



Defense ARJ Guidelines **FOR CONTRIBUTORS**

The *Defense Acquisition Research Journal (ARJ)* is a scholarly peer-reviewed journal published by the Defense Acquisition University (DAU). All submissions receive a double-blind review to ensure impartial evaluation.

IN GENERAL

We welcome submissions describing original research or case histories from anyone involved in the defense acquisition process. Defense acquisition is broadly defined as any actions, processes, or techniques relevant to the conceptualization, initiation, design, development, testing, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services needed for a nation's defense and security, or intended for use to support military missions.

Research involves the creation of new knowledge. This generally requires either original analysis of material from primary sources, including program documents, policy papers, memoranda, surveys, interviews, etc.; or analysis of new data collected by the researcher. Articles are characterized by a systematic inquiry into a subject to establish facts or test theories that have implications for the development of acquisition policy and/or process.

The *Defense ARJ* also welcomes case history submissions from anyone involved in the defense acquisition process. Case histories differ from case studies, which are primarily intended for classroom and pedagogical use. Case histories must be based on defense acquisition programs or efforts. Cases from all acquisition career fields and/or phases of the acquisition life cycle will be considered. They may be decision-based, descriptive, or explanatory in nature. Cases must be sufficiently focused and complete (i.e., not open-ended like classroom case studies) with relevant analysis and conclusions. All cases must be factual and authentic. Fictional cases will not be considered.



We encourage prospective writers to coauthor, adding depth to manuscripts. We recommend that junior researchers select a mentor who has been previously published or has expertise in the manuscript's subject. Authors should be familiar with the style and format of previous *Defense ARJs* and adhere to the use of endnotes versus footnotes, formatting of reference lists, and the use of designated style guides. It is also the responsibility of the corresponding author to furnish any required government agency/employer clearances with each submission.

MANUSCRIPTS

Manuscripts should reflect research of empirically supported experience in one or more of the areas of acquisition discussed above. The *Defense ARJ* is a scholarly research journal and as such does not publish position papers, essays, or other writings not supported by research firmly based in empirical data. Authors should clearly state in their submission whether they are submitting a research article or a case history. The requirements for each are outlined below.

Research Articles

Empirical research findings are based on acquired knowledge and experience versus results founded on theory and belief. Critical characteristics of empirical research articles:

- clearly state the question,
- define the research methodology,

- describe the research instruments (e.g., program documentation, surveys, interviews),
- describe the limitations of the research (e.g., access to data, sample size),
- summarize protocols to protect human subjects (e.g., in surveys and interviews), if applicable,
- ensure results are clearly described, both quantitatively and qualitatively,
- determine if results are generalizable to the defense acquisition community,
- determine if the study can be replicated, and
- discuss suggestions for future research (if applicable).

Research articles may be published either in print and online, or as a Web-only version. Articles that are 5,000 words or fewer (excluding abstracts, references, and endnotes) will be considered for print as well as Web publication. Articles between 5,000 and 10,000 words will be considered for Web only publication, with a two-sentence summary included in the print version of the *Defense ARJ*. In no case should article submissions exceed 10,000 words.

Case Histories

Care should be taken not to disclose any personally identifiable information regarding research participants or organizations involved unless written consent has been obtained. If names of the involved organization and participants are changed for confidentiality, this should be highlighted in an endnote. Authors are required to state in writing that they have complied with APA ethical standards. A copy of the APA Ethical Principles may be obtained at <http://www.apa.org/ethics/>.

All case histories, if accepted, will receive a double-blind review as do all manuscripts submitted to the *Defense ARJ*.

Each case history should contain the following components:

- Introduction
- Background

- Characters
- Situation/problem
- Analysis
- Conclusions
- References

Book Reviews

Defense ARJ readers are encouraged to submit book reviews they believe should be required reading for the defense acquisition professional. The reviews should be 500 words or fewer describing the book and its major ideas, and explaining why it is relevant to defense acquisition. In general, book reviews should reflect specific in-depth knowledge and understanding that is uniquely applicable to the acquisition and life cycle of large complex defense systems and services. Please include the title, ISBN number, and all necessary identifying information for the book that you are reviewing as well as your current title or position for the byline.

