



## STAND-TO! "Today's Focus" Submission Guidelines

### *Overview*

Request for scheduling of submissions for the "Today's Focus" section of STAND-TO! **should be done one month in advance of the expected time of publishing.** All submissions should be **staffed to ensure clearance and approval of the material.** The approved submissions should be sent in no later than one business week prior to the scheduled date of publishing.

The submission content must be between 350- 400 words and in paragraph form - a detailed instruction follows below. The submission content should be authored to provide a brief overview of a topic of choice or to feature a certain subject or issue of an office or organization. Links to relevant Web sites should be used for any additional information relating to the feature.

The submission paper should include:

- 1) Approving commander's name
- 2) The submitting PAO's name and contact information
- 3) The author's name
- 4) Expected time frame for publishing

### *Format*

1. Topic Heading: (In "Title Case")

2. Opening Statements: (In "sentence case")

The first sentence in each paragraph must start out with a basic informational question. For example, the first paragraph in the article starts with "What is it?" and then it is explained throughout the paragraph.

Opening informational questions that would begin subsequent



paragraphs should have Army relevance. The following statements should be used to provide information about your content:

- What is it?
- What has the Army done?
- What continued efforts does the Army have planned for the future?
- Why is this important to the Army?
- Resources: This is the concluding statement. Here the relevant Web sites (URLs) are cited to provide additional information to the reader.

Reference: Published STAND-TO!: <http://www.army.mil/standto/>

3. Related Quote: (not included in the content word limit)

Additional statements to the opening statements could be a related quote, which would be used under a separate STAND-TO! section: *Senior Leaders Are Saying.*

IMPORTANT: Provide complete identification of the person being quoted. Provide accreditation for the quote with an online source to strengthen the credibility of the quote.

### *Compliance with STRATCOMM's 7 Lines of Effort*

Please specify which line of effort the submission qualifies under:

- Soldiers and families
- Care for Warriors
- Equip and Train Soldiers
- Good Stewards
- Strategic Environment
- Restore Balance
- Conditions for Future



## *Submission Details*

### 1. Scheduling Timeline:

Minimum one calendar month prior to publishing. For example: If a submission has to be published in a particular month, the request for holding a particular date should be coordinated a month in advance with the STAND-TO! POCs.

### 2. Submission Specifics: (Approval & Suspense)

- Should be received no later than **one business week** prior to the scheduled publishing date
- **\*IMPORTANT\***: Submission should be the **FINAL approved** version. The submitting PAO has to ensure that the submission is **staffed** for clearance and approval of the material before the FINAL submission is sent for publishing. STAND-TO! relies on the subject matter experts on the submission content.

### 3. Reference: (An addendum to the submission)

Please include in the same word document as your submission:

- Name of author and/or editor
- Name and contact details of POC
- Name of command or installation eg: TRADOC/IMCOM
- Approving commander's name
- Date: Requested publishing date

### 4. Cancellation Timeline:

If the publishing date needs to be cancelled, we request a minimum of ten-business days cancellation request.



## *Contact Us:*

STAND-TO! email: [stand.to@us.army.mil](mailto:stand.to@us.army.mil)

### POC(s):

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