



## U.S. Army Peacekeeping and Stability Operations (PKSOI) Publication Guide

### General

This online guide will take you through the publishing formats and processes for the various PKSOI publishing venues. PKSOI has limited staff and facilities and your adherence to the guidelines will assure the most expeditious publication of your manuscript or submission while sustaining appropriate standards.

All submissions to PKSOI publications should be in clear, direct, jargon-free prose. Authors should keep the use of acronyms, passive voice, and other distracters to a minimum. PKSOI will not accept submissions written in a style that is not appropriate for the busy policymakers and leaders who form the core of the Institute's audience. Once a manuscript or submission is received, it is reviewed internally by PKSOI and/or peer reviewers for acceptance. A relevant subject matter expert reviews all submissions for accuracy related to content. PKSOI reserves the right to edit or reject all submissions. PKSOI provides limited editorial assistance.

These processes move much more quickly if manuscripts and submissions are formatted and submitted according to this Guide. It provides authors the publication requirements and standard "rules" we use in editing, in order to answer your questions in advance and to speed the time from submission to publication.

Previously published submissions are not accepted. In cases where the author or authors have addressed the subject matter elsewhere, a submission should represent substantive new content or perspective. PKSOI reserves the right to edit and reject submissions.

### Style Guidance and Rules

Style guidance and rules apply generally to all submissions except where specified as different under a particular publication format description below.

Double-space the manuscript text/submission; use left margin justified only (right margin will be ragged). Use standard top and bottom, right and left margins of 1 inch.

All manuscripts should be in standard text, 12 point, Microsoft Word (no Macintosh), with endnotes rather than footnotes. Endnotes should be produced using the software function, not typed in using superscript reference numbers.

### Rules for Figures, Tables, and Images

- a. Do not use copyrighted images.
- b. Color photography is ok for images only, but we will convert to grayscale. Do not use color for graphs and charts.
- c. Do not import, insert, or “copy and paste” images into your manuscript; instead include the original image as a separate file. File types which meet this criteria are .jpg, .gif, .tif, or .png.

Indicate in the text where we should place the image. See example below:

*prime-minister1.jpg (name of file)*  
Caption: Gordon Brown in Iraq in 2010

Ensure that the file name of the image matches the name in the text. We suggest you create a separate folder on your computer to store all the images for your manuscript.

- d. Drawing Tables and Graphs

You must use grayscale. If you were to submit colors, we convert to grayscale and the chart/graph will be unusable.

If possible, do not use PowerPoint or a similar presentation program to draw your images. Instead, use a spreadsheet program (MS Excel) or your word processor.

A spreadsheet program works best for creating tables and graphs. You can copy and paste data into your word processor.

A word processor includes drawing tools so that you can create a variety of figures. See your product documentation for “Drawing Tools.”

### Titles and Sub-titles

- Title of the paper or submission is all caps and centered.

- Section Titles (if used) are all caps and left justified.
- Sub-Titles within sections are left justified and in *italics* with only the first letter of each word in the sub-title capitalized.
- Avoid any lower breakout into sub-sub-sections.

### Style Rules within the Text

- Do not use the underline attribute at all; use the bold attribute to emphasize words and the italics attribute to indicate book and magazine titles, and foreign words.
- The hard return should be inserted after the last typed character in the paragraph.
- In quotations, the period or comma always go inside the quotation marks.
- Quotations are indented once they exceed four lines of regular text. Do not use quotation marks to start or end these long quotations. Single-space typed material and double-indent margins in long quotations.
- All quoted material must have a citation.
- Common examples of correct style:
  - U.S. (adjective); United States (noun)
  - the President stated; it is presidential policy
  - Congress; congressional delegation.
  - decisionmaker(ing) and policymaker(ing).
  - commander in chief
  - words denoting more than nine are in numbers: 10, 22- 21st century
  - words denoting time are always in numbers
  - All acronyms must be spelled out during their first usage, no matter how “common” the author perceives them to be, including United Nations, North Atlantic Treaty Organization, etc. Periods are used with the acronym “U.S.” Other acronyms normally do not have periods: UN, NATO. First-use acronyms within a quotation are spelled out with brackets.
  - Do not use the letter “l” for the number “1” or the letter “O” for the number “0.”
  - Do not use commas between month and year (April 1994) or season and year (Winter 1994). When referring to a complete date with the year, a comma should follow the year (April 21, 2008,).
  - All dates should be civilian style, not military: November 17, 2008.
  - Names of military operations are in all-caps (Operation DESERT STORM).

