



PROCEEDINGS



Champion's Guidelines



PROCEEDINGS Magazine

The Proceedings Champion

The *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*, is the voice of the Coast Guard's Marine Safety & Security Council. It began publication in 1944, and over the decades has reached an increasing level of recognition among the maritime industry and Coast Guard personnel.

The U.S. Coast Guard publishes *Proceedings* quarterly. Each edition of *Proceedings* features a specific theme and is "championed" by a Coast Guard office, assigned based on the command's expertise in that area.

The U.S. Coast Guard Marine Safety and Security Council invites you to serve as Champion for an upcoming issue of *Proceedings of the Marine Safety and Security Council*. The *Proceedings* staff will assist you through the production process and furnish you with key deadlines.

As Champion, you will:

- Determine the most appropriate focus and structure for the edition.
- Identify subject matter experts to provide articles.
- Maintain production deadlines.
- Review draft articles.
- Review initial and final draft editions.

Questions?

The *Proceedings* staff is available to help at any step of the process. If you have questions, please contact managing editor Diana Forbes at Diana.M.Forbes@uscg.mil or 202-372-2316 or executive editor Barbara Chiarizia at Barbara.M.Chiarizia@uscg.mil or 202-372-2315.

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Champion's Duties

The process starts with a kick-off meeting with the *Proceedings* staff, who will answer any questions and provide you with a draft production schedule with benchmark deadlines.

The *Proceedings* Champion will provide approximately 55 to 65 pages of content (typically 15 to 20 articles) for a 72- to 84-page edition. Champion duties are listed chronologically below.

After kick-off meeting

Determine how the issue will be organized, including:

- sections and the order of the sections,
- number and order of articles within each section.

Make initial contact with authors to determine availability/interest.

Deliver a complete author/article list by the noted deadline.

This list shall:

- contain e-mail address and contact information for all authors,
- list all sections in order within the edition,
- list all articles in order within each section.

During outline review

Determine that each article is appropriately focused and will completely cover the topic. Discuss any suggested outline revisions with the author(s).

During article final draft review

Review each article for accuracy and appropriate focus.

Discuss any necessary revisions with the author(s).

Ensure each article contains:

- Title;
- Author's military title, first and last name, job title, U.S. Coast Guard office/unit or outside organization;
- Captions for all graphics, charts, and/or illustrations;
- Footnote information for any statistic, date, or quote;
- Author's 50-word biography.

Deliver approved articles to *Proceedings* by the deadline.

First draft edition review

Review each article for accuracy.

Ensure graphics accurately illustrate the article/edition focus.

Final draft edition review

Ensure all first draft revisions have been addressed.



Duties



How to Contact Us

The *Proceedings* staff may be contacted at:

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