

ARJ GUIDELINES FOR CONTRIBUTORS

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

IN GENERAL

We encourage prospective authors to co-author with others to add depth to their submissions. It is recommended that a mentor be selected who has published before or has expertise in the subject presented in the manuscript.

Authors should become familiar with the construction of previous Defense *ARJs* and adhere to the use of endnotes versus footnotes, formatting of bibliographies, and the use of designated style guides. It is also the responsibility of the corresponding author to furnish government agency/employer clearance with each submission.

SUBMISSIONS

We welcome submissions from anyone involved in the defense acquisition process. Defense acquisition is defined as the conceptualization, initiation, design, development, testing, contracting, production, deployment, logistic support, modification, and disposal of weapons and other systems, supplies, or services needed by the Defense Department, or intended for use to support military missions.

RESEARCH ARTICLES

Manuscripts should reflect research or empirically supported experience in one or more of the aforementioned areas of acquisition. Research, lessons learned or tutorial articles should not exceed 4,500 words. Opinion articles should be limited to 1,500 words.

Research articles are characterized by a systematic inquiry into a subject to discover/revise facts or theories.

MANUSCRIPT SECTIONS

A brief abstract provides a comprehensive summary of the article and must accompany your submission. Abstracts give readers the opportunity to quickly review an articles' content and also allow information services to index and retrieve articles.

The introduction, which should not be labeled, opens the body of the paper and states the problem being studied and the rationale for the research undertaken.

The methods section should include a detailed methodology that clearly describes work performed. Although it is appropriate to refer to previous publications in this section, the author should provide enough information so that the experienced reader need not read earlier works to gain an understanding of the methodology.

The results section should concisely summarize findings of the research and follow the train of thought established in the methods section. This section should not refer to previous publications, but should be devoted solely to the current findings of the author.

The discussion section should emphasize the major findings of the study and its significance. Information presented in the aforementioned sections should not be repeated.

RESEARCH CONSIDERATIONS

Contributors should also consider the following questions in reviewing their research-based articles prior to submission:

- Is the research question significant?
- Are research instruments reliable and valid?
- Are outcomes measured in a way clearly related to the variables under study?
- Does the research design fully and unambiguously test the hypothesis?
- Did you build needed controls into the study?

Contributors of research-based submissions are also reminded they should share any materials and methodologies necessary to verify their conclusions.

CRITERIA FOR TUTORIALS

Tutorials should provide special instruction or knowledge relevant to an area of defense acquisition to be of benefit to the Department of Defense Acquisition, Technology and Logistics workforce.

Topics for submission should rely on or be derived from observation or experiment, rather than theory. The submission should provide knowledge in a particular area for a particular purpose.

OPINION CRITERIA

Opinion articles should reflect judgments based on the special knowledge of the expert. Opinion articles should be based on observable phenomena and presented in a factual manner; that is, submissions should imply detachment. The observation and judgment should not reflect the author's personal feelings or thoughts. Nevertheless, an opinion piece should clearly express a fresh point of view, rather than negatively criticize the view of another previous author.

MANUSCRIPT STYLE

We will require you to recast your last version of the manuscript, especially citations (endnotes instead of footnotes) into the format required in two specific style manuals. The *ARJ* follows the author (date) form of citation. We expect you to use the *Publication Manual of the American Psychological Association* (5th Edition), and the *Chicago Manual of Style* (14th Edition).

Contributors are encouraged to seek the advice of a reference librarian in completing citations of government documents because standard formulas of citations may provide incomplete information in reference to government works. Helpful guidance is also available in Garner, D. L. and Smith, D. H., 1993, *The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians* (Rev. Ed.), Bethesda, MD: Congressional Information Service, Inc.

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COPYRIGHT POLICY

We reserve the right to decline any article that falls into these problem copyright categories:

- The author cannot obtain official permission to use previously copyrighted material in the article.

- The author will not allow DAU to post the article with the rest of the *ARJ* issue on our home page.
- The author requires that unusual copyright notices be posted with the article.
- To publish the article requires copyright payment by DAU Press.

MANUSCRIPT FORMAT

Pages should be double-spaced and organized in the following order: title page, abstract, body, reference list, author's note (if any), and figures or tables. Figures or tables should not be inserted (or embedded, etc.) into the text, but segregated (one to a page) following the text. If material is submitted on a computer diskette, each figure or table should be saved to a separate, exportable file (i.e., a readable EPS file). For additional information on the preparation of figures or tables, see CBE Scientific Illustration Committee, 1988, *Illustrating Science: Standards for Publication*, Bethesda, MD: Council of Biology Editors, Inc. Please restructure briefing charts and slides to a look similar to those in previous issues of the *ARJ*.

The author (or corresponding author in cases of multiple authorship) should attach to the manuscript a signed cover letter that provides all of the authors' names, addresses, telephone and fax numbers, and e-mail addresses. The letter should verify that the submission is an original product of the author; that it has not been published before; and that it is not under consideration by another publication. Details about the manuscript should also be included in this letter: for example, title, word length, a description of the computer application programs, and file names used on enclosed diskettes, etc.

Please send us a cover letter; biographical sketch for each author (not to exceed 70 words); head and shoulder print(s) or digitized photo(s) (saved at 300 pixels per inch, at least 3 X 2 inches, and as a TIFF file); prints of photos will be accepted and returned upon request, one copy of the printed manuscript; and any diskettes. These items should be sturdily packaged and mailed to: Department of Defense, Defense Acquisition University, Attn: DAU Press (Defense *ARJ* Managing Editor), Suite 3, 9820 Belvoir Road, Fort Belvoir, VA 22060-5565.

In most cases, the author will be notified that the submission has been received within 48 hours of its arrival. Following an initial review, submissions will be referred to referees and for subsequent consideration by the Executive Editor, Defense *ARJ*.

Contributors may direct their questions to the Managing Editor, Defense *ARJ*, at the address shown above, or by calling (703) 805-3801 (fax: (703) 805-2917), or via the Internet at norene.taylor@dau.mil.

The DAU Home Page can be accessed at: <http://www.dau.mil>.