



Region One Publications Department General Submission Guidelines

For the Region One Newsletter and Other Standard or Required Publications

The following general guidelines have been written by the Region One Publications Department for the use of Region One staff and membership. The use of these guidelines will serve to enhance not only standard and required publications of the region (including Chapter documentation) but also any submission to or contribution for the newsletter of Region One - *Hailing Frequencies Open (HFO)*. All members are encouraged to use these guidelines as a foundation and learning tool for any generated documentation they produce.

- **IMAGE TYPES** - A majority of image types may be submitted. These include but are not limited to: .png (recommended), .avif, .jpg, .jpeg, and .svg (.bmp or .gif files are acceptable with limitations and NOT recommended for larger images).
- **DOCUMENT TYPES** - Articles can be accepted in most word processing formats including: .docx (recommended first choice), .odt, .rtf, .txt, .wps, .wpd, or .rtfd.

Note: .doc files are **no longer acceptable** to submit to HFO. This is a very old version of Microsoft Word's default file format and was replaced by .docx forty-three years ago in 1983.

Contact the Region One Publications Officer directly for assistance regarding this section or any other document type at: r1.publications.officer@gmail.com.

- **COPYRIGHT MATERIAL** - We cannot accept copyrighted material unless:
 - Written permission from the original author or creator has been obtained or, proof that the material is free to use, can be used in print, can be used with limitations, such as Wikipedia material, or any other notice that allows inclusion into this newsletter.
 - It is the responsibility of the submitter to perform due diligence and research Terms of Use, Privacy, and / or Copyright or Trademark information from a website, book, article, image, etc., where the information was taken from. If there is any doubt that there could be an infringement of copyright or trademarks in submitted material, you will be notified.

- **CITATIONS and AUTHENTICATIONS** - Citations are ways of giving proper credit to art, photographs, resources, information that is "taken in part" from a larger article or resource, or in some cases "author not known" (after extensive online searching). Citing sources is an ethical part of writing, and aids in avoiding plagiarism. Be sure to cite your sources and authenticate persons (such as photographers or designers).

Contact the Region One Publications Officer directly for further assistance, at: r1.publications.officer@gmail.com.

- **STARFLEET Data Protection Policy (SFDPP) CONSIDERATIONS** - All SFDPP protocols should be followed. This is the same as with any other publication within STARFLEET.
- **ARTIFICIAL INTELLIGENCE (AI) GENERATED WORKS** – The Publications Department does not accept AI generated submissions for inclusion into *Hailing Frequencies Open*. Currently AI is not an accurate source of information so any use of it its gathered information could result in its being in error. Further, because AI copies information directly from other websites, its actions basically become a glorified, digital copy and paste process. The use of information derived in this manner is no better than plagiarizing websites or other media manually. This should be avoided. It is also recommended that other regional departments take heed to this as well.

The information above handles the technical end of submissions.

Regularly asked questions with helpful suggestions are given below:

- **WHAT SHOULD BE WRITTEN?**

Generally, highlights lifted from the reports of those in your department are a good starting point. Please do not send copies of Departmental Monthly Status Reports (MSRs) or Monthly Chapter newsletters. Instead, highlight noteworthy mentions of activities, upcoming events, announcement of awards, or promotions that members of your department or chapter have achieved or are working on. We'd love to add a personal spotlight to that recognition / activity.

This is also a great way to let the region membership know what you're up to, what a particular area does such as new challenges and initiatives being worked on, etc.

In the event there isn't much happening, try to drum up some activity by sharing something that would be of interest to your department.

- **HOW LONG SHOULD IT BE?** There really are no minimum or maximum word counts. Generally, anything less than one-quarter of a page (approx. 100 words) isn't going to draw much attention. One-half page (approx. 200 words) to one-full page (approx. 400 words) is ideal.

Consider word counts based on font face Segoe UI, font size 12 and 1.15 line spacing. You may also use both Roboto (with multiple font styles available) or Arial. Both are also available in Google Docs. These font characters of Roboto and Arial are similar in size to Segoe UI which is the final edited newsletter font.

If it looks to be a particularly long piece (3+ pages), please advise the Publications Officer and Editor so that adequate space can be allotted.

Please remember that these are general guidelines provided not only to assist Region One staff and membership with their submissions to HFO but also may be used for other documentation as well. Revisions to this information will be on a regular basis, or as needed.

Any questions regarding these guidelines should be directed to the Region One Publications Officer.

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