

Publication Guidelines

Deadline: All elements of this Web site are updated daily, as time and mission requirement permit. In order to ensure adequate coverage or advertising of an event, information should be submitted no later than one week prior to the event.

Rewrite: All copy submitted will be rewritten as needed to ensure it conforms to Air Force journalism guidelines for news writing. This includes conforming to the guidelines in the Associated Press Stylebook and Briefing on Media Law and appropriate story length.

Prominence: The location and manner in which an item is presented on this Web site will be determined by the Public Affairs officer.

Recurring Columns: Recurring columns from base agencies are normally discouraged because of the time and commitment required to keep the Web pages up to date. Units requesting dedicated space on this Web site must designate a content manager, and prepare content prior to page publication. The public affairs officer will determine if a request for a recurring column has merit.

Award Winners: Stories and/or photos of award winners are limited to group-level and higher. Awards below wing level may be mentioned in a regular (news or spotlight) column and published on a space-available basis.

Change of Command: Stories and/or photos are limited to group-level or major tenant organizations.

Photos: Photos normally accepted for publication include on-the-job action photos. Photos containing classified information, alcoholic beverages or cigarettes, dress and personal appearance violations, safety violation or which compromise force protection measures will not be published. Photos should be accompanied by a brief description of the action pictured, the date of the photo, the ranks, names and units of people featured in the photo, and the rank and name of the photographer.

Fund Drives: Coverage will be limited to those campaigns authorized by Air Force regulations, namely the Combined Federal Campaign and the Air Force Assistance Fund.

Coordination: Articles published on this site will be coordinated with affected agencies as deemed appropriate by the Public Affairs officer. Controversial or "sensitive" articles will be coordinated with the commander, and higher headquarters, when necessary, before publication. Changes to style or news writing will only be made when directed by the Public Affairs officer.