DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS

REPLY TO
ATTENTION OF

Strategic Studies Institute

Each year the Strategic Studies Institute (SSI) publishes a large number of studies, conference reports, and book-length volumes on a spectrum of issues central to U.S. national security. While SSI analysts write the majority of these publications, many external authors contribute to our study program as well.

Publication by SSI assures authors that their analyses will reach key Army and Department of Defense (DoD) leaders and the global defense intellectual and strategy community. On many occasions, SSI publications have directly affected U.S. policy, military strategy, or military doctrine, and are often quoted in major publications like the *New York Times* or *The Washington Post*. They have led to invitations to brief senior leaders and testify in Congress. In addition to the hardcopy publications that are distributed to military leaders, defense policymakers, universities, journalists, and analysts around the world, the full text of SSI studies is available on our website, which attracts thousands of hits per month. SSI publications are often used as required reading in the military educational system and in civilian colleges and universities.

Generally, SSI studies are longer and more comprehensive than a journal article. While there is no set length, the average SSI study is 40-60 double-spaced typewritten pages, with substantial documentation. The most important criteria are quality of analysis, clarity of expression, and relevance to Army and DoD leaders. Manuscripts that are purely theoretical, political, or historical, or which do not link the author's analysis to current issues and decisions facing Army and DoD leaders, are not appropriate for SSI. Not all SSI studies end with policy or program recommendations for Army and DoD leaders, but many do.

Manuscripts submitted to SSI should be in clear, direct, jargon-free prose. Authors should keep the use of acronyms, passive voice,

and other distractors to a minimum. SSI will not publish manuscripts written in a style that is not appropriate for the busy policymakers and leaders who form the core of the Institute's audience.

Manuscripts which the author would like SSI to publish without remuneration should be directed to SSI's Director of Research, Dr. Antulio Echevarria. Authors who seek remuneration must work within SSI's External Research Associates Program (ERAP). This entails submission of a proposal to the Carlisle Barracks Contracting Officer. Information on the ERAP can be found on SSI's website. ERAP proposals are considered by a Review Board. Special consideration is given to those which focus on key Army issues and which supplement SSI's expertise. If the Board elects to support a proposal, the Carlisle Barracks Contracting Officer develops a contract with the author.

Once a manuscript is submitted, the Director of Research, in conjunction with the experts in SSI, will assess it and provide a recommendation to me as to whether it should be published as is, published after revision, or not published. While every effort is made to do this as quickly as possible, the process may take as long as 8 weeks. This applies to both manuscripts prepared under an ERAP contract and those which are not.

Once a manuscript is accepted, our small but highly effective Publications Office will edit the work and prepare it for printing and electronic publishing. SSI seeks to provide all our contributors with the most efficient editing and publication process possible, even as our output grows.

This process moves much more quickly if manuscripts are formatted and submitted according to this Guide. It provides authors the publication requirements and standard "rules" we use in editing, in order to answer your questions in advance and to speed the time from final draft to publication.

DOUGLAS C. LOVELACE, JR.
Director
Strategic Studies Institute

SUBMISSION:

Manuscripts (accompanied by an abstract) should be submitted to the Director of Research at the following address:

Dr. Antulio Echevarria II
Director of Research
U.S. Army War College
Strategic Studies Institute (AWCC-SSI)
122 Forbes Avenue
Carlisle, PA 17013-5244

or via e-mail at *Antulio.Echevarria@carlisle.army.mil*

POST-ACCEPTANCE REQUIREMENTS:

Once a manuscript has been accepted for publication, additional input is required.

The author must submit:

(1) a brief (150 words) foreword suitable for the Director, SSI signature.

(2) a biographical sketch (about 150 words).

(3) a summary of the work (approximately 1,000 words).

(4) a list of 10-15 key words, for website searches. (See appendix for guidance.)

(5) a 2-sentence abstract about the manuscript topic.

GENERAL FORMAT:

Material should be placed on a 3 1/2-inch high density disk or CD when submitted through regular mail, or an electronic submission can be attached to the e-mail request for publication consideration.

Figures must be submitted in separate jpg or tif files. Tables containing **text only** may be typed directly into the manuscript without a separate file.