- NATO code words should be included with military equipment numerical designations (MIG-29, Su-27, etc.). Non-NATO code names in foreign languages should be italicized: SSM *Prithvi-150*, IRBM *Agni*.
- During the first mention of an individual within the text, the full name should be included plus any titles, e.g., U.S. Secretary of Defense Donald Rumsfeld, Russian President Vladimir Putin; thereafter, Secretary Rumsfeld, President Putin.
- Common English place names should be substituted for native language variations. Moscow for Moskva, Vienna for Wien, etc. If the location of a town is not readily known, the state or country should be included in the text or endnote unless clarified by additional information: e.g., “Bloomington, Indiana” in text, but “Bloomington: University of Indiana Press, 2008” in endnote.
- Numbers, except those indicating a unit of time (years, months, weeks, days, hours), are spelled out when they are less than 10; 10 and over use number, e.g., nine soldiers, 40 soldiers.
- If the numbers refer to units of time, always use the numbers: 2-week campaign, 2 months later, 5 years from now. Decades are noted without apostrophe: 1990s, not 1990’s.
- If a foreign language source is quoted verbatim in that language, a translation must be provided immediately following it in parentheses.
- Do not insert a space between the period ending a sentence and the endnote number.

### Style Rules within Endnotes

- Single page - p. 132.
- Multiple pages - pp. 132-145, 230.
- If a journal or magazine has a volume or number citation, it MUST be referenced, even if a date is included (Vol. 6, No. 12, May 2, 2008).
- If the periodical uses Roman numerals for the volume number, do not transfer the number to an Arabic number (Vol. II, not Vol. 2).
- Idem in endnote indicates two works in succession by the same author; the second cites “idem” in place of the author’s name.
- Ibid is used only if the lone source cited in the previous footnote is used again. If more than one source is listed above, include the author’s name and the title of the work.
- Use postal code abbreviations for states: e.g., Lincoln, NE: Bison Press, 2007; Washington, DC: U.S. Government Printing Office, 2008.
- If a foreign language article or book title is cited in an endnote, a translation should immediately follow:

- Article: “title” (translation), journal name . . .
- Book: Title (translation), . . .
- Titles of foreign language journals need not be translated.
- Italicize website citations: See Johnson, *www.carlisle.army.mil*, for details.
- Do not use a comma after ? or ! if they are part of the title.

### Sample Endnotes

#### **Articles:**

Colin Gray: “Out of the Wilderness: Prime-time for Strategic Culture,” *Comparative Strategy*, Vol. 26, No. 1, January-February 2007, pp. 1-20.

Subsequent references should read: Gray, p. 389.

If more than one article by an author is cited, subsequent references include the article’s title: Gray, “Out of the Wilderness,” p. 393.

Same source as previous endnote but different page: *Ibid.*, p. 133.

Same source, same page: *Ibid.*

#### **Articles within edited book:**

Mary Kaldor, “Elaborating the ‘New War’ Thesis,” in Isabelle Duyvesteyn and Jan Angstrom, eds., *Rethinking the Nature of War*, London: Frank Cass, 2005, pp. 210-224.

#### **Books:**

Ross Laidlaw, *Attila: The Scourge of God*, Edinburgh: Polygon, 2007.

