

THE CITIZEN

Serving the Stuttgart Military Community

The Citizen is here to serve you. We welcome your contributions of stories, photos, letters to the editor and announcements.

Please submit items for publication by the following deadline dates to ensure inclusion in the specified edition. You may e-mail submissions to Stuttgartmedia@eur.army.mil.

Questions? Call us at DSN 431-3105 or 431-2545.

Calendar Year 2013 Schedule

<u>Deadline Date</u>	<u>Publication Date</u>
Thursday, Dec. 27	Thursday, Jan. 10
Thursday, Jan. 10	Thursday, Jan. 24
Friday, Jan. 25	Thursday, Feb. 7
Thursday, Feb. 7	Thursday, Feb. 21
Friday, Feb. 22	Thursday, March 7
Friday, March 8	Thursday, March 21
Friday, March 22	Thursday, April 4
Friday, April 5	Thursday, April 18
Friday, April 19	Thursday, May 2
Friday, May 3	Thursday, May 16
Thursday, May 16	Thursday, May 30
Friday, May 31	Thursday, June 13
Friday, June 14	Thursday, June 27
Thursday, June 27	Thursday, July 11
No issue July 25	No issue Thursday, July 25
Friday, July 26	Thursday, Aug. 8
Friday, Aug. 9	Thursday, Aug. 22
Friday, Aug. 23	Thursday, Sept. 5
Friday, Sept. 6	Thursday, Sept. 19
Friday, Sept. 20	Thursday, Oct. 3
Friday, Oct. 4	Thursday, Oct. 17
Friday, Oct. 18	Thursday, Oct. 31
Friday, Nov. 1	Thursday, Nov. 14
Friday, Nov. 15	Thursday, Nov. 28
Friday, Nov. 29	Thursday, Dec. 12
No issue Thursday, Dec. 26	No issue Thursday, Dec. 26

Some helpful hints

- For community announcements, include details such as who, what, where, when and why.
- Fully identify people, first and last names and exact rank, and spell out abbreviations and acronyms. Completely identify units, spelling out the entire designation. Give complete phone numbers, not just the extension, and include any city prefixes and civilian versions of military numbers.
- Photos should be action shots and high resolution — 300 dpi. Remember, a picture is worth 1,000 words. The best photos visualize the story and show the viewer, in one glance, what that story means to them or to others.
- Always include a name and phone number on your submission so we can get back to you if we have any questions.

The Citizen Editorial Policy

1. The Citizen is a bi-monthly civilian enterprise newspaper published under contract between a civilian publisher and U.S. Army Garrison Stuttgart. Editorial responsibilities under this contract remain with the garrison commander, who delegates this responsibility to the editor.
2. The Citizen is the commander's primary communications tool with the men and women of the Stuttgart military community.
3. The following editorial policies apply:
 - a. Deadlines -- In order to meet publisher submission deadline of Monday at noon of publication week, the Citizen staff has established submission deadlines. The deadline for all unsolicited copy and photos is noon on Wednesday, the week before publication. The deadline for all solicited copy and photos is 4:30 p.m. on the Friday before publication week. Submissions reaching the staff after these deadlines may be considered for a future issue, if applicable. Exceptions to this policy will be made only with the concurrence of the editor.
 - b. Coverage – Agencies should request coverage in advance. The decision to cover any event is based on time constraints, logistics, significance, timeliness and command emphasis.
 - c. Story Placement – The editor will determine which stories will be placed on the front, editorial and other newspaper pages. The public affairs staff must be in tune with the commander's priorities to ensure that The Citizen, as a primary communication tool, enhances mission accomplishment.
 - d. Guarantee of Publication – The editor cannot guarantee any submitted article or photo will be in The Citizen, as both the news space available and the amount of content submitted varies with each issue. One of the editor's principal tasks is to determine which articles will be included in the newspaper, based on available news, available copy space, design elements and the need to produce a balanced paper.
 - e. Rewriting/Editing/Cutting Stories -- The editor reserves the right to edit, rewrite or cut stories. These decisions are made on the basis of news judgment, available space, the elimination of material deemed inconsequential or inappropriate to the story, and the need to meet Associated Press Stylebook criteria as required AR 360-1, Army and local style criteria.
 - f. Story Attribution -- News story facts that can't be readily verified and all opinions must be attributed to a credible source. For example, an article written by John Smith of U.S. European Command states that an event is "the first to happen in EUCOM." Unless the author quotes the

historical reference backing this claim, the claim will be removed or the author will be paraphrased (i.e. "Smith said this may be the first time this has ever happened in Europe,") and his byline removed.

