

**Department of Veterans Affairs
Office of Procurement Policy, Systems and Oversight
Procurement Policy and Warrant Management Service**

Green Purchasing News Article Submission Guidelines

Green Purchasing News (GPN) is a quarterly, electronic newsletter that informs and educates members of the Department of Veterans (VA) acquisition community and others involved in the purchase of goods and services on behalf of VA on green purchasing-related topics. We appreciate your contribution.

Following are general guidelines for VA employees and contractors with a VA e-mail address to submit articles for publication in GPN:

Author Guidelines

GPN is an internal newsletter published by the Office of Procurement Policy, Systems and Oversight, Procurement Policy and Warrant Management Service, and intended for a VA audience. Newsletter articles should contain fact-based content geared toward VA purchasers, request generators, standards/specifications writers, and others. Suggested article topics include, but are not limited to:

Green purchasing best practices	Innovation in green purchasing
Facility approach to green purchasing	“Greening” standards and specifications
Meeting/overcoming challenges to green purchasing	Green purchasing “Champion” (focus on individual achievement)
Strategic Sourcing and green purchasing	Green purchasing tools and resources
Sustainable Supply Chain Management	Green purchasing collaboration (internal)
Green purchasing and small businesses	Green purchasing collaboration (external)
Green purchasing training/education	Green purchasing programs/compliance
Veterans Canteen Service and green purchasing	Federal Strategic Sourcing Initiatives and green purchasing

Articles will also be evaluated on the following criteria:

- Content is factual and not embellished
- Citations are included where appropriate
- The contribution is objective, or a counter/opposing viewpoint is available to provide objective and balanced information

If the article features a particular VA employee, include a brief biography of no more than 50 words. The biography should include the individual’s name, title, and location.

Articles may not contain copyrighted material.

NOTE: Authors must first obtain, at a minimum, their supervisor’s approval to submit an article for publication in *Green Purchasing News*. Authors must also comply with their organization’s processes for submitting articles or other materials for publication in external (to their organization) newsletters.

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Formatting Guidelines

- Draft article using Microsoft Word, Calibri font size of 11pt, and single spacing (double between paragraphs).
- Include title of article and date created.
- Type out all Web links/addresses.
- Include references in the form of numbered footnotes.
- Maximum length should not exceed more than one page in length (approximately 830 words – longer articles may be serialized, if accepted upon review).
- Photographs or illustrations appropriate to the article are welcome and should be attached to the e-mail as separate JPG or GIF files in the highest resolution possible for reproduction purposes. They should also include a caption and credit line.

Submission Guidelines

- Submit articles electronically to the Procurement Policy Service mailbox at va.procurement.policy@va.gov with “Green Purchasing News Article Submission” in the subject line.
- Submit article as an attachment to e-mail formatted in Microsoft Word.
- Include the author’s name, contact information, and a brief biographic statement.

Other Materials

Questions may be submitted to GPN for the *Questions and Answers on Green Purchasing* series. They should follow the same basic submission and formatting guidelines as for articles (e.g., Microsoft Word, Calibri font size of 11pt).

Announcements may be submitted provided they apply or are of interest VA-wide (e.g., availability of online training). For timing of announcements, see “Deadlines,” below.

Submission of other materials should follow the same basic guidelines as for articles.

NOTE: Acknowledgement of receipt of an article or other material does not guarantee publication. Articles may be edited for length, grammar, or tone.

Deadlines

Green Purchasing News is published quarterly in April (spring – in conjunction with Earth Day, April 22); July (summer); October (fall); and, January (winter). Each newsletter may be themed; e.g., seasonal; collaboration; green purchasing and construction; or focus on a particular type of green product or service. Articles are accepted on a rolling basis.