Double-space the manuscript text; use left margin justified only (right margin will be ragged). Use standard top and bottom, right and left margins of 1".

All manuscripts should be Courier New font, 12 point, Microsoft Word (NO MACINTOSH), with Endnotes rather than Footnotes.

Endnotes should be produced on the software, not typed in using superscript. They may be found in Microsoft Word under Insert-Footnote-Endnote.

All dates should be civilian style, not military: January 17, 1996.

STYLE RULES WITHIN THE TEXT:

Do not use "underline" at all; use "bold" to emphasize words and "italics" to indicate book and magazine titles, and foreign words.

The "hard return" should be inserted after the last typed character in the paragraph.

Quotes are indented once they exceed four lines of regular text. Do not use quotation marks in these long quotations. Single space typed material and double-indent margins in long quotations. Choose Format-Paragraph-Alignment, left-Outline, Body Text-Indentation, right .5, left .5-Special, none-By, let blank-Space, before 0, After 0-Line Spacing, single-At, let blank-click OK.

In quotations, the period and comma **always** go inside the quotation marks.

These are some examples of correct SSI style:

U.S. (adjective), United States (noun)
long-term results, in the long term . . .
the President stated, it is presidential policy
Congress, congressional

All acronyms must be spelled out during their first usage no matter how "common" the author perceives them, to include United Nations, North Atlantic Treaty Organization, etc. Periods are used with the acronym "U.S." Other acronyms normally do not have periods: USSR, NATO. First-use acronyms *within quotes* are spelled out with brackets.

Do not use the letter "l" for the number "1" or the letter "O" for the number "0."

Do not use commas between month and year (April 1994) or season and year (Winter 1994).

Names of military operations are in all-caps (Operation DESERT STORM).

NATO code words (FOXBAT, CANDID, FLANKER, etc.) should be included with military equipment numerical designations (MIG-29, Su-27, etc.) Non-NATO code names in foreign languages should be italicized: SSM *Prithvi-150*, IRBM *Agni*.

During the first mention of an individual within the text, the full name should be included plus any titles, e.g., U.S. Secretary of Defense Les Aspin, Russian President Boris Yeltsin.

Common English place names should be substituted for native language variations. Moscow for Moskva, Vienna for Wien, etc. If the location of a town is not readily known, the state or country should

be included in the text or endnote unless clarified by additional information: e.g., "Bloomington, Indiana" in text, but "Bloomington: University of Indiana Press, 1996" in endnote.

Numbers except those indicating a unit of time (months, weeks, days, etc.) are spelled out when they are less than ten; ten and over use number, e.g., nine soldiers, 40 soldiers.

If the numbers refer to time, always use the numbers: 2-week campaign, 2 months later, 5 years from now. Decades noted without apostrophe: 1990s, not 1990's.

If a foreign language source is quoted verbatim in that language, a translation must be provided immediately following it in parentheses.

STYLE RULES WITHIN ENDNOTES:

Single page - p. 132

Multiple pages - pp. 132-145

If a journal or magazine has a volume or number citation, it MUST be referenced, even if a date is included (Vol. 6, No. 12, May 2, 1993).

If the periodical uses Roman numerals for the volume number, do not transfer the number to an Arabic number (Vol. II, not Vol. 2).

Idem endnote includes two works in succession by the same author; the second article cites "*idem*" in place of the author's name.

Ibid is used only if the lone source cited in the previous footnote is used again. If more than one source is listed above, you must include the author's name and the title of the work.

Postal code abbreviations for states do not include periods: e.g. Lincoln, NE: Bison Press, 1977; Washington, DC: U.S. Government Printing Office, 1995.

If a foreign language article or book title is cited in an endnote, a translation should immediately follow:

Article: "title" (translation), *journal name* . . .

Book: *Title (translation),* . . .

Titles of foreign language journals need not be translated.

Italicize website citations: See Johnson, *http://awc.carlisle.army.mil*, for details.

Do not use a comma after ? or ! if they are part of the title. "Why is Strategy Difficult?" *Military Review*; or *What Now!* Carlisle, PA:

SAMPLE ENDNOTES:

Articles:

Boris Z. Rumer, "The Gathering Storm in Central Asia," *Orbis*, Vol. 37, No. 1, Winter 1993, p. 89.