g. Photos normally accepted for publication include on-the-job action photos. IAW AR 360-1, photographic clichés of the grip-and-grin and check-presentation genre have little news value in PA operations. Photographs should show people doing their jobs or otherwise performing the activity that warrants newspaper coverage. We will not knowingly publish photos containing classified information, dress and personal appearance violations, safety violations or those which compromise force protection measures. Photos will not be altered. Photos will include a brief description of the action pictured, the date of the photo, the ranks, names and units of people featured in the photo and the rank and name of the photographer. Photos that accompany articles must be high resolution, 300 dpi.

h. Libel, Copyright – The editor will conform to applicable regulations and laws involving libel, copyright and trademark use, and U.S. Government printing and postal regulations.

i. Crediting Stories -- Credit all material from non-local or external sources.

j. Editorials/Commentary – Locally written editorials and commentaries are encouraged but must be appropriate for a military newspaper and consistent with the command's position. Short, concisely written pieces are preferred. Commentaries not tied to a particular time or event are more easily scheduled for publication.

k. Regulations and Official Policies – The Citizen is a newspaper, not a regulation. Agencies needing to communicate information about a new regulation or policy should write a brief article summarizing the effect of the regulation, rather than quoting extensively from the regulation itself.

l. Recurring Articles -- Articles submitted on a recurring basis will be printed a maximum of once per quarter. News articles will normally be printed only once. If a compelling need exists to get the word out, the news article can be edited as a News & Notes item.

m. Community Announcements -- Publicity for events that are of a voluntary nature (e.g., blood drives, sign-up for classes, etc.) will normally be run only once, usually the issue before the event or the sign-up deadline.

n. Fund Drives -- Coverage is limited to those campaigns authorized by Army regulations, namely the Combined Federal Campaign and the Army Emergency Relief Fund.

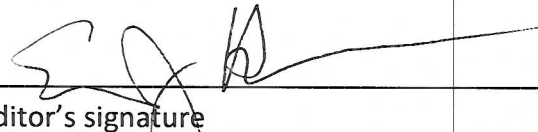
o. Private organizations – All private organizations approved to operate on the installation may have meetings announced and other material considered for use. No organization, including authorized veterans organizations, will receive preferential treatment. Events must be available to all readers without regard to race, religion, sex, national origin, marital status, physical handicap, political affiliation or any other non-merit factor. Significant fundraisers that benefit the entire Stuttgart military community may be covered.


p. Change of Command ceremonies – Citizen staffers will not cover change of command ceremonies for O5 and below. However, we will accept photo submissions from organizations, space permitting. Change of responsibility coverage will be limited to combatant commands and the garrison. In most other situations, we can accommodate through the News and Notes section of the Citizen.

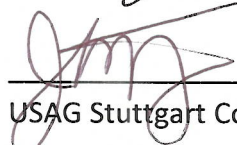
q. Promotion, Retirement, Award ceremonies – The Citizen will not cover or print promotion or retirement articles, unless newsworthy (e.g., garrison employee retirees with 46 years of service). Award ceremonies will be considered on a case-by-case basis.

r. Award Winners – Stories and/or photos for award winners should be limited to Europe-level or above awards.

s. Coordination -- Citizen articles will be coordinated with affected agencies as deemed appropriate by editor. Once the story has been written, direct quotes will not be altered. If necessary, a quote can be rewritten as a paraphrase. Controversial or “sensitive” articles will be coordinated with the commander, and higher headquarters, when necessary, before publication.

 08/10/2012
 Editor's signature date

 08/10/2012
 Public Affairs Officer's signature date

 08/15/2012
 USAG Stuttgart Commander's signature date