Audience and Writing Style

The readers of the *Defense ARJ* are primarily practitioners within the defense acquisition community. Authors should therefore strive to demonstrate, clearly and concisely, how their work affects this community. At the same time, do not take an overly scholarly approach in either content or language.

Format

Please submit your manuscript according to the submissions guidelines below, with references in APA format (author date-page number form of citation) as outlined in the latest edition of the *Publication Manual of the American Psychological Association*. References should include Digital Object Identifier (DOI) numbers when available. The author(s) should not use automatic reference/bibliography fields in text or references as they can be error-prone. Any fields should be converted to static text before submission, and the document should be stripped of any outline formatting. All headings should conform to APA style. For all other style questions, please refer to the latest edition of the *Chicago Manual of Style*.

Contributors are encouraged to seek the advice of a reference librarian in completing citation of government documents because standard formulas of citations may provide incomplete information in reference to government

works. Helpful guidance is also available in *The Complete Guide to Citing Government Information Resources: A Manual for Writers and Librarians* (Garner & Smith, 1993), Bethesda, MD: Congressional Information Service.

The author (or corresponding author in cases of multiple authors) should attach a cover letter to the manuscript that provides all of the authors' names, mailing and e-mail addresses, as well as telephone numbers. The letter should verify that (1) the submission is an original product of the author(s); (2) all the named authors materially contributed to the research and writing of the paper; (3) the submission has not been previously published in another journal (monographs and conference proceedings serve as exceptions to this policy and are eligible for consideration for publication in the *Defense ARJ*); (4) it is not under consideration by another journal for publication. If the manuscript is a case history, the author must state that they have complied with APA ethical standards in conducting their work. A copy of the APA Ethical Principles may be obtained at <http://www.apa.org/ethics/>. Finally, the corresponding author as well as each coauthor is required to sign the copyright release form available at our website: www.dau.edu/library/arj.

COPYRIGHT

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Web-only publications will be held to the same high standards and scrutiny as articles that appear in the printed version of the journal and will be posted to the DAU website at www.dau.edu.

In citing the work of others, please be precise when following the author date-page number format. 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 the latest edition of *Circular 92: Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code*, Washington, DC: U.S. Government Printing Office). Contributors will be required to submit a copy of the writer's permission to the managing editor before publication.

We reserve the right to decline any article that fails to meet the following copyright requirements:

- The author cannot obtain permission to use previously copyrighted material (e.g., graphs or illustrations) in the article.
- The author will not allow DAU to post the article in our *Defense ARJ* issue on our Internet homepage.
- The author requires that the usual copyright notices be posted with the article.
- To publish the article requires copyright payment by the DAU Press.

SUBMISSION

All manuscript submissions should include the following:

- Completed submission checklist
- Completed copyright release form
- Cover letter containing the complete mailing address, e-mail address, and telephone number for each author
- Biographical sketch for each author (70 words or fewer)
- Headshot for each author saved as a 300 dpi (dots per inch) high resolution JPEG or Tiff file no smaller than 5x7 inches with a plain background in business dress for men (shirt, tie, and jacket) and business appropriate attire for women. All active duty military should submit headshots in Class A uniforms. Please note: low-resolution images from Web, PowerPoint, or Word will not be accepted due to low image quality.
- One copy of the typed manuscript, including:
 - Title (12 words or fewer)
 - Abstract (150 to 250 words)
 - Two-sentence summary
 - Keywords (5 words or fewer—please include descriptive words that do not appear in the manuscript title, to make the article easier to find)

- Figures and tables saved as separate individual files and appropriately labeled

The manuscript should be submitted in Microsoft Word (please do not send PDFs), double-spaced Times New Roman, 12-point font size (5,000 words or fewer for the printed edition and 10,000 words or fewer for online-only content excluding abstracts, figures, tables, and references).

Figures or tables should not be inserted or embedded into the text, but submitted as separate files in the original software format in which they were created. For additional information on the preparation of figures or tables, refer to the Scientific Illustration Committee, 1988, *Illustrating Science: Standards for Publication*, Bethesda, MD: Council of Biology Editors, Inc. Restructure briefing charts and slides to look similar to those in previous issues of the *Defense ARJ*.

All forms are available at our website: www.dau.edu/library/arj. Submissions should be sent electronically, as appropriately labeled files, to the *Defense ARJ* managing editor at: DefenseARJ@dau.edu.