

***Semper Fi* The Magazine of the Marine Corps League Submission Guidelines**

***Semper Fi* The Magazine of the Marine Corps League™**, is published bimonthly for the League by Hammock Publishing, 3322 West End Avenue, Suite 700, Nashville, TN 37203; telephone: (615) 690-3400, fax: (615) 690-3401.

EDITORIAL CONTENT: *Semper Fi* The Magazine of the Marine Corps™ League reports on the activities of the Marine Corps League. The League is the only Federally Chartered Marine Corps related veterans organization in the country. It was founded in 1923 by Gen. John. A. Lejeune and chartered in 1937 by Congress. Members of the Marine Corps League join together in camaraderie and fellowship to preserve the traditions and promote the interests of the United States Marine Corps; to effectively promote the ideals of American freedom and democracy; to voluntarily aid and render assistance to all Marines and former Marines and to their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

The Magazine's content focuses on current activities, events and issues of importance to the U.S. Marine Corps; on the history and traditions of the Corps; and on activities of the Marine Corps League and the programs it supports (more information is available at www.mcleague.org). We also publish member articles on these subjects as well as on memorable events in their Marine career.

Feature articles average 1,500–2,500 words. Items for non-fiction departments (except Roll Call and Attention on Deck – see below) should not exceed 500 words. We do not publish fiction.

As a non-profit, non-partisan organization, the Marine Corps League cannot and does not take positions on political issues or involve itself in politics. Do not submit articles arguing for or against a particular party, candidate or issue, or include partisan references in articles.

SUBMISSIONS: We prefer to hear story ideas rather than receive unsolicited articles. The most successful queries are tightly focused and contain a unique perspective. **Direct queries to Bill Hudgins at bhudgins@hammock.com.**

To be considered as a freelance writer and entered into Hammock Publishing's database, please submit résumé and samples of previously published work. If return is desired, please include SASE and correct postage. Deadlines are usually 90 days before publication.

RIGHTS: We purchase first North American periodical rights of submitted materials and the unrestricted right to use such materials for promotional purposes, unless a restricted use has been agreed to in advance. All additional rights to be negotiated, including electronic usage on Web sites other than those owned or maintained by Hammock Publishing, Inc. Requests by third parties to use published material will be referred to the author.

The *Semper Fi* editorial staff may revise, edit, condense or otherwise alter the submission. Alternatively, the editor may return it to you for further editing, revision or modification at no additional fee.

MARINE CORPS LEAGUE MEMBER SUBMISSIONS: Unsolicited manuscripts on appropriate topics received from League members will be given fair consideration for inclusion. These may include reminiscences of events or people. Please contact the editor to discuss length. The League reserves the right to edit or reject any member submission.

“ROLL CALL” & “ATTENTION ON DECK”: The “Roll Call” department is intended for photos and brief descriptions of Marine Corps League members and detachments in action. Photos should not be blurry or dark and must clearly depict League members and activities. Members' clothing must meet MCL Uniform standards. Digital photos must be high-resolution – check your digital camera manual on how to set your camera to do this. Generally speaking, the bigger the digital file, the higher the resolution. Please clearly identify the persons in the photos and provide contact information in case we have questions.

Please submit Roll Call items to MCL Headquarters for review: via E-mail to SemperFi@MCLeague.org or post to Marine Corps League National Headquarters, P.O. Box 3070, Merrifield, VA 22116.

The “Attention on Deck” department announces reunions and similar gatherings, and also contains requests for information about former comrades. Please submit those to MCL HQ as indicated above.

“LETTERS TO THE EDITOR”: *Semper Fi* welcomes comments from its readers. Please limit your letters to no more than 300 words; we sometimes use photos with letters, so please consult the guidelines for photography here. The League reserves the right to edit or reject any letter. Submit letters to MCL Headquarters: via E-mail to SemperFi@MCLeague.org or post to Marine Corps League National Headquarters, P.O. Box 3070, Merrifield, VA 22116.

FORMATS FOR ARTICLE SUBMISSION: We require authors submitting feature articles to do so in digital formats for all manuscripts and captions submitted, with supporting “hard” copy if special character treatment is required. Submit manuscript and captions electronically as an attachment and/or as the body of an e-mail. Do not send large attachments such as picture files unless you have secured prior approval to do so.

Submissions to “Letters,” “Roll Call” and “Attention on Deck” may be done either digitally or as hard copy.

SOURCES AND STYLE: We expect writers to double-check their facts and be able to vouch for every phone number, date Web address, name spelling, etc., in a story. We also require a list of sources with contact phone numbers for fact-checking purposes. Generally we follow AP Stylebook, with some exceptions. (See below.) Please single-space between sentences.

PHOTOGRAPHY: If your article package includes photographs and/or other graphics material, please observe the following requirements. Images must be either good-quality color transparencies or 35-mm slides; color photographic prints (not laser-print copies); or high-resolution digital images. A caption sheet must accompany the submission. Black and white prints are not welcome unless previously discussed. Include usage releases and permissions.

SUBMISSION DEADLINES FOR ROLL CALL, ATTENTION ON DECK AND PRESS RELEASES:

January/February issue: Nov. 1

March/April: Jan. 1

May/June: March 1

July/August: May 1

September/October: July 1

November/December: Sept. 1

Send completed materials to bhudgins@hammock.com. If you have any questions please call (615) 690-3406 or e-mail bhudgins@hammock.com.

Editorial and Layout Style Guide for *Semper Fi*:

Follow AP Stylebook in most cases. Here are specific requirements:

- Use two-letter USPS abbreviations for names of states.
- Dates are as follows 10 November 1775; or 10 November if the year is clear.
- No spaces between em-dashes and surrounding text/punctuation.
- Use en-dash between numbers (separating exchange & last digits of phone numbers, hours of operation, dates, etc.).
 - Telephone numbers in the form (202) 628–1776.
 - E-mail or e-mail, Internet, Web site
 - Capitalize all titles and ranks.
- Military personnel on first reference: Rank and name. So, PFC Bill Hudgins. People on second reference: Rank and last name—PFC. Hudgins. Similarly for elected officials: President Barach H. Obama; President Obama. Rank may be abbreviated as follows when used with a name: 1stLt., Capt., Maj. LtCol., Col., BGen., MajGen., LtGen., Gen., Commandant; Pvt., PFC, LCpl., Cpl., Sgt., SSgt., GySgt., MSgt., 1stSgt., MGySgt., SgtMaj.
- Do not break or hyphenate Web sites or e-mail addresses (except after @ sign, if necessary). If the Web address or e-mail address is longer than the column, you can break it, but don't use a hyphen (too confusing). If necessary, rewrite sentence to avoid breaking.
- Do not use politically incorrect terminology, even if it is historically accurate.
- The names of ships should be italicized; e.g., *USS John C. Stennis*
- Ellipses: one space before and after, no space between periods (ex: I am here ... you are there.)