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# NCO Writing Excellence Award Guidelines

## The Army Press

The Award recognizes excellence in writing from the Army's noncommissioned officer corps on topics pertinent to the doctrinal, operational, professional, and institutional concerns of the Army. Write about your experiences, concerns, ideas and recommendations in an environment that rewards original thinking and the willingness to dedicate intellectual energy to the production of quality articles.

These works will contribute to the professional and academic growth of the noncommissioned officer corps.

Winners will receive:

- A framed certificate of achievement, signed by the Army University Provost
- The Army Writing Excellence Program Coin
- Recognition in the *NCO Journal* Video News cast
- Publication in *NCO Journal* or *Army Press Online*

## Information for Contestants

**Eligibility:** The contest is open to all noncommissioned officers across the active duty Army, Army Reserve and Army National Guard (Corporal to Command Sergeant Major).

**Essay Requirements:**

1. **Theme:** The essay must address the theme, outlined above. The article should reflect original research and thought.

2. **Format:** The essay must be appropriately formatted. Improperly formatted submissions will be directly returned to sender. as a guide.

<http://usacac.army.mil/CAC2/MilitaryReview/resources/assets/SampleManuscript.pdf>\*

\*note, this guide does not show cover or title page format

3. **Length:** The essay must be 10-20 pages, typed, double spaced.

Note: This does not include footnotes/endnotes/sources.

4. **Research Citation:** If other sources are used, they should be documented in endnotes. Do not use the automatic endnote program in the submitted manuscript. Manually format the endnote numbers within the text in superscript, and then list the endnotes at the end of the manuscript.

5. **Prior Publication:** All previously published essays are ineligible. By submitting, you declare that your essay has not been previously published (online or in print) or is being considered for publication elsewhere.

## Criteria for Award

The following criteria will be used to evaluate submissions on writing quality and significance.

### Writing Quality

1. Is the essay written in an accessible style, or does it give the impression that it has been written to impress rather than inform and persuade?
2. Does the essay avoid excessive acronyms or jargon?
3. Does the essay show evidence of significant research?



## Relevance to the Army NCO Corps

1. Does the essay contribute anything new to the body of professional knowledge on the selected topic?
2. Does the essay offer solutions to or recommendations about the problem or issue?
3. Does the essay represent the background facts and provide a credible examination of the issue?
4. Is the essay organized? Does it move logically from a clear thesis through a well-developed argument using supporting evidence to yield persuasive conclusions?

## *How to Submit*

- **Deadline:** The first day of each FY quarter (1 Oct, 1 Jan, 1 Apr, 1 Jul).
- Email essays (as a Microsoft Word attachment) to: [usarmy.leavenworth.tradoc.mbx.army-press@mail.mil](mailto:usarmy.leavenworth.tradoc.mbx.army-press@mail.mil)
- Include word count on title page of the essay but do not include your name within the essay.
- A completed cover letter must accompany all submissions.

In the upper right hand corner list name, address, number, and email.

Address the letter to the Review Committee.

Write 1-3 paragraphs that includes a brief personal biography of significant positions or assignments as well as MOS; a brief statement of the importance of the article and the moment or situation from which the idea arose.

## *Add'l Rules Regarding Submissions*

1. There is no limit to the number of articles you may submit each quarter.
2. Evaluation comments will only be shared with the review committee.
3. The Army Press considers all articles potential products for *Army Press Online* or *NCO Journal* and reserves the right to publish through these venues or other Center of Excellence Publications.
4. Articles received after the submission deadline will automatically be entered in the next quarterly competition.

The Army Press will screen submissions to confirm the author and submission meet the Submission Requirements

## *Notification and Presentation of Awards*

The Army Press will forward certificates of achievement and coins to the awardees' command for formal presentation.

Selected articles will be published in *Army Press Online* or the *NCO Journal*.

**Questions:** Direct questions to [usarmy.leavenworth.tradoc.mbx.army-press@mail.mil](mailto:usarmy.leavenworth.tradoc.mbx.army-press@mail.mil) or call (913) 684-2076.