Dietrich Reetz, "Pakistan and the Central Asia Hinterland Option: The Race for Regional Security and Development," *Journal of South Asian and Middle Eastern Studies*, Vol. XVII, No. 1, Fall 1993, p. 47.

Subsequent references should read: Reetz, p. 46.

If more than one article by an author is used: Yasmeen, "Pakistan's Cautious Foreign Policy," p. 129.

Same source as previous endnote but different page: *Ibid.*, p. 133.

Same source, same page: *Ibid.*

Articles within edited book:

Karl Ellis, "Pakistan's Foreign Policy: Alternating Policies," in Hafeez Malik, ed., *Dilemmas of National Security and Cooperation in India and Pakistan*, New York: St. Martins Press, 1993, pp. 131-132.

Mikhail Konarovsky and Fred Jones, "Russia and the Emerging Geopolitical Order in Central Asia," in Ali Banuazizi and Myron Weiner, eds., *The New Geopolitics of Central Asia and its Borderlands*, Bloomington: Indiana University Press, 1994, p. 235.

Books:

Nicholas V. Riasanovsky, *A History of Russia*, 5th ed., New York: Oxford University Press, 1993, p. 24.

Conference Papers:

Fred Jones, "Security in the Age of Information," conference paper, American Political Science Association Annual Conference, Washington, DC, October 20, 1995, p. 4.

Congressional Reports:

U.S. Congress, House of Representatives, *Goldwater-Nichols Department of Defense Reorganization Act of 1986*, Conference Report (99-824), 99th Congress, 2nd Session, Washington, DC: U.S. Government Printing Office, September 12, 1986, p. 3.

U.S. Congress, *Congressional Record, Proceedings and Debates of the 99th Congress*, 2d Session, Washington, DC: U.S. Government Printing Office, September 17, 1986, pp. H7005-H7008.

Subsequent references should read:

Congressional Record - House, September 17, 1986, pp. H7005-H7008.

U.S. Congress, Senate, Committee on Armed Services, *Defense Organization and the Need for Change*, Staff Report, 99th Congress, 1st Session, Washington, DC: U.S. Government Printing Office, 1985, p. 49.

Current Digest of Post-Soviet Press:

Current Digest of the Post-Soviet Press (henceforth *CDPP*), Vol. XLIV, No. 19, June 10, 1991, p. 4.

Department of Defense:

Office of the Chairman, Joint Chiefs of Staff, Joint Pub 2-0, *Joint Doctrine for Intelligence Support to Operations*, Washington, DC: Joint Staff, 1993, p. iii.

Headquarters, Department of the Army, Field Manual 100-5, *Operations*, Washington, DC: U.S. Government Printing Office, 1993, pp. 34-35.

United States Army Training and Doctrine Command, TRADOC Pamphlet 525-5, *Airland Operations*, Fort Monroe, VA: U.S. Army Training and Doctrine Command, 1991, p. 2.

Thomas Jones, *Gulf War Air Power Summary Report*, Washington, DC: U.S. Government Printing Office, 1993, pp. 23-45.

Les Aspin, Secretary of Defense, *Annual Report to the President and the Congress*, Washington, DC: U.S. Government Printing Office, 1994, p. 106.

The Chairman of the Joint Chiefs of Staff, *CJCS Memorandum of Policy No. 7 (CJCS MOP 7), Joint Strategic Planning System,* Washington, DC: Chairman of the Joint Chiefs of Staff, January 30, 1990; including 1st Revision, March 17, 1993, *passim*.

Lorna S. Jaffe, *The Development of the Base Force*, 1989-1992, Washington, DC: Joint History Office, Office of the Chairman of the Joint Chiefs of Staff, 1993, *passim*.

FBIS:

Voice of the Islamic Republic of Iran First Program Network, Teheran, September 5, 1995, in Foreign Broadcast Information Service-Soviet Union (henceforth FBIS-SOV)-05-171, September 5, 1995, pp. 80-81.

Subsequent reference should read: Yuri Gallimov, "Aspiration to Integration," Delovoy Mir, Moscow, January 17, 1996, in FBIS-SOV-018-S, January 25, 1996, p. 7.

