

# Guidelines for Writers of Memorial Articles

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THE MEMORIAL ARTICLE PROGRAM IS FUNDED IN PART BY THE LONG GRAY LINE ENDOWMENT

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## Who writes memorial articles?

Typically, memorial articles are written by a classmate, family member, or close friend, usually working in cooperation with the next of kin. Some articles are group efforts, involving several people who knew the graduate at different times during his or her life. Memorial articles also may be written by the next of kin.

## What about family approval?

The author is responsible for obtaining the next of kin's written approval of the article. Without approval, the article cannot be published. If no relatives are found after a reasonable, good faith search, the author may obtain approval from the graduate's class president. Approval is requested for both print and non-password protected online publication.

## Who qualifies as the next of kin?

The next of kin are surviving spouses (whether they've remarried or not). If the graduate was divorced, or there is no surviving spouse, the next of kin is the graduate's oldest surviving child. If the graduate never married, parents qualify as the next of kin. If there are no surviving parents, the next of kin is the oldest surviving sibling. If there are no siblings, the next of kin is the closest surviving relative.

## May I write a draft memorial for myself in advance?

Yes; we encourage you to do so. Send it to the address below. Prior to publication, your next of kin will receive a copy for approval.

## How can I obtain information on file at the West Point AOG?

The WPAOG keeps a file on each graduate, known as the Cullum File. Some graduates have regularly updated their files; some have not. Copies of this material can be requested for the purpose of writing the memorial article by contacting Marilee Meyer at 800 232-4723, ext. 1545, or e-mail [Archivist@wpaog.org](mailto:Archivist@wpaog.org).

## How long should the article be?

Articles should be 850–1,000 words. The WPAOG editor reserves the right to do minor editing for style and grammar. Articles longer than 1,000 words will be returned to the author for editing. The editor will make suggestions on how to reduce the length. In the rarest of circumstances (former Superintendents and Commandants of Cadets, Chiefs of Staff of the Army, etc.), a feature article of greater length may be published in addition to, or in lieu of, an 850–1,000 word Memorial Article.

## Is there a standard format?

Most memorial articles are chronologically organized, including events before West Point, significant achievements and activities as a cadet, assignments and achievements in the military, marriage and children, retirement or separation from the military, important activities in civilian life, anecdotes and quotations, and an impressionistic section quite like a eulogy.

## In what form should I submit the article to West Point AOG?

We prefer receiving articles electronically as Microsoft Word files attached to an email or on a computer disk. Otherwise, please send a typed copy. Please do not use all uppercase type. We prefer Times New Roman font.

## What about a photograph?

Each article is published with a photograph. Select one that represents how the graduate would have preferred to be remembered. The photo must be clear and in good condition and will be returned after publication. If the photo you wish to use is of great sentimental value, we suggest that you have it scanned at high resolution by a vendor such as Kinko's and send the disk to us instead of the actual photograph. If a suitable photo cannot be found, the graduate's Howitzer (USMA yearbook) photograph may be used. Digital photos must be high resolution (300 dpi saved as a .jpg). If the Memorial Article submitted is short (500–750 words), additional candid or formal photos reflecting military or similar service or defining interests may be submitted.

## What needs to accompany a memorial article?

All memorial articles must be accompanied by a completed inventory sheet. We can mail or e-mail one to you, or you can obtain one off the Web at: [www.westpointaog.org/publications](http://www.westpointaog.org/publications); click on TAPS, then Inventory Sheet in the righthand sidebar.

## When will the article be published?

Normally, within 4–6 months. Articles are published in the order in which the completed manuscript, with photo, inventory sheet and approval, is received.

## How do I receive copies of the issue in which the article appears?

The next of kin will receive two complementary copies of the TAPS in which the article appears. Extra copies may be ordered. Please pay by check or credit card (MC, Visa)—\$5 for the first copy and \$3 for each additional copy mailed to the same address. Please send payment when the approved article is submitted.

## To whom do I send the article?

Memorial Articles  
West Point Association of Graduates  
698 Mills Road  
West Point, NY 10996

800 232-4723 ext. 1577

Email submission to: [memorials@wpaog.org](mailto:memorials@wpaog.org)

Questions? Call 845 446-1577