#### **Conference Papers:**

Caryn Hollis, “Partnering for Hemispheric Security,” paper presented at the Queen’s University-U.S. Army War College conference, “Wars Without Borders,” Kingston, Ontario, Canada, June 17-19, 2008.

### **Congressional Reports:**

U.S. Congress, "Is There a Human Rights Double Standard? U.S. policy towards Saudi Arabia, Iran, and Uzbekistan," Hearing before the Subcommittee on International Organizations, Human Rights, and Oversight of the Committee on Foreign Affairs, House of Representatives, 110th Cong., 1st sess., June 14, 2007, Washington, DC: U.S. Government Printing Office, 2007, pp. 17-31.

Nina M. Serafino, "The Global Peace Operations Initiative: Background and Issues for Congress," *CRS Report for Congress*, February 8, 2006.

Jim Nichol, *Central Asia's Security: Issues and Implications for U.S. Interests*, RL-30294, Washington, DC: Congressional Research Service, January 29, 2008.

### **Department of Defense:**

Department of Defense, *Quadrennial Defense Review*, Washington, DC: U.S. Government Printing Office, February 6, 2006, p. 28.

Headquarters, Department of the Army, Field Manual 3-24, *Counterinsurgency*, Washington, DC: U.S. Government Printing Office, December 2006.

Robert M. Gates, Secretary of Defense, "Association of the United States Army Speech," Washington, DC, October 10, 2007.

### **Interview:**

U.S. Secretary of State Condoleezza Rice, Interview with Sergei Buntman, *Ekho Moskvy*, May 15, 2007.

Interview conducted by the author with a British officer at Upavon, Director General of Doctrine and Development, June 2003. (above style used if anonymity requested)

### **Newspaper:**

Sophia Kishkovsky, "Georgia is Warned By Russia Against Plans to Join NATO," *New York Times*, June 7, 2008, p. 8.

**Speech:**

Robert O. Blake Jr., "U.S. India-Relations: The Making of a Comprehensive Relationship," Speech at the U.S. Army War College, Carlisle Barracks, PA, August 23, 2004.

**Studies:**

Phil Williams, *From the New Middle Ages to a New Dark Age: The Decline of the State and U.S. Strategy*, Carlisle, PA: Strategic Studies Institute, U.S. Army War College, June 2008.

Paul I. Bernstein, John P. Caves, Jr., and John F. Reichart, *The Future Nuclear Landscape*, Washington, DC, Center for the Study of Weapons of Mass Destruction, National Defense University, Fort Lesley J. McNair, 2007, pp. 26-27.

**Unpublished manuscript:**

Stephen J. Cimbala, *The New Nuclear Disorder*, Unpublished Manuscript, 2008, pp. 1-3.

**Websites:**

Barrack Obama, "Towards a Nuclear Free World," available from [www.barackobama.com/issues/foreignpolicy/](http://www.barackobama.com/issues/foreignpolicy/), accessed on July 20, 2008.

(Do not use hyperlink function. It is not necessary to use http://).

## **PKSOI Papers**

*PSKOI Papers* are monographs of 25-60 pages in length focusing on a central theme or current, critical "issue" related to Peacekeeping and Stability Operations. The monographs are published on-line and hard copy. Authors are usually subject matter experts found within the various organizations, activities, and academic and research institutions with an interest in peacekeeping and stability operations, but all proposals or submissions will be considered. These monographs are peer reviewed and must meet the highest standards of research and writing. All *PSKOI Papers* are linked to the SOLLIMS knowledge base. Proposals to determine PKSOI interest, or draft submissions, should be sent to the PKSOI Research and Publications Branch, attention:

Publications Coordinator, Mr. R. Chris Browne and can be reached at the following e-mail. [Carl\\_PKSOIResearchandPublications@conus.army.mil](mailto:Carl_PKSOIResearchandPublications@conus.army.mil)

### **Submitting your manuscript**

First, seek approval to submit your manuscript by sending a CV and abstract of your manuscript to Point of contact for submission is: Publications Coordinator, Mr. R. Chris Browne and he can be reached at the following e-mail. [Carl\\_PKSOIResearchandPublications@conus.army.mil](mailto:Carl_PKSOIResearchandPublications@conus.army.mil)

If your abstract is selected for publishing, you will then submit your correctly formatted and fully documented final version of the manuscript in accordance with the style and formatting instructions herein.

