

PUBLIC AFFAIRS OFFICE
Standard Operating Procedures

Appendix D
Submission guidelines for contributing to the 1st Infantry Division Post

Topic	Standard	Examples	Checklist
Deadline	Deadline is COB Friday before the publication date. If an event happens Friday afternoon, Saturday or Sunday, the story is due to the editor by COB the Monday before the publication date.	A brigade changes command on a Thursday morning; the story is due by COB Friday and will appear the following Friday. The dodgeball tournament is Saturday; the story is due by COB Monday and will appear the following Friday.	Has the story met the deadline standard described? <input type="checkbox"/> Yes <input type="checkbox"/> No (Advise editor of delay and receive further guidance. Does not guarantee publication)
Story files	Use Microsoft Word	DFMWR dodgeball.doc	Is the story a Word file? <input type="checkbox"/> Yes <input type="checkbox"/> No (Copy and paste text to a Word document)
File name for stories	Name the story with the unit and a simple description of what the story is. The file name should not have more than 40 characters.	2-1 ID rail load.doc <i>Not</i> 2-1 ID loads equipment in preparation for deployment.doc	Does the file name describe the unit and the event simply? <input type="checkbox"/> Yes <input type="checkbox"/> No (Rename the file using a simple format of unit/activity and event name)
File name for photos	Photos should be named with the same name as the story and the photo number.	2-1 ID rail load_093.jpg <i>Not</i> DSC_093.jpg	Does the photo file name match the story file name? <input type="checkbox"/> Yes <input type="checkbox"/> No (Rename the photo file to correspond with the story)
Cutlines	Put the cutline information with the story in the Word file. Cutline should include description of action, names of individuals, time, date and place. (<i>Not for post reporters</i>)	Put the cutline information with the news story. <i>Do not</i> Put the cutline info in a separate file or in the body of an e-mail.	Is the cutline information with the news story? <input type="checkbox"/> Yes <input type="checkbox"/> No (Embed the cutline in the photo using Photoshop or put the text at the end of the story in the Word file)
Photo credit	Put the photographer's rank and full name before or after the cutline. (<i>Not for post reporters</i>)	Photo by Pfc. John Jones, 4 th IBCT	Is a photo credit included with every cutline? <input type="checkbox"/> Yes <input type="checkbox"/> No (Include photo credit)

Byline	A full byline has the author's name and the author's unit/activity or position.	By Brig. Gen. Perry Wiggins Commanding general or By Staff Sgt. John Jones 4 th IBCT, 1 st ID PAO	Does the story have a full byline? <input type="checkbox"/> Yes <input type="checkbox"/> No (Include the rank, entire name and unit or position)
Style	All stories should be written according to Associated Press Style, a style and usage guide for newspapers. Additionally, all stories should adhere to the 1 st Infantry Division Post style guide.	AP Stylebooks are available in Bldg. 405 or Bldg. 580. Additional information can be found on apstylebook.com 1 st Infantry Division Post style guides can be found at Bldg. 405 or on Garrison PAO Sharepoint.	Is the story written IAW AP Style? <input type="checkbox"/> Yes <input type="checkbox"/> No (Consult AP stylebook to correct errors)
Dates	Use dates instead of "yesterday", "Saturday," etc.	1 st Sustainment Brigade welcomed a new commander Feb. 9.	<input type="checkbox"/> Yes <input type="checkbox"/> No (Replace instances with actual dates)
Quotes	<ol style="list-style-type: none"> Put quote marks around direct quotes (verbatim what the source said). Do not use quote marks on indirect quotes (the writer paraphrases with the source said). Do not use first-person terminology or quote yourself in the story. 	<p>"We are the best brigade in the division," Jones said.</p> <p>Drivers must complete three weeks of online training, one session of classroom training and pass a vision exam, Jones said.</p> <p>Do not use terms like "I," "we," "us" unless they are in a direct quote attributed to another source.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (Put double quotes around direct quotes; remove quote marks from indirect quotes)
Attributing sources	<p>On first reference, identify with rank, first name, last name and position or unit/organization. Put "said" before the name on the first reference.</p> <p>On subsequent references, use last name only—unless it a story with multiple people having the same last name and then first names are acceptable. Put "said" after the name on subsequent references.</p>	<p>"I'm looking forward to showing how well-trained we are," said Command Sgt. Maj. John Jones, 1st Heavy Brigade Combat Team, 1st Infantry Division.</p> <p>"We are going to be the best they've seen," Jones said.</p> <p>"It's tough being a dual military couple," Jack said.</p> <p>"Synchronizing our schedules is the most challenging," Jill said.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (Fix references according to description)
Submissions	Send jpeg photos and Word file as separate attachments via e-mail to usarmy.riley.imcom.mbx.post-newspaper@mail.mil OR Flavia.g.hulsey.civ@mail.mil and dena.m.odell.civ@mail.mil (Not for post reporters)	<p>Do not send a Word file with photos pasted into the document.</p> <p>On the subsequent page is a template for submission of stories to the editor.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (Ensure the story file and photos are separate attachments to the e-mail)

STORY SUBMISSION FORMAT

Suggested headline:

Break-out box (if applicable):

Pull quote (if applicable):

Cutlines (if applicable):

By First name Last name

1st Inf. Div. Post (or other unit as applicable)

Body copy goes here. Single-spaced. No spaces between paragraphs. No indentations at the beginning of paragraphs. Should be submitted in accordance with other guidelines set above.

Additional items to check before turning in your story:

- Are all of the necessary elements above included?
- Did you adhere to AP style in your story, cutlines and other elements?
- Did you run spell check?
- Did you remove any remaining notes from the end of the story?
- Are all opinionated statements attributed to someone?
- Is everyone in the story properly identified by name, title, rank, unit/organization, as applicable?
- Did you double check spelling and accuracy of names, titles, ranks, units/organizations?
- Does the story contain any personally identifiable information or other operational security concerns?