

RAC JOURNAL

Guidelines for Prospective Authors

General

The *RAC Journal* highlights topics, projects, and research within the Federal and other government agencies, industry, and academia, in reliability, maintainability, supportability, quality, and interoperability (RMSQI). The *RAC Journal* is distributed quarterly to over 20,000 RMSQI professionals, and is also available on line at <http://rac.alionscience.com>, providing a venue for government, industry, and academia to share their successes, efforts, and ideas.

Although original articles are preferred, reprints of articles the Editor considers of interest are considered. Articles are selected for timeliness, application when thematic issues are being prepared, and interest to the RMSQI community.

The *RAC Journal* publishes many types of articles that relate to RMSQI. Typical article categories include, but are not limited to:

- Technical subjects and tutorials.
- Opinion pieces.
- Overviews of an emerging or established related technology.
- Articles from the perspective of war fighters “in the trenches”.
- Lessons learned.

Think about these issues when composing your article.

1. Subject Definition - The issue or problem being addressed.
2. Historical Background - How this problem has been addressed in the past or the history leading up to the current status.
3. Agency or Institution - Identify the agency or institution exploring this area.
4. New Technologies - Any specialized or newly developed technology being employed.
5. RMSQI Issues - The primary RMSQI issues/aspects.

Publication Process

Prospective authors should first contact the Editor of the RAC Journal by telephone or E-mail:

Alion Science & Technology
Attn: Ned Criscimagna, RAC Journal Editor
8100 Corporate Drive, Suite 400
Lanham, MD 20785-2231
Phone: (301) 918-1526
ncriscimagna@alionscience.com

The purpose of this initial contact will be to make an initial determination of the appropriateness and acceptability of the topic and to identify the next possible issue in which the article could appear. Assuming that the topic is appropriate and acceptable, and based on the issue in which it is planned to appear, the Editor will establish dates for submitting the necessary forms, and eventually the article and artwork. All submittals will be made directly to the Editor unless otherwise indicated by the Editor.

The steps in the process are:

1. Author contacts the RAC Editor for pre-approval.
2. Upon receipt of pre-approval, author forwards the completed Article Information Form, Abstract, Public Release Form *, and Authors' biographies to RAC Journal Editor.

**NOTE: All articles must be: Distribution Statement A: Unlimited Distribution.*

If an article requires approval from a corporate or government public affairs office or security agency prior to publication, the author must do this before submitting to the *RAC Journal*. DoD and Industrial Security Regulations require written authorization for publication of all material. To ensure that we have a completed Public Release Authorization form in time for publication of the Journal, the following procedures should be followed.

- Complete the "Public Release Form" (or use your organization's form, if applicable) and send it together with a copy of the article to an appropriate Certifying Official (Government: Supervisor/Department Head), (Industry: Contracting Officer's Technical Representative (COTR)) at least 4 weeks before your article is due, to return the entire completed "Article Submission Instructions" form to the Editor by the deadline.
- It is the author's responsibility to contact the appropriate certifying official to determine the status of your article's Public Release Authorization. No articles will be accepted for publication without a complete and valid Public Release Authorization form. If necessary, the Certifying Official may contact the Editor via phone at (301) 918-1526 or via E-mail at ncriscimagna@alionscience.com. Completed forms may be mailed, E-mailed, or faxed to the Editor.

3. The RAC Editor reviews and approves the abstract. Any changes will be negotiated with the author.
4. The article, containing all required elements, is sent to RAC. (Please follow the required Article Formatting Guidelines below .)
5. The Editor and other staff members review the article.
6. RAC Editor edits for style and clarity.
7. The author receives a Word proof of the edited article to review for accuracy. Changes should be sent within a 3-day timeframe. Silence is considered approval.

Formatting Your Article

Article Body

Articles should be in Microsoft Word format. Do not submit articles in a page layout format such as FrameMaker or Ventura. The *RAC Journal* may not accept an article that was previously published in another publication.

Articles can be up to 2,500–3,500 words, or the equivalent of six *RAC Journal* pages. The RAC Journal uses Times New Roman, size 10 font for the main body of an article. Articles should have a working title of six words or less. Include only essential formatting, such as clear section headings and italics. Minimize technical jargon, acronyms, abbreviations, etc., that may be unfamiliar to some readers. The article should be written in a clear, concise, and as non-technical a style as is possible given the subject. Provide definitions for any unavoidable acronyms.

References

Most articles require some references, and some contain incidental information best treated as notes. Use “See Reference X” for references, then list at the end of the article. These should be numbered alphabetically. For each reference, include the following:

- Authors’ full names
- Complete Title
- Source if article is from a periodical or a conference
- Date
- Publisher

Figures and Tables

Consider which concepts require or can benefit from graphics. Charts and figures should be publication-worthy upon submission (sharp, of good contrast, legible, free of clutter, e.g., shadows, lines at least 1 point thick). An embedded graphic within a word-processing document is usually inadequate. If graphics are embedded, please send them as separate files if possible.

The Microsoft Word “Draw” and “Table” functions are adequate for many figures and tables. Number and name figures and tables appropriately, and indicate where they should be placed in the text.

Electronic format is preferred but hard copy art is accepted. Original photographic prints, slides, negatives, original illustrations, logos, and diagrams will be scanned for adequate reproduction in print. Electronic art must meet all of the following requirements:

- 300 dot per inch resolution at 100%
- Formatted as EPS, JPG, or TIF file
- Not compressed
- Between 3.5” and 7.125” wide

Author Biography

The biography for each author should be no longer than 50 to 75 words, outlining the author’s job, background, professional accomplishments, other pertinent accolades or areas of interest, and E-mail address.

Please include contact information including: Organization name, Business Address, Phone Number, Fax Number, Email Address.

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Article Information Form

Article Title: _____

Author(s): _____

Company Name/Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Is the article based on Independent Research & Development (IR&D), not funded by Government?

Yes No

If NO, please have your appropriate Certifying Official complete and sign the Public Release Form.

Public Release Form (Company or agency form may be used in lieu of this form)

I hereby authorize disclosure of this article in the *RAC Journal* for public release and unlimited distribution.

Sponsoring U.S. Government Agency: _____

Name & Title of Certifying Official (CO)*: _____

* For U.S. Government Employee Articles: Supervisor or Department Head

For Industry Employee Articles: Contracting Officer's Technical Representative (COTR)

Signature of Certifying Official: _____

Address of U.S. Government Agency: _____

Phone No. of CO: _____ Fax: _____ E-mail: _____