

SAFETY MAGAZINE DEVOTED TO SHIPS, SUBMARINES AND DIVING

In October, the Naval Safety Center will publish its first issue of *Sea Compass*, the Navy and Marine Corps safety magazine devoted to ships, submarines and diving communities. A semi-annual publication, *Sea Compass* will feature articles and human-interest stories submitted by you, our readers and customers!

The editorial focus of *Sea Compass* is mishap prevention. Our mission is to offer a comprehensive source of information on risk management, personal experiences, new ideas or developments, better ways to do a job, or matters relating to safety and health. We also welcome articles on hazards, best practices, and how to maintain equipment, tools and protective gear.

The core target audience includes safety managers, Navy personnel and civilian employees responsible not only for their own safety, but for safety in these job functions:

- Combat systems
- Flight deck
- Engineering
- Damage control
- Electrical
- Weapons
- Safety Management

Additionally, *Sea Compass* will provide relevant information about mishap prevention in these fields:

- Occupational safety and health
- Tactical operations and training
- Off-duty activities and personal safety

Members of the target audience are located aboard ships and submarines, in shore diving commands or home ported at regional bases.

The Fall/Winter issue is now in production, and we are looking for writers and contributors. Have a story, news, or article to share? Submit your story to SAFE-SeaCompass@navy.mil or call the editor at (757) 444-3520 ext. 7220 (DSN 564-3520).

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To help with your submissions, please consider the following guidelines:

WRITER GUIDELINES

Writing style and the subject matter

We accept articles written by active-duty U.S. Navy ship drivers, submariners and divers.

- Write your articles in the active voice as much as possible.
- Simplify technical descriptions for the average reader.
- Spell out all acronyms on first use.

We want our readers to submit non-technical articles on subjects of interest to those who work in, live in or simply visit ships and submarines. We encourage supplemental material as part of the story such as:

- Sidebars
- Lists (for example, Do's and Don'ts)
- Photos
- Captions
- Info graphics

When writing for *Sea Compass*, be as thorough as you can to tell your story. If you're a subject-matter expert writing the story, write in the first-person and try to avoid technical language.

If you played a major role in the topic or story—a young petty officer describing the lesson learned from a mishap or incident, for instance—write in the first person and include your personal thoughts on the subject.

Length

Short-story: 1,500 words (2 pages unformatted text, double spaced)

Feature story: 2,500-3000 words (2-3 pages unformatted text, double spaced)

News briefs: less than 500 words (extended cutlines)

Fact-checking

We expect our writers to research reference materials (such as manuals and books) used in their articles. Please verify your sources before attributing quotes to them. If you need us to perform additional fact-checking, please make a note of it when submitting your article.

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Copyright, usage and storage

All articles written by active-duty service members and active DoD civilians, as part of their job functions, are the property of the Department of Defense and are not copyrighted by the individual writer.

Human-interest stories may be submitted by the magazine editors to trade publications, military-funded magazines and local military periodicals.

Published articles/stories are archived online, in their edited form, at <http://www.public.navy.mil/navsafecen/pages/media/sea-compass/index.aspx>.

Submissions

If you would like to write an article for *Sea Compass*, but don't know how to get started, contact us at SAFE-SeaCompass@navy.mil.

If you have story idea you would like us to write about or assign to a contributing writer, we ask that you send 1-2 paragraphs of synopsis on a story lead to SAFE-SeaCompass@navy.mil.

Along with your story lead, please provide us with your name, e-mail, commercial and DSN phone numbers, and contact source for the story (a technical expert, for instance).

Submit articles formatted as double-spaced Microsoft Word document or plain text.

Deadlines

All articles, including text and relevant artwork/photos, are due to the Naval Safety Center Media Division by noon of the date assigned by the editor.

An editorial calendar will be released 6-8 weeks after each issue is published.

Contact the editor

For assistance or more information, contact the editor directly at evelyn.odango@navy.mil or (757) 444-3520 ext. 7220 (DSN 564-3520).

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PHOTO REQUIREMENTS

Composition and format

If you write about a piece of equipment, send a photo of someone correctly demonstrating the item. Action shots always are more likely to make readers sit up and take notice. However, don't let the lack of photos prevent you from sending a story to us. We always strive to find a suitable stock photo for those stories without any.

All photos must be scanned or digitized at least 300 dpi, saved in JPG or JPEG format.

Take photographs only if it is allowed in the area of the subject and if it is safe to do so.

Photo captions

Every photo must have a full cutline: a complete description of what is being depicted, along with full name, rank and rate, and job title of anyone shown in each photograph.

Follow this simple formula when writing the caption:

- Try to keep captions to no more than two concise sentences.
- The first sentence of the caption describes what the photo shows, in the present tense, and states where and when the photo was taken.
- The second sentence of the caption gives background on the event or describes why the photo is significant.
- Include the photographer's credit and the release status of the image at the end of the caption. Use the following format: (U.S. Navy photo by Mass Communication Specialist 2nd Class John Doe/Released).

Sample caption:

U.S. Navy Chief Hospital Corpsman Sam Kim examines a patient during a medical civic action program in Goubetto, Djibouti, March 30, 2008. Sailors and Marines assigned to the 11th Marine Expeditionary Unit saw more than 500 patients during the Combined Joint Task Force–Horn of Africa humanitarian program. (U.S. Air Force photo by Tech. Sgt. Jeremy T. Lock/Released)

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DISTRIBUTION

Distribution lists

Sea Compass is distributed to safety officers of ship, submarine and the diving communities. They are responsible for passing down the magazine to their personnel and/or employees.

To get on the distribution list, please send your request to SAFE-SeaCompass@navy.mil with the number of copies (7 people to 1 magazine ratio) and the following information:

- Name of Command/Unit
- ATTN: (Safety Officer or Requester's Name)
- Address1
- Address2
- City/State/Zip + 4 or FPO

Sample issues

Each writer will receive a complimentary copy of the issue in which the article is published.

If you would like extra copies for personal use or to notify family members about your published article, contact us at SAFE-SeaCompass@navy.mil.