PUBLIC SERVICE REVIEW

STENNIS
Center for Public Service

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Editorial Submission & Style Guide

The *Public Service Review* is a publication of the Stennis Center for Public Service, a bipartisan legislative branch agency created by Congress in 1988 to promote and strengthen the highest ideals of public service in America.

The journal is published quarterly and distributed to members of Congress, universities and colleges, and public servants at the local, state, and federal levels, as well as nonprofit organizations across the United States.

This guide outlines the editorial standards, submission requirements, and supporting materials needed from authors. Please review carefully before submitting your article.

Submission Guidelines

Purpose and Audience
Public Service Review gives student authors a platform to share personal experiences in public service and reflect on their impact. The journal highlights authentic perspectives that inspire, inform, and encourage others to consider the value of service.

- Primary audience: Fellow students and young professionals, including those who may not have considered public service.
- Secondary audience: A broader readership—educators, public servants, policymakers, and community members—who can learn from your reflections.

Because of this wide audience, write with honesty, clarity, and inclusion. Avoid overly partisan or divisive language that could distract from your message. If addressing a sensitive or polarizing issue, acknowledge multiple perspectives with fairness.

Author Expectations
Your article should be a personal reflection, not an academic paper. The goal is to tell your story in a way that is meaningful to you while engaging for others.

As you write, consider:
- What surprised you most?
- What challenged or concerned you?
- How did your experience shape your view of public service?
- Did it alter your academic or career plans?
- What advice would you share with others considering similar opportunities?

Focus on the lessons you learned and the impact of your service, while helping others see themselves in your story.

Writing Approach
Public Service Review is not a place for technical reports, formal research papers, or partisan commentary. Instead, we seek accessible writing that conveys your unique perspective.

Write with:
- Clarity – Keep language concise and easy to follow.
- Purpose – Emphasize your key takeaways.
- Energy – Share your enthusiasm and passion to engage the reader.

You may support your story with examples, anecdotes, or data, but remember: your voice and experience are the most important elements.

Submission Requirements

Article Format

- Submit as a Microsoft Word document (.docx).
- Maximum length: 1,200 words.
- Formatting:
  - Times New Roman, 12-point font, black text.
  - Single-spaced, 1-inch margins.
  - Page size: 8.5 x 11 (letter).
- Title: Up to 100 characters (including spaces), bold, 14-point font.
- Biography: Up to 250 words, placed under the article title. Include academic affiliation and/or congressional office (if applicable).

Photographs, Graphics, and Headshots

- Provide 2–5 photographs or illustrations that support your story.
  - Place them in the Word document at appropriate points with short captions.
  - Upload each image separately as an attachment (PNG or JPEG).
- Provide one professional-looking headshot (used for the website, print, and social media).
  - Doesn't need to be professionally taken, but it should look professional.
  - Use good lighting, neutral/clean background, clear head-and-shoulders framing.
  - Dress appropriately for a professional setting.
  - Save as PNG or JPEG.

References

- Use APA style when applicable.
- Format references as footnotes.

Originality

- Articles must be original and unpublished.
- Plagiarism will result in removal.
  - AI tools may be used for support (brainstorming, outlining, editing) but not for full writing.
- Final articles must reflect your own voice and experience.
- Authors are responsible for fact-checking and accuracy.

Tone and Style

- Write inclusively and accessibly; avoid jargon.
- Avoid partisan or divisive language.
- Share personal reflections while keeping your audience in mind.
- Stay within word count limits for all sections.