



Civil Engineer Magazine: Article and Image Guidelines

The Air Force Civil Engineer (CE) Magazine – “By Engineers, For Engineers” – welcomes your article submissions. We recommend working with local department heads and Public Affairs teams for review and approval before submitting your article to CE Magazine.

The following guidelines will help you communicate across the CE enterprise. Please read these guidelines in depth and complete all requirements for article submissions. Incomplete article submissions will be returned with recommended changes.

IMPORTANT: Any article submitted to CE Strategic Communications must be reviewed by a supervisor prior to submission.

Please send your article submissions via e-mail to [CE Strategic Communications](#). We look forward to your article submissions!

2017 Article Submission Deadlines

Spring Issue – Feb. 22, 2017

Summer Issue – May 3, 2017

Fall Issue – Jul. 31, 2017

Winter Issue – CE Almanac, submissions are not accepted

NOTE: Magazine staff will edit submissions for clarity, adherence to Associated Press Style, grammar, and length. Please be aware that all submissions may not be published in print or on CE Online.

CE Magazine Image Guidelines

We encourage you to send an image to accompany your CE Magazine submission. Including a high quality image with your submission will help engage our readers. Please review and adhere to the following image submission guidelines. If images that are submitted do not meet these requirements, they cannot be used.

- Images that accompany articles should be sent as separate attachments
- At **minimum**, images should be 300 dpi (dots per inch), 1MG or larger, 3x5 inches, and a JPEG file. The dpi of an image can be checked by right clicking on the image, selecting “properties,” and selecting “details”
- Include an image credit: (Title, First Name, Last Name)
- Include a brief description of the image written in a complete sentence that relates the image to the article
- Include metadata: City, State, and Country of where the image was taken

CE Magazine Article Guidelines

Article Title: Please enter the article title.

Primary Author: Please enter the primary author's name.

Organization: Please enter the name of the primary author's organization. (e.g. Directorate of Civil Engineers, **OR** Air Force Civil Engineer Center)

Supervisor Completed

Review: Please enter the name and organization of the supervisor who completed the review.

Select One: CE Online CE Magazine, Summer Issue
 CE Magazine, Spring Issue CE Magazine, Fall Issue

Select One: Theme Article (*the article submitted relates to the issue theme*)
 Feature Article (*the article submitted does not relate to the issue theme*)

Please write the body of the CE Magazine article in this space. See the CE Magazine article writing guidelines below:

- **Theme Article:** An article in alignment with the CE Magazine Issue theme (500 – 1,000 words)
- **Feature Article:** A limited number of articles on general topics such as energy, environmental, career development, research and technology (500 – 600 words)
- Articles submitted in MS Word document, single spaced, Calibri, size 11
- Adhere to Associated Press Style. For example:
 - Include a single space after each sentence
 - All acronyms should be spelled out the first time within the article
 - No series commas
 - Titles are written as Lt. Col. instead of Lt Col
 - Dates should be written as Month Day, Year
- **Editor's Note:** An about-the-author note may be included at the end of the article and include information such as duty title and/or professional titles or credentials. Any additional authors can be included. All author information should include name, duty title, and organization (e.g., John Smith is the program manager for the Directorate of Civil Engineers).