

Joint Aircraft Survivability Program Office

701 S. Courthouse Rd.
Building 15, Suite 1G140
Arlington, VA 22204-2489

Phone: 703-604-0387

Web: <http://jasp-online.org>

Email: contact@jasp-online.org



Aircraft Survivability Journal Author's Guide

Thank you for contributing to the *Aircraft Survivability* journal (ASJ). For approximately three decades, the journal has served as the primary technical periodical by which the Joint Aircraft Survivability Program Office and its predecessor organizations have kept the survivability community connected and informed on the latest survivability-related research and development (R&D), testing, modeling, and community news and events.

One major key to the ASJ's longstanding success has been the submission of timely, relevant, and well-written technical articles from subject-matter experts across the discipline. This purpose of this guide is to help you, as one of those submitters, maximize the quality, readability, and effectiveness of your article.

TYPES OF ARTICLES WE PUBLISH

The ASJ is published three times a year—in March, June, and September—and distributed free of charge in both hard copy and electronic form to approximately 40,000 practitioners in Government, industry, and academia. Current and past issues are also posted on, and downloadable from, the Joint Aircraft Survivability Program (JASP) website (<http://jasp-online.org>).

ASJ issues include, but are not limited to, the following article types:

- Technology spotlights.
- Reports on JASP and other R&D projects.
- Joint Combat Assessment Team (JCAT) reports.
- Historical case studies and lessons learned.
- "Excellence in Survivability" personnel tributes.
- Pilot perspectives.
- Technical paper summaries/reprints.
- Organizational capability summaries.
- Reports on meetings/events, awards, notable promotions/retirements, and new publications.

Submission Checklist	
✓	Finalized Article Text and Images
✓	Source/Permission Info. for Images
✓	Author/Coauthor Biographies
✓	Confirmation of Public Release Approval
Important ASJ Dates to Remember	
Spring Issue	- Author drafts due NLT 1 December - Published on/around 1 March
Summer Issue	- Author drafts due NLT 1 March - Published on/around 1 June
Fall Issue	- Author drafts due NLT 1 June - Published on/around 1 September

HOW TO SUBMIT AN ARTICLE

The first step in submitting an ASJ article or News Note idea or proposal is usually by filling out the online Article Submission form on the JASP website (<https://www.jasp-online.org/stay-connected/article-submission/>) or contacting the ASJ Managing Editor, Mr. Eric Edwards, at eric@survice.com or 410-459-7964.

Once an idea/proposal has been discussed and approved and a likely ASJ issue identified, article drafting can begin (if it hasn't begun already). To help get started and stay on track during the writing process, authors are encouraged to keep the following questions in mind:

- Are the message's main "W's"—who, what, when, where, and why—clearly identified?
- What do most readers already know/not know about the subject?
- If discussing a technology solution, is the "problem" being addressed clearly identified?
- What work has been previously done and/or published about the given issue/work/subject?
- Are the connections to and/or impact on aircraft survivability clearly identified?

- Have any follow-on actions or likely paths forward for the message/work been indicated?
- Has the interested reader been given ways to find out more about the work/subject if desired (e.g., cited references, points of contact, etc.)?

Unless otherwise discussed/agreed upon, article draft lengths should be between **1,000 and 3,000 words** and should be submitted in a single-spaced, single-column Microsoft Word (.doc) or Rich Text Format (RTF) file with only essential typographic formatting (e.g., bold, italics, and clear section/subsection headings).

Text should **not** include:

- Automated Styles for titles, heading/subheading levels, figures, tables, captions, references, etc.
- Indented paragraphs.
- Page footnotes.
- Unfamiliar/unexplained technical jargon, abbreviations, and other terminology.
- Undefined acronyms. (Acronyms should generally be defined at first use.)
- Profanity or political, organizational, social, cultural, or other potentially offputting speech.
- A “sales pitch” for a particular company or product.

Submitters should also provide a short (50–125-word) biography on each author/coauthor, including his/her current job title, organization, years of experience, any specialty/focus areas of research/work, any notable past positions, and academic degrees and schools.

Upon receipt, all submissions will be editorially reviewed and revised for grammar, punctuation, readability, and journal style/format and will be reformatted for final layout. Changes and questions will then be coordinated with authors as necessary, and authors will be given an opportunity to do a final quality check of their finalized, laid-out article before printing and release. Note that the ASJ editor (in coordination with the JASP Director) holds final publication authority.

FIGURES, TABLES, AND OTHER IMAGES

The inclusion of clear, well-designed, information-based figures, tables, and other images are a good way to enhance your ASJ article’s readability and visual appeal. To maximize the quality and effectiveness of these elements, authors should ensure all submitted images:

- Are of high quality (i.e., have good contrast and legibility and are clutter/shadow free) and suitable for both print and online publication.

- Have at least **300-dpi/ppi** resolution. (Note that embedding figures in Word files can reduce their resolution. If this is an issue, authors should submit figures and tables in separate picture files [e.g., JPG or PNG].)
- Are clearly titled/captioned, numbered, and cited in text.
- Are appropriately credited with the name of the source photographer and/or organization (e.g., “U.S. Air Force Photo by A1C Michelle Hicks”).

