

NOTES FOR CONTRIBUTORS

Manuscripts, proposals for articles and editorial correspondence should be sent to Professor Regina Karp or Professor Aaron Karp, Editors, Contemporary Security Policy, Graduate Programs in International Studies, Old Dominion University, Norfolk, Virginia 23508, USA. Electronic submissions are welcome at rkarp@odu.edu or akarp@odu.edu

Contemporary Security Policy is a refereed journal. Articles submitted to *Contemporary Security Policy* should be original contributions and should not be under consideration for any other publication at the same time. If another version of the article is under consideration by another publication, or has been, or will be published elsewhere, authors should clearly indicate this at the time of submission.

Electronic manuscript submissions are preferred, on disk or as e-mail attachment. Manuscript pages (including those containing only diagrams and tables) should be numbered consecutively. There is no standard length for articles but 8,000 words (including notes and references) is a useful target. The article should begin with an indented and italicized abstract of around 150 words, which should describe the main argument, innovative contributions and principal conclusions of the article.

Details of the author's institutional affiliation, full address and other contact information should be included on a separate cover sheet. Any acknowledgements should be included on the cover sheet as should a note of the exact length of the articles.

Style

Authors are responsible for ensuring that their manuscripts conform to the journal style. The Editors will not undertake retyping of manuscripts before publication.

Abbreviations

- Avoid the overuse of abbreviations ('that is', rather than 'ie')
- Spell out all but the most commonly recognized acronyms on first use, indicating the acronym in parenthesis immediately thereafter. Names should be fully spelled out for first use in each sub-section as well, followed by use of the acronym for subsequent references.
- In general, use a full point for lower case abbreviations (et al., ibid., ed.), but no full point for upper case abbreviations (US, UN, Washington, DC).
- Do not use full points after abbreviations if the final letter of the abbreviation is the final letter of the word (e.g. Ltd, Dr, Mr, Mrs, edn, eds, but vol., ed.)

Capitalization

- Keep capitals to a minimum with words being used in a general sense (Northern Ireland, Southeast Asia, the West, but western Europe, northeastern England).

Commas

- Use a serial (Oxford) comma (red, white, and blue).

Dates

- Write in the form 1 June 2004, 1990s, 21st century, mid 17th century (no hyphen)
- Write spans of years in full: 1756–1763 (not 1756–63)

Numbers

- one to ten, 11+, 1,000, 10,000, 100,000, one million, 100 million, etc
- 500km (no space), £100 billion, 18 per cent (but use % in figures and tables).
- Page ranges should be reduced as far as possible: pp.22–3, 256–7, 207–8

Dashes

- Use unspaced en dashes (–) for ranges (1939–1945).
- Use spaced en dashes (–) when offsetting text within a sentence.

Hyphens

There are few hard-and-fast rules, apart from consistency throughout the article. In general:

- Hyphenate: compound adjectives *part-time course*; noun-present participle combinations *decision-making*; numbers/fractions when written in full *Forty-five, two-thirds*.
- Don't hyphenate: -ly adverbs *fully operational*; multiple words used as nouns *day off*; most prefixes, except where the word would be ambiguous or overly long.

Quotations

- Use single quote marks, and double quote marks for quotes within quotes.
- Punctuation should be outside quotation marks unless the quotation contains a grammatically complete sentence starting with a capital letter.

Spelling

- UK spelling should be used throughout, using *Oxford English Dictionary* (http://www.askoxford.com/dictionaries/compact_oed/?view=uk)
- The exception is 'iz' should be used where there is an is/iz alternative spelling.

Endnotes

Should be numbered consecutively through the article with a raised numeral corresponding to the list of notes placed at the end. In this list numerals should not be raised and should be followed by a full point, not a bracket.

Sources should appear in the endnotes in the following format:

Published books

1. Carl von Clausewitz, *On War* (Princeton: Princeton University Press, 1984), pp.70, 90.
2. Ken Booth (ed.), *Statecraft and Security: The Cold War and Beyond* (Cambridge: Cambridge University Press, 1988).
3. Glenn H. Snyder and Paul Diesing, *Conflict Among Nations* (Princeton: Princeton University Press, 1977), Ch.1.
4. Robert Higham, John Greenwood and Von Hardesty (eds), *Russian Aviation and Air Power in the Twentieth Century* (London: Frank Cass, 1998).
5. Martin L. Lasater *et al.*, *Taiwan's Security in the Post-Deng Xiaoping Era* (London: Frank Cass, 2000).
6. Mordechai Gur, *Chief of the General Staff, 1974–1978* (Tel Aviv: Ma'arachot, 1998) [Hebrew], p.404.

Chapters in edited volumes

1. Hugh White, 'New Directions in Australian Defence Planning', in Helen Hookey and Denny Roy (eds), *Australian Defence Planning: Five Views from Policy Makers* (Canberra: Strategic and Defence Studies Centre, Australian National University, 1997), pp.13–26.

Articles in journals

1. Eric J. Labs, 'Offensive Realism and Why States Expand Their War Aims', *Security Studies*, Vol. 6, No. 4 (Summer 1997), pp.7–17.
2. Daniel L. Byman and Matthew C. Waxman, 'Kosovo and the Great Air Power Debate', *International Security*, Vol. 24, No. 4 (Spring 2000), pp.9–11.
3. Chris Morris, Janet Morris and Thomas Baines, 'Weapons of Mass Protection', *Airpower Journal*, Vol. 9, No. 1 (Spring 1995).

Newspaper and magazines

1. J. Bugaksaki, 'History is Politics in Putin's Russia', *Financial Times*, 27 April 2000.
2. 'Bad Day for Blair', *The Sunday Times*, 13 August 1989, p. 16.

Others

1. W. Zellner 'Managing Change in Europe: Evaluating the OSCE and its Future Role – Competencies, Capabilities and Missions', Working Paper 13, Centre for OSCE Research, Hamburg, 2005.
2. R.J. Fusilio, 'The Staging of Battle Scenes on the Shakespearian Stage', PhD dissertation, University of Birmingham, 1966.
3. Roland Paris, 'Contracting Liberal States: I.R. Theory and Post-Conflict Peacebuilding', Paper presented at the Annual Meeting of the International Studies Association, Washington DC, 23 February 1999.

Online sources

URLs should be kept to a practical length:

... http://www.core.hamburg.de/documents/CORE_Working_Paper_13.pdf

Subsequent references

Use *ibid.* if relevant; otherwise use author's surname and a short title:

Baun, *A Wider Europe* (note 2), p. 85.

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