

## OpMan 73 - Publishing Chapter Events in the JED/ECROW

Effective: November 30, 2015  
Administrative Review/Effective: October 31, 2019  
Administrative Review Effective: December 27, 2022

1. **PURPOSE:** To provide general guidelines and procedures for reporting AOC chapter news items to the AOC headquarters for publication in the Journal of Electromagnetic Dominance (JED) magazine and in ECROW.
2. **APPLICABILITY:** This OpMan applies to all material provided to the AOC headquarters for publication of official notices and advertisements describing upcoming events or symposia and the AOC News section of the JED. This OpMan does not apply to editorial material or feature articles written for the JED.
3. **GENERAL INFORMATION:** The following procedures are provided as a guide to assist AOC chapters, and members, in preparing and submitting material for publication in the JED and ECROW. When reporting news items, it is important to plan for the JED's and ECROW's publishing deadlines
4. **JED AOC NEWS SUBMISSIONS:**
  - a. Material should be submitted to the Director of Membership Operations
  - b. Material should be submitted at least six weeks before the publication date. For example, the suspense date for January issue is 10<sup>th</sup> of December
  - c. Information sent for inclusion in the JED must include a POC name, phone number and email address in case there are any questions concerning the submission.
  - d. AOC Staff or JED Editor will inform the point of contact if there is not enough space left in the current month's issue and will let them know which month is available.
  - e. Photos that are included with an article or write-up should be high resolution
  - f. Logos that may be included should be a JPEG file
  - g. Article/Write-Ups should be no more than one paragraph and in word format
    1. Synopsis of a chapter event
    2. Scholarship recognitions
    3. Special accomplishment of a chapter member
    4. Passing of a chapter member
    5. Synopsis of an upcoming event.
5. **ECROW:**
  - a) Articles for ECROW must be submitted on Tuesday to make the next weeks ECROW deadline
  - b) ECROW submissions should be sent to Director of Membership Operations on HQ Staff
  - c) The AOC Staff and JED Editor will determine if the submission is right for ECROW or should be placed in the AOC News Section of the JED.
  - d) Submissions will only be run once unless the chapter has made a special request for event information to be placed in weekly or monthly up until the time of their event.
  - e) Submission should contain:
    1. POC name, email and phone number, and chapter web site address
    2. Pictures and logos should be high resolution
    3. Format of submissions should be PDF
    4. Submissions in ECROW should pertain to an upcoming event larger than a chapter luncheon meeting.