



Arthur D. Simons Center *for Ethical Leadership and Interagency Cooperation*

Contributor's Guidelines

Updated January 3, 2022

The Simons Center welcomes unsolicited works that adhere to the following criteria:

Scope - Manuscripts address issues that focus on the practice and understanding of interagency coordination at the operational and tactical levels of effort.

Audience - Scholars and practitioners from across the U.S. government, academia, and other Centers with a variety of backgrounds and expertise.

Clearance and Copyright: Authors are responsible for obtaining any and all required clearances for submitted manuscripts. Likewise, authors are responsible for obtaining all necessary copyright permissions for visual aids used. Upon submission for publication consideration authors surrender copyright of submitted manuscripts to The Simons Center.

Concurrent Submissions: Manuscripts must be original work that is not under consideration with other publishers and has not been previously published, to include on the internet.

Length: Manuscripts of any length are welcome. The Simons Center produces multiple publications on interagency discourse, including the *InterAgency Journal*, the *InterAgency Essays* series, the *InterAgency Papers* series, and *InterAgency Studies*. Manuscript length, along with depth of research and focus will be used to determine the appropriate publication venue.

File Type and Layout: Manuscripts must be submitted as attachments in MS Word Document (.doc) or Rich Text Format (.rtf) file formats. Layout in Times New Roman, 12-point font, double-spaced, with 1-inch margins.

Visual Aids: Only include photographs, pictures, charts, and graphs when *essential* to clarify or amplify the text. Visual aids must be submitted in separate files (do not submit images embedded in a .doc, .rtf, .ppt, or .pptx file) from the text and must be in their original file format (.tiff or .jpg), greyscale, high resolution, minimum 300 dpi.

Citations: Document sources as endnotes. Do not submit text with footnotes. Indicate quoted material by quotation marks or indentation. Lengthy explanatory endnotes are discouraged. The Simons Center generally uses the conventions prescribed in *Turabian Manual for Writers* based on the *Chicago Manual of Style*, <https://www.chicagomanualofstyle.org/turabian.html>.

Submission of Manuscripts: Submit all material to editor@TheSimonsCenter.org or through the “Contribute Content” page at our website - <http://thesimonscenter.org/contribute-content>.

Include: Each author's full name, email address, mailing address, phone number, and biographical sketch or curriculum vitae. For manuscripts with multiple authors, please identify the primary point of contact.

Lead Times: Lead times only ensure the editor will consider a manuscript for publication in a specific issue. The Simons Center reserves the right to publish submitted manuscripts in any issue or publication venue. The *InterAgency Essays* series, the *InterAgency Papers* series, and *InterAgency Studies* are published throughout the year. Contact the Simons Center for current submission deadlines.

Review Process: Upon receipt of manuscripts, The Simons Center will send a confirmation email. This email will acknowledge receipt of the manuscript and ask the author(s) to affirm it is their original work, relinquish copyright and cease to submit the manuscript elsewhere until during The Simons Center's review, and agree to work with The Simons Center's editors should their manuscript be accepted for publication. Prospective authors should contact the editor if a confirmation email is not received within 5 business days of submission. The review process can take up to eight weeks from date of confirmation.

When the review is complete, The Simons Center will return one of three options: 1) The Simons Center declines to publish the manuscript, releasing copyright back to the author(s); 2) The Simons Center agrees to publish the manuscript on the condition that the author(s) make some revisions on the advice of The Simons Center's editorial board; or 3) The Simons Center accepts the manuscript as submitted by the author without significant revisions.

Book Review Submissions: The *InterAgency Journal* publishes reviews of books on all topics related to interagency cooperation, the development of interagency leaders, and the improvement of interagency operations. The Simons Center welcomes inquiries for potential book reviews. Please send inquiries about a book or to request a review copy for a specific title to editor@TheSimonsCenter.org. In the email provide the book's title and the name of the author(s) or editor(s) as well as your full name, your qualifications, your email address, phone number, and mailing address.

Preferred Abbreviations and Acronyms:

- DoD for Department of Defense.
- DHS for Department of Homeland Security.
- FEMA for the Federal Emergency Management Agency.
- USAID for the United States Agency for International Development.
- USDA for United States Department of Agriculture.
- State or State Department for the Department of State. Please do not use DOS.
- Other Departments should be treated like the Department of State. Ex: Energy, Justice, etc.
- The United States may be abbreviated U.S., but should not appear as US unless used in a quote.
- The U.S. government will not be abbreviated USG. If USG is used in a quote, please change to [U.S. government].
- Foreign Service officers can be abbreviated as FSO.

Other Notes:

- The U.S. federal government will not be capitalized when referred to as a noun, except when placed in quotations.
- The U.S. government will not be capitalized when referred to as a noun, except when placed in quotations.
- Whole-of-government is always hyphenated when referred to as a noun, except when placed in quotations.
- Military services should be capitalized. Ex: Army, Navy, etc.
- Soldier should be capitalized when used as a proper noun and referring to U.S. service personnel.
- Cybersecurity should not be hyphenated, except when placed in quotations or referencing a title.
- Foreign Service is a proper noun and capitalized.
- Avoid using acronyms and abbreviations when not necessary.

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

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