Authors should not assume that just because an image is posted online, it is free to copy and use by others. It is the author’s responsibility to ensure that all images submitted are from a noncopyrighted, public domain source or to secure written permission from the copyright owner to use a copyrighted image.

Because securing image permissions can be a costly, time-consuming, and difficult process, authors are encouraged to use noncopyrighted, public domain images (e.g., from a “.mil” or “.gov” website, U.S. Government publication, and the Defense Visual Information Distribution Service website [[https://www.dvidshub.net/search?filter\[type\]=image](https://www.dvidshub.net/search?filter[type]=image)]).

Additionally, color (vs. black and white) figures and tables are encouraged; however, authors should not rely on colors alone to convey meaning in their graphics, as many (especially male) readers possess some color-recognition deficiency.

REFERENCES

Reference citations are not required for every ASJ article; however, authors are reminded that any information/intellectual property taken from other people and sources should be properly acknowledged/cited. The ASJ uses a bracketed number and endnote scheme for its reference citations and lists. Authors should:

- Use a bracketed, normal-sized (i.e., nonsuperscripted) number in text to cite references, with a corresponding numbered reference list at the end of the article.
- Number references in the order they appear in text.
- Not include uncited references/background sources in the reference list.

The following are a few examples of typical ASJ-formatted references.

Journal Article

[1] Atkinson, D. “Excellence in Survivability—Mark A. Couch.” *Aircraft Survivability*, summer 2010.

Technical Report

[2] Paquette, S., C. Gordon, and B. Bradtmiller. "Anthropometric Survey (ANSUR) II Pilot Study: Methods and Summary Statistics." NATICK/TR-09/14, U.S. Army Natick Soldier Research, Development, and Engineering Center, Natick, MA, April 2009.

Book

[3] Bryant, W. *International Conflict and Cyberspace Superiority: Theory and Practice*. New York: Routledge, 2015.

Website

[4] Ripple, B. "NAMRU-D Releases the Kraken." Wright-Patterson AFB website, published 20 June 2016, <https://www.wpafb.af.mil/News/Article-Display/Article/818426/namru-d-releases-the-kraken/>, accessed 16 May 2022.

SECURITY REQUIREMENTS

The ASJ takes seriously not only our mission to inform and connect the U.S. aircraft survivability community but also our responsibility to guard against the dissemination of classified or sensitive information to adversaries or other unauthorized individuals.

Accordingly, **the ASJ publishes only Distribution Statement A content that has been reviewed/approved for public release and unlimited distribution.**

It is the responsibility of each submitter to contact his/her organization's appropriate reviewing official and/or security/public affairs office to have his/her article content reviewed and approved for public release prior to submitting a draft to the ASJ.

In some cases, release reviews can be performed simultaneously with the ASJ editorial review, but authors are advised that ASJ publication deadlines cannot be extended to accommodate delays in an article's release review. Thus, to avoid missing an ASJ submission deadline (and potentially having an article deferred or rejected), authors are encouraged to contact their reviewing offices early and allot sufficient review time (e.g., 4 weeks or more in some cases).

Articles written by Government employees or Government contractors should be reviewed by the appropriate security or public affairs office or by the DoD Office of Prepublication and Security Review (OPSR) (<https://www.esd.whs.mil/DOPSR/>). Articles written by commercial or academic personnel (not under Government contract) should be reviewed and approved

by a company or school individual authorized to release that information on behalf of the organization.

In addition to the organizational reviews of individual articles, the DoD OPSR will conduct a comprehensive review of each finalized ASJ issue prior to printing, posting, and public release.

Written confirmation of an article's review and release approval may be submitted in one of several different formats, including a copy of a completed organization's public release authorization form, an equivalent approval letter, or an email. Original signatures are not required to be submitted. Whatever form is used, confirmations should include, at a minimum:

- The article title and author names.
- The releasing organization's name and address.
- The name, title, phone number, and email address of the certifying official.
- The review case or reference number, if applicable.
- A clear affirmation that the article has been approved for public release and unlimited distribution.

WHERE TO SEND SUBMISSIONS AND ASK QUESTIONS

All ASJ article drafts, public release confirmations, questions, and comments should be directed to:

Mr. Eric Edwards
eric@survice.com
410-459-7964.

Ten Tips for a Successful ASJ Publishing Experience	
1	Start drafting early and leave plenty of time for revision and review.
2	Focus not on <i>writing</i> an article but on <i>communicating</i> your message to the readers.
3	Less is more. If you can say it in fewer words, do it.
4	<i>Show</i> with pictures, tables, graphs, etc., rather than <i>tell</i> with words when possible.
5	For the best readability, as the complexity of your content increases, the complexity of your writing (syntax and structure) should decrease.
6	Ensure your message's connections to, and consequences on, survivability are always clear.
7	Try to anticipate the readers' likely questions throughout your message and address them.
8	Know and respect all applicable ASJ deadlines.
9	Be flexible and thick-skinned when it comes to editor/reviewer changes and recommendations.
10	Remember it's ultimately all about the safety and success of the Warfighter.