Instructions for authors

Thank you for choosing to submit your paper to Global Security and Intelligence Studies. These instructions will ensure we have everything required so your paper can move through peer review (or editorial review), production, and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements.

Please note that this journal only publishes manuscripts in English.

Global Security and Intelligence Studies accepts the following types of submissions, which are divided into peer reviewed and non-peer reviewed categories:

Peer Reviewed Submissions:

Global Security and Intelligence Studies is committed to peer-review integrity and upholding the highest standards of review. Once your paper has been assessed for suitability by the editor, it will then be double-blind peer reviewed by independent, anonymous expert referees. Global Security and Intelligence Studies is internationally refereed. Submissions are refereed by specialists in the field for originality, structural integrity, and factual accuracy. An editorial review, referee reports, and the author’s response to these reports form the basis of the decision whether to publish submitted articles. All decisions of the Editors are final.

- Research Articles: 8-10,000 words, inclusive of tables, references, figure captions, footnotes, endnotes.

- Review Essays: 6-8000 words. Overviews of particular literatures (practitioner-based and/or academic), particular experiences, particular theoretical traditions and so on that are intended as expert introductions to their subject for the benefit of practitioners and researchers who are not yet familiar with the area.

Non Peer Reviewed Submissions:

Material which, by its nature, it is not appropriate to put through the full peer review process. Instead, it involves a direct communication between the author and the editor, in the course of which the editor will often request rewrites to make the material suitable for the journal and useful to its intended readership.
• Policy Relevant Commentaries: 1000-4000 words. Essays that provide an analytical perspective on current or emerging policy-relevant issues of importance. To suggest a policy relevant commentary, please contact the editor.

• Action/Practice Notes from the Field: 1000-2000 words. Brief notes relating to particular matters of practice, which may be of use to those working in similar contexts. To suggest an action/practice note, contact the editor.

• Book Reviews: 800-1500 words. Reviews of important theoretical, political and research works that are of interest to readers of the journal. To discuss ideas for any kind of review contribution, contact the editor.

Use these instructions if you are preparing a manuscript to submit to Global Security and Intelligence Studies. Global Security and Intelligence Studies considers all manuscripts on the strict condition that:

• the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work;

• the manuscript has been submitted only to Global Security and Intelligence Studies; it is not under consideration or peer review or accepted for publication or in press or published elsewhere;

• the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.

Please note that Global Security and Intelligence Studies screens manuscripts for unoriginal material. By submitting your manuscript to Global Security and Intelligence Studies you are agreeing to any necessary originality checks your manuscript may have to undergo during the peer-review and production processes.

Preparing Your Paper

Research Articles and Review Essays:

• Should be written with the following elements in the following order: title page; abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list)
• Should be between 6,000 and 10,000 words, inclusive of references, footnotes.
• Should contain a structured abstract of no more than 150 words.
• Between 4 and 6 keywords.
Policy Relevant Commentaries and Action/Practice Notes from the Field:

- Should be written with the following elements in the following order: title page; main text introduction, discussion; acknowledgments; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list)
- Should be no more than 4,000 words.

Book Reviews:

- Should focus on timely books, which have been published within the last two years.
- Should not exceed 1500 words.
- Should address how the book fits in with the discipline. The review should also include a discussion of the main ideas and objectives, methods and sources, and audiences for the book. Additionally, it should provide a constructive assessment of the strengths and weakness of the book.
- The following information must precede the review:
  - Author / Editor Name
  - Book Title
  - Publisher
  - Year of Publication
  - ISBN:000-0-00-000000-0
  - Number of Pages
  - Price

Style Guidelines:

Papers should be submitted in Word.

Font: Times New Roman, 12 point, double-line spaced. Use margins of 1 inch.

Title: Use bold for your article title, with an initial capital letter for any proper nouns.

Headings: Please indicate the level of the section headings in your article:

1. First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
2. Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.
3. Third-level headings should be in italics, with an initial capital letter for any proper nouns.
4. Fourth-level headings should be in bold italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.
5. Fifth-level headings should be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.
Tables and figures:

Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables should be supplied at the end of the text. The actual figures should be supplied as separate files. Ensure you have permission to use any tables or figures you are reproducing from another source.

Referencing Guidelines:

References should follow the style guide of the *Chicago Manual of Style*, author-date (parenthetical) style (16th edition).


Submitting Your Paper

Submissions should be sent via email to the Editor at mschnyder@apus.edu.

What to Include:

1. **Author details.** Please include a separate Word document with all authors’ full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page. Authors must include a statement confirming that the submission has not been previously published, nor is it before another journal for consideration. One author will need to be identified as the corresponding author. Authors’ affiliations are the affiliations where the research was conducted. If any of the named authors moves affiliation during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.

2. **Submission and supporting documents (as appropriate).** Per the above guidelines depending upon type of submission. Research articles must not contain the name(s) of the author(s) or any identifying information of the author(s) that could compromise the peer review process. Authors of research articles should include author details on a separate document as described above.

3. **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows:

   *For single agency grants*
   This work was supported by the [Funding Agency] under Grant [number xxxx].

   *For multiple agency grants*
   This work was supported by the [Funding Agency #1] under Grant [number xxxx];
[Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].

4. Checklist:

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The file format is Word.
- Statement confirming that the submission has not been previously published, nor is it before another journal for consideration.
- Your manuscript is anonymized.
- Your manuscript adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- In particular, you have thoroughly checked that you have completed the references in the correct manner.
- You have respected the word limits.
- You have placed tables and figures at the end of your submission, with an indication in the text of where they should appear.
- You have submitted a separate document containing Author Details, ensuring all information for any co-authors is also included.
- Funding details are included, if appropriate.