



Arthur D. Simons Center

for Interagency Cooperation

Writing Guidelines and Tips

Updated June 2015

General Guidelines and Tips

- All manuscripts should be submitted to the Simons Center as a MS Word document.
- All manuscripts should be in 12 point Times New Roman (or comparable) font, with 1-1.25 inch margins. All other formatting should be kept to a minimum.
- All authors must include their contact information - email address(es), phone number(s), and preferred mailing address - with their manuscript.
- All authors must include a brief biography (1-2 paragraphs) with their manuscript. Bios should include full name, Service and rank (if applicable), current position, and department/agency.
- Manuscripts should be submitted to the Simons Center via email or through the [content submission form](#) on the Simons Center website. Email submissions to editor@TheSimonsCenter.org with "Attention Editor" in the subject line.
- All authors must confirm that the manuscript is *not* under consideration for publication elsewhere.
- All authors are responsible for security reviews and releases.
- The Simons Center does not include individual disclaimers with the articles that appear in the *InterAgency Journal*. The following disclaimer is included on the inside cover of the *Journal*:

"The articles published in the *IAJ* represent the opinions of the authors and do not reflect the official views of any United States government agency, the Department of Defense, the Department of the Army, the U.S. Army Command and General Staff College, the Command and General Staff College Foundation, the Simons Center, or any other non-government, private, public, or international organization."
- Graphics (figures, charts, graphs, tables, etc.) should be used sparingly, if at all. If used, all graphics must be professional, high quality, and high resolution. Color graphics will not be accepted, and should be converted to grayscale by the author prior to submission. Graphics created using MS PowerPoint will not be accepted. Acceptable graphics formats include .jpg and .eps, or native files from Adobe Photoshop (.psd) or Illustrator (.ai). Tables should be created in MS Word.
- No graphics should be imbedded in the manuscript. If graphics are to be included in manuscript, attach them as separate files and insert place holders into the manuscript at the desired locations.
- Authors should use endnotes sparingly, and should cite only direct quotations and paraphrases. Endnotes should follow the Gregg Reference Manual. Discursive endnotes are discouraged.
- Manuscripts should not include bibliographies or appendices.
- Authors should select a timely, relevant topic dealing with an aspect of interagency cooperation. The Simons Center has compiled a list of suggested writing topics for prospective authors to use as needed. However, authors are not confined to the topics on this list. This list is available [online](#).
- When writing, use "plain" English. Avoid "Mil" speak, "Pentagonese," "security" speak, and other department- and agency-centric language, as it can be alienating to most readers. Authors should also avoid overuse of jargon, acronyms, and initials for the same reason.
- The thesis of the manuscript should be clear, logically developed, and supported by sound reasoning and evidence. The thesis should answer the "So what?" question, and the reader must be informed by it and prepared to use it in some way.
- The Simons Center makes no commitments to accepting a manuscript until it has been thoroughly reviewed and, if required, revisions made to satisfy editorial concerns and publication conventions.

More detailed information about the *InterAgency Journal*, *InterAgency Study*, *InterAgency Paper*, and *InterAgency Essay* series is available on the following page.

InterAgency Journal

Published Quarterly

Suggested Manuscript Length: 3,000-5,000 words

The *InterAgency Journal* (IAJ) is a national security studies journal providing a forum to inform a broad audience on matters pertaining to tactical and operational issues of cooperation, collaboration, and/or coordination among and between various governmental departments, agencies, and offices. Each issue contains a number of articles covering a variety of topics, including national security, counterterrorism, stabilization and reconstruction operations, and disaster preparation and response.

The Simons Center will read and consider all article submissions for the IAJ that involve interagency issues, but is specifically looking for well-researched, well-written, persuasive articles that espouse a unique view on contemporary interagency topics at the application level.

InterAgency Essays

Published throughout the year

Suggested Manuscript Length: 4,000-6,000 words

The *InterAgency Essay* (IAE) series is designed to provide an outlet for original essays on topics that stimulate professional discussion and further public understanding of the interagency aspects of national security issues encountered at the tactical and operational levels. IAEs often reflect an author's thinking based on personal experiences, lessons learned, and research.

InterAgency Papers

Published throughout the year

Suggested Manuscript Length: 8,000-10,000 words

The *InterAgency Paper* (IAP) series is designed to provide an outlet for original research and scholarly papers on topics that will stimulate professional discussion and contribute to a better understanding of the interagency aspects of topics including national security, counterterrorism, stabilization and reconstruction operations, and disaster preparation and response encountered at the tactical and operational levels.

IAPs aim to focus in-depth on a particular national security issue involving the cooperation, collaboration, and coordination among and between governmental departments, agencies, and offices.

InterAgency Studies

Published throughout the year

Suggested Manuscript Length: 10,000+ words

A work selected for publication as part of the *InterAgency Study* (IAS) series represents scholarly, in-depth research by the author(s) which, in the opinion of the Simons Center, will contribute to a better understanding of a particular national security issue involving the cooperation, collaboration and coordination among and between governmental departments, agencies and offices.

Previous authors of the IAS series include Simons Center scholars and research fellows. For more information about the Simons Center's scholars and research fellows programs, please contact the Simons Center. (Publication in the form of the IAS is not limited to Simons Center scholars and research fellows.)

Questions?

Contact the Simons Center if you have questions about our writing guidelines or publications.

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