


Submissions Guidelines

- *Airforce* magazine welcomes articles on any topic related to Canada's air forces and personnel, historical or current. Submissions may be academic in nature, personal accounts and recollections, or aviation enthusiast pieces. As the RCAFA is a charitable Association, please note that there is no financial compensation provided upon publication of any articles.
- Feature articles should preferably be between 1,500-5,000 words. Shorter submissions are also acceptable and depending upon the subject matter, longer articles will also be considered.
- Authors should include their name, mailing address, telephone number, and email address.
- One of the magazine editors will notify the contributor as to the status of their submission. It may not be possible to publish all submissions and/or some longer submissions may be published in parts.
- All text submissions must be electronic, preferably in Microsoft Word or rich text format. Files must not be password protected and must not contain macros. Files may be submitted by email or via file transfer software such as *WeTransfer*.
- Contributors are also encouraged to submit photographs separately from their articles with captions and any origin / copyright details. Images should normally be optimized for a 4x6 layout and of high resolution (400-600 dpi minimum). The JPEG format for images is preferred but PNG, TIFF format files will be accepted. The *Airforce* Editors also have access to photographs / images and may add them to supplement any contributions.
- Copyright permissions are required for all material that is not author originated or available free of charge (i.e., photographs). It is the author's responsibility to obtain and submit the necessary written permissions, which must include the author's/photographer's/artist's name as well as the publisher's name and location. Any material not meeting these requirements may be omitted from the article.
- References such as footnotes and bibliographies are not required but can be included in submissions. Endnotes and bibliographies may be included in the final publication space permitting.
- All authors are responsible for submitting original work. Plagiarized material will not be published.
- Acronyms and abbreviations should be used sparingly. Any acronyms used must be spelled out for first usage – i.e., Royal Canadian Air Force (RCAF).
- Authors should use Canadian spelling and official RCAF terminology (i.e., air power vice airpower; Second World War vice World War II).
- The editors reserve the right to edit submissions for style, grammar, and length, but will not make editorial changes that will affect the integrity of the argument without consulting the author.
- Book Reviews are also welcome. Book Reviews should be 300-500 words. They should briefly summarize the main thesis and chapters of the book, major themes, their contribution to the study of air power or military subjects, plus potential audiences.
- "Last Posting" submissions may be edited for content and length in order to be consistent with other "Last Posting" entries and should typically be less than 150 words. There is also a limit of one photo / portrait per entry.
- **Please Note:** We sometimes receive unsolicited material by post including letters to the editor, images, and hard-copy articles. All material is submitted at the sender's risk. The RCAF Association, its affiliates and assignees reserve the right to use, edit, crop, cut, reproduce, publish, re-publish, distribute, store and archive such material in whole or in part in any form or medium, without compensation or remuneration of any sort. Materials submitted to the RCAF Association cannot be returned without specific written requests and financial arrangements. A minimum of \$75 CDN remuneration is required before return can be considered. Exceptions may include materials / pitches and images submitted in accordance with known industry practices.