

THE NAVY CHAPLAIN

Guidelines for Contributors

Format

A. Please submit your article for publication in *The Navy Chaplain* via email to nc@crb.chaplain.navy.mil. Microsoft Word files are preferred. Deadline is one month prior to issue date (i.e. 1 September for October-December issue).

B. Articles should be 500 to 2,500 words in length. Do not leave extra spaces between paragraphs.

C. Put the title at the top of the first page. Do not use all capitals. Center your full name one line below the title. Spell out your rank, and include corps and branch (e.g., "Lieutenant Ralph Bentley, CHC, USNR"). Begin the text two lines under your name.

D. If possible, include graphics/photos. Any additional pictures/graphics that illustrate or support your article are welcomed (color (preferred) or black and white prints are acceptable). Pictures will be returned to you, if requested. If possible, scan photo(s) and submit via email.

Style

A. *The Navy Chaplain* aims for a journalistic or essay style, not an academic style. We want to "Tell the story" of Sea Service ministry. We prefer direct statements, short sentences, familiar nouns, and active verbs. Avoid jargon, ponderous sentences, obscure phraseology, and passive constructions. If direct quotes are used, references should be embedded in the text rather than listed in an endnote.

B. Chaplains are both male and female; so are the persons with whom they work. Unless there is a compelling reason to specify gender, use constructions that are suitable for both (e.g., "Chaplains should be aware that their grooming makes a strong impression on counselees." However, avoid the cumbersome and grammatically incorrect "she or he" or "his or her."

C. As a rule, less capitalization is better. Capitalize only formal titles that precede names (Director of Maintenance, Frank Markowitz; Frank Markowitz, the director of maintenance). Capitalize only formal organizational titles, not generic titles (2nd Battalion, 10th Marines; battalion headquarters).

D. Even the most ordinary acronym should be spelled out on first reference, with the acronym to be used in subsequent references in parenthesis. What is familiar in one

Sea Service community may not be familiar in another. For example: "We ran out of the rain into the command post (CP) tent. Once inside the CP, we...."

E. Use of military slang and shorthand should include an explanation of the word or phrase in question on first reference (e.g., "The squadron made an influence sweep--a countermeasure designed to trick mines into detonating--of the area before proceeding....").

Organization

A. The articles that are easiest to follow are those that set out to make a single point. This point becomes the controlling idea of the essay. While many other ideas may be developed in the same article, they all should serve the controlling idea. The controlling idea should be directly stated early in the article so the reader knows what to expect.

B. At the same time that the controlling idea of the essay is stated, sketch how that idea will be developed. Such a statement both orients the reader and provides a frame of reference for the writer. For example: "The battalion chaplain can be a key factor in seeing that the unit functions effectively <controlling idea>. This is because the battalion chaplain is directly accessible to troops in the field. Thus, the chaplain can provide a timely and adequate assessment of morale to the command, while simultaneously serving troops as the lowest-level liaison to personal and family resources outside the unit itself." Readers now expect an article outlined as follows:

- Battalion chaplain a key factor
- I. Accessible to troops in the field
- II. Timely reports of morale to command
- III. Liaison to assistance for troops

Readers will feel most satisfied when their expectations are met.

Enjoy your writing!