### **Author contact information**

Provide full contact information. Full name and title. Organization, if appropriate. Full address. Telephone and e-mail contact information. Please state whether contact information is releasable or not as we often get contact inquiries. You may provide private contact information for PKSOI publishing purposes and a public contact, but label clearly. PKSOI does not publish contact information, but provides releasable information on request. Most issues will be resolved through telephone or e-mail contact. We need your mailing address so we can mail you your author hardcopies.

### **Correctly formatted and fully documented final version of the manuscript.**

You must prepare your manuscript in accordance with the style and editing guidance above. Any further questions regarding style can be found in the official U.S Government Style Manual. Examples of the format and type content can be found at <http://pksoi.army.mil/PKM/publications/papers/paper.cfm>.

### **Title Page**

### **Foreword**

Submit a 125 to 175 word foreword for the Director of PKSOI to use and sign.

### **About the Author (s)**

Submit a half-page biographical sketch in an academic format (avoid using bullets and acronyms).



## **Author photograph (Optional)**

If you opt, we will include your photo with your bio.

## **Summary**

Submit a two to three page (length is relative to monograph length and content). of 20-50+ pages) summary consisting of an introduction and a summary of key points and conclusions and recommendations. The summary will be published after the foreword and the about the authors section in the printed monograph. It may also be used for promotional purposes.

## **Synopsis**

Submit a half-page attention grabbing synopsis. This will be the primary text displayed on the website representing the publication. It should be readable by a wide range of audiences. Avoid using technical terms, acronyms, and jargon.

## **Preface/Acknowledgements/Notes (Optional)**

You may opt to include a preface if you would like to explain how the manuscript came into being. Or, instead of a preface, you may make brief acknowledgements or provide comments relating to the development of the manuscript.

## **Manuscript**

Simple essay format with an introduction, a body of content, and a conclusions/summary/recommendations as an ending. Sections and subsections may be used as appropriate or useful, but are not required. Use effective sentences and paragraphing. Use sentence variety. Avoid the passive voice where possible and construct sentence so they are easy to read. The purpose and thesis of your paper should be clear and you should avoid extraneous information. Organize the content in a way that enables the reader to follow your ideas and logic. After reading your paper, readers may not agree with you, but they should be able to understand the evidence presented and how you arrived at your concluding position.

## **Endnotes**

PKSOI papers must be researched and referenced as appropriate.

## Peace & Stability Operations Journal Online

The *Peace & Stability Operations Journal Online* is a quarterly journal produced by the U.S. Army Peacekeeping and Stability Operations Institute (PKSOI).

*Journal* articles are normally between 500 and 2000 words and may include pictures, sent as separate attachments, preferably JPEG's and written as simple essays with an introduction, body, and conclusions/Recommendation.

For format and examples click here to link to past journals.

<http://pksoi.army.mil/PKM/publications/journal/>

Point of contact for submission is: Publications Coordinator, Mr. R. Chris Browne and can be reached at the following e-mail.

[Carl\\_PKSOIResearchandPublications@conus.army.mil](mailto:Carl_PKSOIResearchandPublications@conus.army.mil)

### PERSPECTIVES.

PKSOI Perspectives are single or multiple authored articles written in simple essay format on a subject pertinent to peacekeeping and stability operations. Authors are usually subject matter experts or practitioners. The views expressed in these articles are those of the author and do not necessarily represent the views of, and should not be attributed to, the U.S. Army, the DOD, or the U.S. government. Perspectives are peer reviewed and must adhere to commonly accepted standards of research and writing. All perspectives documents are also linked to the SOLLIMS knowledge base.