Interview:

Major General George Jones, Commandant, U. S. Army War College, Carlisle Barracks, PA, interview by author, May 1, 1996.

Military analysts and U.S. embassy personnel, Johannesburg and Pretoria, South Africa, interview by author, August 17, 1994. (above style used if anonymity requested)

Newspaper:

Colin Barraclough, "Iran Moves to Position Itself as Central Asia's Trade Path," *Christian Science Monitor*, December 21, 1995, p. 8.

Radio Free Europe/Radio Liberty:

Gregory Gleason, "The Struggle for Control over Water in Central Asia: Republican Sovereignty and Collection Action," *Radio Free Europe/Radio Liberty, Report on the USSR*, June 21, 1991, pp. 11-12.

Speech:

Nelson Mandela, "The Fate of the New South Africa," speech at the National Press Club, Washington, DC, October 20, 1995.

Studies:

Stephen J. Blank, *Energy, Economics and Security in Central Asia: Russia and its Rivals*, Carlisle Barracks, PA: Strategic Studies Institute, 1995, p. 11.

Peter Frank, *Stability and Instability in Eastern Europe, Adelphi Paper 285*, London: International Institute for Strategic Studies/Oxford University Press, 1994, p. 9.

Unpublished manuscript:

Habibu Idris Shuaibu, "Military Involvement in Politics in Nigeria: The Effect on Nigerian Army," unpublished thesis, U.S. Army Command and General Staff College, Fort Leavenworth, KS, 1989, p. 58.

Websites:

For details, see Johnson, *http://www.carlisle.army.mil*.

FURTHER INFORMATION

For further publication information, contact SSI's Publications Office:

Mail Address:
U.S. Dept of the Army
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ATTN SSI/Pubs
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APPENDIX

KEYWORD AND RESEARCH ABSTRACT GUIDELINES

I. Keywords and Research Abstract. The website includes a searchable database to help SSI's audience find specific works The database includes keywords and a research abstract for each publication. These instructions will guide you in your selection of valid keywords and abstracts.

II. Keyword Selection.

1. Each publication should have a minimum of 15 keywords.

2. Keywords should contain at least five locations in varying scope.

   Example: Middle East central Asia Iraq Iran Saudi Arabia.

3. Keywords should contain the broader strategic topic(s).

   Example: military strategy and/or army strategy and/or security strategy, etc.

4. Keywords should contain any relevant policy, doctrine, or organizational names with their acronyms.

   Example: North Atlantic Treaty Organization NATO, Duty Military Occupational Skill Qualified DMOSQ, People's Liberation Army PLA

5. As many relevant topics and subjects as possible; what should your audience enter as a search phrase to return results?

   Example: insurgents drug trade trafficking terror terrorists nuclear technology information operations future war combat emerging concepts new policy army policy theater missile defense Iraq occupation troop development

   Hint: Include as broad as phrase as possible – Global War on Terrorism instead of war on terror. This will ensure that both terms are returned because searches are based on the least common factor (terror is inside of terrorism).

6. Keywords should be typed into a word document. Keywords need only appear once, and order is not important. Keywords should contain only one space as a separator and should include no punctuation. Capitalization is not important.

7. Keywords will include the full title and author's name, but these are not to be included in the 15-word minimum requirement.

   Example: Iraq and Vietnam would not need to include the keywords "Iraq Vietnam," but would need "global war on terrorism guerrilla insurgency north south Kurds Shiite Muslim Buddhist communists dictatorship security strategy exit strategy quagmire" etc.

III. Research Abstract. The research abstract should be one or two full sentences. It should clearly identify why the reader would be interested in reading the publication.

IV. Final Example.

IRAQ AND VIETNAM: DIFFERENCES, SIMILARITIES, AND INSIGHTS

Keywords: army vietnam U.S. VietCong NLF Saddam Hussein Transitional Administrative Law Sistani Kurds NIA ICDC sunni terrorists asia pacific central south national security policy military strategies strategy global war on terrorism kurds communism dictatorship muslim middle east crisis

Research Abstract: The authors conclude that the two conflicts bear little comparison. They also conclude, however, that failed U.S. state-building in Vietnam and the impact of declining domestic political support for U.S. war aims in Vietnam are issues pertinent to current U.S. policy in Iraq.