**AL&T Magazine Article Template**

**SHORT, CLEVER TITLE**

More descriptive, but still brief, subtitle.

by Your Name

Use this template to help get your article started—just substitute your content for what’s written here. Our standard format is 12-point Times New Roman Font with 1 inch margins, double-spaced. Keep paragraphs aligned to the left, but put an extra line of space between each. Our articles are usually between 1,000 and 1,600 words. This first section is your Introduction.

**SUBHEADS HELP BREAK UP TEXT**

Each section should be marked with a short subhead, or title, relating to what you’re going to discuss. Can’t think of any right now? Add them after you’ve finished.

**CITATIONS NEEDED**

To cite sources in your article, just write out the title of the reference and the author in the paragraph. If there’s a link to the cited material, provide that as well.

**CREATE A SIDEBAR**

If your topic is detailed or highly technical, you can create what’s called a *sidebar*. These are short, supplementary pieces that can describe a technical concept, provide a relevant anecdote, or add details that just don’t fit well in the main body of the article. Submit those as a separate word document in your article package, formatted the same way you would an article.

**CONCLUSION**

Virtually every Army AL&T article ends with a definite conclusion, and it is labeled as such. Once you’ve written your conclusion, you’ll need to add two more things to the bottom of the article: the “for more information” paragraph and the author biographies. Use italic font to write both, and write the author names at the beginning of the biographies in all capital letters.

*For more information*….*here, include a link to a website or an individual contact so that readers can get more information on the subject you’re discussing.*

*BIOGRAPHY* *Here, you’ll provide a short biography of each author, with the same name as in the byline. Biographies should begin with rank or title, continue with education (highest degrees first), and any DAWIA certifications. And now you’re done!*