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Original work requirement: Submission of a manuscript to The Security and Intelligence Studies Journal for publication will be taken to imply that the manuscript original, unpublished work, which has not being considered for publication elsewhere. The Security and Intelligence Studies Journal does not aspire to replicate material already available elsewhere.

General Information: Submissions must be typed, double spaced, and sent to kcsis@king.edu. The length of individual submissions must not exceed 3000 words (excluding bibliography and biographical note). The topics and content of the submission must relate to theme provided in the Call for Papers. Submitted papers should include four major sections: Title page, Abstract, Main Body, and Bibliography.

Biographical Note: A short biographical note up to 100 words for each author should accompany the article. It should not contain the contact details of the author(s). The journal editors will forward all sensible reader correspondence relating to a particular article to its respective author(s). This is done to safeguard the privacy of the author(s), and to allow us to evaluate readership reaction to specific articles.

Title of the Article: Please avoid using an overly abstract title for your manuscript; instead use a title that is reasonably descriptive of the article. For instance, an article about the United Nations’ policy on Israel should not be entitled “Carrot on a Stick”, but can be entitled “The UN at Israel’s Doorstep”. Use of explanatory sub-titles is encouraged (i.e. “The UN at Israel’s Doorstep: Ringing the Bell for 65 Years”), as long as the combined length of primary and secondary titles does not exceed 75 characters, including spaces.

Tables, Figures and Pictures: Tables, figures and pictures should be avoided wherever possible. Where absolutely vital to the article, they should not be inserted in the file of the article, but instead should be submitted in a separate file (preferably in JPEG or GIF formats). Large files over 5 MB will not be accepted. All captions for tables, figures and pictures should be included in a separate file.

Names of Individuals and Organizations: People must be fully identified by first and last names when they are initially mentioned in the text. The use of titles such as Dr, Rev., Gen., Mr, and Mrs is discouraged. Acronyms (such as FBI, EU, NATO) should not be used to identify organizations until the organizational name has first been provided in full and the acronym indicated —for example, “Federal Bureau of Investigation (FBI)”. Once the acronym has been provided, it must be used throughout the remainder of the paper, instead of the organization’s full name.

Punctuation: Use a single (not a double) space after a period (full point), and after commas, colons, semicolons, etc. Do not insert a space in front of a question mark or in front of any other closing quotation mark. You can place period (full point) before or following closing quotation marks, but please be consistent in doing so.

Spelling: Please be consistent in your use of American spelling throughout your article. Additionally, please ensure that your spelling is compatible with publishing standards.

Paragraphing: Indicate a new paragraph by hitting the enter button two consecutive times. Do not use the tab or space buttons at the beginning of a paragraph.
Capitalization: Please keep capitalization to a minimum. When possible use lower case for government, church, state, party, volume, etc. Note that north, south, etc., are only capitalized if used as part of a recognized place name (e.g. Western Australia, South Africa, Middle East) or a political designation (e.g. the West, the Eastern Bloc). Use lower case for terms (e.g. eastern France, southwest Pacific, southern Africa).

Periods (Full Points): Use periods (full points) after abbreviations (p.m., e.g., i.e.). In general do not use abbreviated words when unnecessary (do not write Fri. instead of Friday, Prof. instead of Professor, Mid. East instead of Middle East, Sept. instead of September). Omit periods (full points) in acronyms (write USA, NATO, BBC, CIA, UN, etc.), after contractions which end in the last letter of the word (write Dr, Mr, St, Ltd) and after metric units (write cm, m, km, kg).

Italics: Always italicize foreign language terms, titles of books, journals, newspapers, films and plays, paintings and ships. Do not italicize names of organizations or associations, names of companies or titles of articles.

Emphasis: Do not add emphasis by capitalizing, underlining, or emboldening words or phrases. Instead, use italics though note that extensive use of italics for emphasis should be avoided.

Quotations: Use double quotation marks solely to indicate quoted material, i.e. a word or phrase that someone else has written or said. Use single quotation marks to indicate irony, peculiar terminology or phraseology. For example: Many of these so-called policy ‘experts’ have accused United Nations officials of being “anti-American, and belligerent” (Smith 2003:58). Do not use leader dots at the beginning or end of a quotation, unless the context absolutely demands it. For ellipsis within a quotation use three leader dots for a mid-sentence break, or four if the break is followed by a new sentence, in brackets. For example: “It is difficult [...] to explain France’s military intervention in Mali [in 2013] outside the context of Paris’ long-term postcolonial strategic interests in Africa”. Quotations must be no longer than three sentences in order to remain in the text. If a longer quotation is absolutely necessary, it is to be separately spaced and indented. Long quotations should be avoided wherever possible.

Numerals: Spell out numbers under 10; however, use numerals for numbers over 10, measurements (e.g. 12 km) and ages (12 years old). Use the percentage sign only in figures or tables; spell out ‘percent’ in the text using a numeral for the number (e.g. 22 percent).

Dates: Use July 8, 2001, July 8th, or on the 8th of July. Write 1990s (not 1990’s).

Parenthesizing: Extensive parenthesizing should be avoided. Use either double dashes or parentheses to parenthesize text, i.e. “That memo — the most important to date — was written by the Vice President in response to (or perhaps despite of) a meeting held in his office in late October, 1998“.

In-Text Citations: In-text citations are to be used throughout the paper as a system of referencing. All in-text citations consist of either two or three elements. The first element is the last name of the author. The second element is the year of publication. The third element (where applicable) is the page number. These elements must be placed in parentheses immediately following a quotation or at the end of a sentence. For example:

Many of these so-called ‘experts’ have accused United Nations (UN) officials of being “anti-American, and belligerent” (Smith 2003:58), though detractors have pointed to the long history of diplomatic wrangling between Washington and UN member states (Roberts 2009:109).

Smith is the author’s last name, 2003 is the year of publication, and 58 is the page number where the information cited here is to be found. No coma is to be used following the author’s last name, and there are no spaces between the year of publication, the colon, and the page number. If page numbers are not applicable for a particular citation (for instance, if the source is an online article), then it should be modified as follows: (Smith 2003). If the source’s author is not known, the citation should be modified as follows: (Anon. 2003:15).
Bibliography of References Cited

A bibliography of references cited is to appear at the conclusion of the paper. This section, which should be titled “Bibliography of References Cited”, does not count toward the total number of words in the manuscript. Entries should be listed alphabetically and be formatted as follows:

Book, Single Author

Book, Two Authors

Three or More Authors

Publications Without an Author Listed

Unknown Author

Edited Book, No Author

Chapters in books

Academic Journals

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Websites

Lectures