached separately as individual files (not embedded in the manuscript). Document is annotated where figures and tables should appear. Each figure and/or table is saved as a separate file in the original software format in which it was created.

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