



## 2015 Author Guidelines

The California Association of Tactical Officers encourages articles from both members and non-members. Authors should follow these guidelines to have their work considered for publication.

*CATO News* publishes articles that are of interest to the California law enforcement tactical community. Typical subjects are about leadership, tactics, techniques, technologies, lessons learned, after actions, debriefings and best practices. *CATO News* is especially interested in articles that express thoughtful challenges to conventional thinking.

Submissions should begin with a brief description of the topic and the purpose of the article. Provide key subjects that will be included, sources of information, and any qualifications that lend credibility to the article idea. Also reference the availability of photographs, illustrations, charts and graphs that can be used with the article.

Do not submit full manuscripts. If your article is already written, submit a brief description of the content based on the previously mentioned criteria.

The *CATO News* does not publish articles that are deemed as marketing for a company, a product or a service. By submission, an author asserts that he or she is receiving no compensation for the writing, publishing or editing of the manuscript and that he or she is the sole author.

All material must be received in a digital format, preferably Microsoft Word, and attached to an email. Contact information must include name, law enforcement affiliation (if any), email address and daytime phone number.

If your article idea is accepted for publication, the California Association of Tactical Officers (CATO) reserves the right to edit manuscripts for clarity, brevity, and stylistic guidelines. If the article was previously published, or is being simultaneously submitted to other publishers, please advise CATO at the time of submission.

Digital photos are strongly encouraged. All photos must include captions keyed to photo file name. Digital photos must be a minimum of 300 dpi resolution and at least 3 x 5 inches. If the file size of your photo is less than 1 MB, the chances of it being used in the printed version of the *CATO News* are slim. Photos embedded in Word or PowerPoint files, or images copied from the Internet will not meet our requirements. Graphics should be submitted in tiff, eps, jpg or pdf format and be at least 300 dpi resolution.

Use of all photos, illustrations, charts or graphs require separate verification that the right to publish has been approved by the photographer or illustrator. Authors agree to allow their manuscript to be published in both printed and digital formats for use in both the *CATO News* and *CATO* related websites.

Articles vary in length from 1,000 to 3,000 words. Longer works may be considered with the understanding that they will be published as a series.

The *CATO News* does not offer monetary compensation for published articles.

[Articles may be submitted to dburger@catonews.org](mailto:dburger@catonews.org)