

# Guidelines for Contributors to Company Publications

## *Military Uniforms in America*

### **AUTHORS**

1. Advise the *MUIA* Editor of your subject: the name of the unit and the era to be illustrated. This will be logged to establish your claim in case another contributor should come up with the same idea. At the same time, identify your artist-collaborator.
2. Your research should be as close to the original source as possible. If at all feasible, send a copy of your material (photostats or Xeroxes of pictures, documents or pertinent book pages, for example) with your initial draft, so that the editorial reviewers might better evaluate your artist's interpretation. These will be filed with your manuscript, or returned to you at your request.
3. Document all specific statements relative to uniforms, arms and equipment.
4. Strive for brevity; try not to use two or three words where one will do. Texts must be short enough to be printed on one page in a type size no smaller than 9 points for the body and 7 points for the footnotes.
5. Review your artist's drawing at each stage, working out any disagreements before it is submitted for approval.

*Prepared by:*

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