



Frontline Publication Guidelines

Frontline is a newsletter about members of the Commissioned Officers Association of the U.S. Public Health Service (COA) and about its affiliate, the PHS Commissioned Officers Foundation for the Advancement of Public Health (COF). COA publishes ten issues of *Frontline* each year. Double issues are January/February and June/July. Inclusion of articles is based on relevance, timeliness of content, and space availability.

Clearance from USPHS Commissioned Corps

Authors writing about deployments or agency activity must confirm they received clearance or approval from the proper authority to share the information in a newsletter made available to the public.

Members of COA

All authors and officers mentioned in articles must be current COA members or COF donors. Anyone submitting an article must confirm COA membership status before submission.

Format

- Word document using Chicago style
- Follow *The Elements of Style* by William Strunk
- Times New Roman font, size 12
- 750 words maximum
- Provide rank, name, and credentials of each author

Photos

- Use highest resolution available
- Attach images as separate files
- Provide a suggested caption

Local Branch Advertisements

- Half page ads: Horizontal 7.5" wide x 4.875" tall, Vertical 3.625" wide x 10" tall
- Quarter page ads: 3.625" wide x 4.875" tall
- Submit in PDF format or create a Word document with suggested artwork at 300dpi

Deadline and Submission

- 15th of the month prior to the next issue of *Frontline*
- Submit articles and photos to Frontline@coausphs.org