Examples can be found at

<http://pksoi.army.mil/PKM/publications/perspective/perspective.cfm>. Point of contact for submission is: Publications Coordinator, Mr. R. Chris Browne and can be reached at the following e-mail. [Carl\\_PKSOIResearchandPublications@conus.army.mil](mailto:Carl_PKSOIResearchandPublications@conus.army.mil)

**Required Information:** Complete name and title, organization, phone number, and e-mail along with a statement that makes clear as to whether you are submitting as a private individual or in your capacity as a member of your organization. In addition, a statement that the paper has not been previously published and you are authorizing PKSOI to publish it as part of Perspectives.

**Simple Essay Format:** Maximum of 5,000 words (1000-5000) in Times New Roman or Ariel, 12pt. font, single spaced.

**Title:** (short, descriptive)

**Date:**

**Author (s) name (s) and Credentials:** (full name and title, rank, or position/organization if desired).

- 1.) **Introduction:** (1-2 paragraphs to set up thesis and paper)
- 2.) **Body** (main points, subpoints, and elaboration on subpoints)
- 3.) **Conclusion** (Summarize key points or provide recommendations)

**Endnotes.** Use endnotes as appropriate. See writing guide instructions for formats. Format asks for full initial citation.

**Biographical information.** Provide a short biography of the author or authors (not more than five lines each.)

**Graphics:** You may submit up to two graphics with each perspective. They must be e-mailed to *robert.browne@us.army.mil* in an attachment and must be in a JPG, GIF, or TIFfile. The pictures must be a minimum size of 2” by 3” and a maximum of 4” by 4.”

## **Book Review Submission**

PKSOI accepts Book Reviews from individuals with the community who wish to share books that they have found useful and want to alert others to the existence and value of the work. Reviews are sought on contemporary and new works, but classics may also be submitted. PKSOI retains the right to edit or reject any review. Examples can be found at [http://pksoi.army.mil/PKM/publications/bookreview/Book\\_Review.cfm](http://pksoi.army.mil/PKM/publications/bookreview/Book_Review.cfm). Point of contact for submission is: Publications Coordinator, Mr. R. Chris Browne and can be reached at the following e-mail. [Carl\\_PKSOIResearchandPublications@conus.army.mil](mailto:Carl_PKSOIResearchandPublications@conus.army.mil)

### **Book Review Submission Format**

**Maximum of 500 words, in Times New Roman or Ariel, 12pt. font, single spaced.**

**Title and Publication Data** on book reviewed (*Strategy and the National Security Professional*, Westport: Praeger Security International, 2008, 180 pages.)

**Book Author’s Full Name** as appears in book.

**Book Author’s Biography:** A short paragraph about the author of the book and their background on the subject matter, if available.

**Analysis/Review** (Simple informative essay—subject, content summary or overview, strengths/weaknesses)

**Recommendation** (recommended for what audiences?)

Endnotes and citations only if essential.

**Book Reviewer Biography:** Two or three sentence biography of reviewer as you would like presented on web. (John T. Reviewer obtained his doctorate from Temple University and is currently a professor at the US Army War College. Dr. Reviewer is the author of numerous books and articles on peacekeeping.)

**Reviewer Administrative Data:** Complete name and title, contact information-- daytime phone and e-mail, and the organization or activity with which currently associated.

### **PKSOI Collaborative Works**

PKSOI Collaborative Works are publications that PKSOI or PKSOI members have collaboratively published or assisted in publishing in which PKSOI's role is acknowledged and PKSOI has permissions to publish/link to on line. Point of contact for consideration of collaborative works is: Publications Coordinator, Mr. R. Chris Browne and can be reached at the following e-mail.

[Carl\\_PKSOIResearchandPublications@conus.army.mil](mailto:Carl_PKSOIResearchandPublications@conus.army.mil)

Format.

The lead activity designs the format and issues separate instructions accordingly.