



The CE Weekly proudly features content written “By Engineers, For Engineers.” We are currently accepting article and photo submissions for future newsletters.

Please download this document to submit content for consideration and email the completed form and all related images to usaf.pentagon.af-a4.mbx.a4c-strat-comm@mail.mil

1 OBTAIN PA AND OPSEC APPROVAL

All articles and/or images must be approved by your both your OPSEC advisor and local PA authority prior to submitting to the CE Weekly for consideration. AF/A4C Strategic Communications may contact your OPSEC and local PA approver to confirm approval or seek additional information.

2 FOLLOW ARTICLE SUBMISSION GUIDELINES

Writing Style: Please adhere to the following guidelines.

- **Word Count:** No more than 750 words
- **Spacing:** Single space after each sentence
- **Acronyms:** Spelled out the first time they appear in the text
- **Lists:** No series commas
- **Titles:** Do not include periods (i.e. Lt Col, not Lt. Col.)
- **Dates:** Formatted DD Month YYYY

Editor’s Note: An about-the-author may be included at the end of the submission. All author information should include name, duty title, and organization (e.g., John Doe is the program manager for the Directorate of Civil Engineers).

3 FOLLOW IMAGE SUBMISSION GUIDELINES

Specifications:

- **Number:** Please submit no more than 5 images
- **File Type:** JPEG
- **Size:** At a minimum, 300 dpi (dots per inch) and 1MB or larger
- **Images must be attached as individual JPEGs, with no text on the image**

4 NEXT STEPS

Once your submission is received, our team will review and edit (if needed) for general readability. Once your submission is fully approved, you will be notified by a member of the AF/A4C Strategic Communications team. If you have any additional questions, please reach out to usaf.pentagon.af-a4.mbx.a4c-strat-comm@mail.mil

ARTICLE SUBMISSION FORM

If you are submitting an article for a future newsletter, please fill out the form below. Submissions that do not have fully completed forms or do not follow the guidelines on page 1 will not be considered for inclusion in the CE Weekly. **Please note:** AF/A4C Strategic Communications may edit for clarity and general readability.

Article Title

Date of Submission

OPSEC Reviewer Name & Date of Approval

PA Approver Name & Date of Approval

Primary Author

Author Email

Organization of Author

Comments or Additional Information (optional)

Article BLUF

Submission Text

IMAGE SUBMISSION FORM

If you are submitting photo(s) for a future newsletter, please fill out the form below & attach the images in your email as individual JPEGs, with no text on the image. Please ensure that all fields are completed before submitting this document to AF/A4C Strategic Communications.

Submission Title

Date of Submission

OPSEC Reviewer Name & Date of Approval

PA Approver Name & Date of Approval

Image 1

Image Title

Photo Credit

Caption

Image 2

Image Title

Photo Credit

Caption

Image 3

Image Title

Photo Credit

Caption

Image 4

Image Title

Photo Credit

Caption

Image 5

Image Title

Photo Credit

Caption