



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

Contribution Standards and Style Guide

Updated January 2024

The Simons Center is committed to the development of ethical leaders with interagency operational skills and an interagency body of knowledge that facilitates broader and more effective cooperation and policy implementation. Our audience includes leaders, scholars and practitioners from across the U.S. government, and academia with a variety of backgrounds and expertise. We welcome manuscripts that address:

- issues concerning the practice and understanding of interagency coordination at the operational and tactical levels of effort, and
- the exercise of ethical leadership in government and interagency operations.

Publications

The Simons Center produces multiple publications on interagency discourse, including the *InterAgency Journal*, the *InterAgency Essay* series, the *InterAgency Paper* series, and *InterAgency Studies*.

- The *InterAgency Journal (IAJ)* is a peer-reviewed, national security studies journal, published semiannually. Journal articles are approximately 3,000 to 5,000 words in length.
- The *InterAgency Paper (IAP)* series includes in-depth studies, individually published, of approximately 5,000 to 10,000 words in length. *IAP* submissions are peer-reviewed.
- The *InterAgency Essay (IAE)* series consists of individually published essays of 1,000 and 3,000 words in length that are not peer-reviewed.
- The *InterAgency Study (IAS)* series consist if sponsored projects of the Simons Center on a particular issue and may include multiple articles or essays.

More information about each publication is found in the Simons Center Publications Descriptions.

Book Review Submissions: The Simons Center welcomes inquiries for potential book reviews. 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. 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. Book reviews are typically 500 to 1,000 words in length and should include an image of the book cover as a separate file in its original file format.

Submission Standards

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

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.

Clearance and Copyright: Authors are responsible for obtaining 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.

Biographical data: Submit a short biography for each author’s full name, email address, mailing address, and phone number. Submit a short biography, 80 to 100 words, for each author. 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 the manuscript is their original work;
- relinquish copyright to The Simons Center;
- agree not to submit the manuscript for publication; 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 advise the author of its decision to:

1. decline to publish the manuscript, releasing copyright back to the author(s);
2. agree 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. agree to publish the manuscript without significant revisions.

Style Guidelines

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>.

File Types: Manuscripts must be submitted as attachments in MS Word Document (.doc, docx) or Rich Text Format (.rtf) file formats.

Citations: Document sources as endnotes. Do not submit text with footnotes. Indicate quoted material by quotation marks or indentation. Lengthy explanatory endnotes are discouraged.

Layout: Submit manuscripts using Times New Roman, 12-point black type, double-spaced, with 1-inch margins. Do not use highly stylized or color text. Ensure and headings and subheadings are consistent throughout the manuscript.

Visual Aids: Only include charts, and graphs when *essential* to clarify or amplify the text. Complex, multi-colored slides or charts and photographs are not acceptable. 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). All visuals must be in black and white or grayscale, and be high resolution files with a minimum 300 dpi. Authors must provide necessary copyright permissions for visual aids used.

Length: Manuscripts of various lengths are welcome. Manuscript length, along with depth of research and focus will be used to determine the appropriate publication venue.

Abbreviations and Acronyms: The audience for the Simons Center's publications includes professionals from across the entire government, industry and academia. The excessive use of abbreviations and acronyms negatively impacts readability. Writers should limit their use to those necessary.

- 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].
- 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.
- 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.

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

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