

The Nonproliferation Review

Instructions for Authors—Submission and Style Guidelines

Nonproliferation Review Submission Guidelines

The *Nonproliferation Review* welcomes unsolicited manuscripts for future issues. Before submitting, please read our submission guidelines and be sure to follow our style format. Submissions to the *Nonproliferation Review* fall into four categories: **articles**: theoretical analyses and case studies; **viewpoints**: policy proposals and critiques and innovative opinion pieces; **reports**: discussions of new developments and emerging issues; and **book reviews**: insightful commentary on relevant and recently published books.

The editors will *not* consider manuscripts under simultaneous submission elsewhere or material that has already been published. All material must be original.

No matter the category, all submissions to the *Review* should contribute new ideas and insights to the nonproliferation field. The *Review's* editors welcome submissions on any topic related to weapons proliferation, including but not limited to chemical, biological, radiological, nuclear, and conventional weapons. Example topics include: activities and developments in international nonproliferation regimes; social, political, and economic dynamics of specific countries and regions with regard to weapons development and/or proliferation; new information on policies or weapons programs of specific countries; the spread of knowledge, materials, or technologies with potential destructive applications; measures, either existing or proposed, to control proliferation; causes of proliferation or nonproliferation; consequences of proliferation, including its impact on stability and its economic or environmental effects; and relevant activities of non-state actors, such as non-governmental organizations or terrorists.

Submission Requirements

E-mail submissions are preferred, though print submissions are acceptable. To submit a manuscript via e-mail, attach a Microsoft Word file in an e-mail to Editor Stephen Schwartz, [stephen.schwartz\[at\]miis.edu](mailto:stephen.schwartz[at]miis.edu). To submit via post, mail two printed hardcopies and an identical version on CD to:

Stephen Schwartz, Editor, *Nonproliferation Review*, The James Martin Center for Nonproliferation Studies, Monterey Institute of International Studies, 460 Pierce Street, Monterey, CA 93940, USA.

There are three required elements for every submission:

- **Author bio and contact information:** Include a short biographical paragraph listing the current position of the author(s), qualifications, and recent publications. To maintain

anonymity for the peer review process, submit this information on an opening page or in a separate document. Please also include current contact information for all authors: Name, mailing address, e-mail address, phone number, and fax.

- **Abstract:** A 100–200 word abstract that summarizes the article’s main points and contributions to the field (but does not simply repeat the opening paragraph). Include the abstract at the top of the submission.

- **Submission:** All submissions must be in Microsoft Word format and should adhere to the *Review’s* style guidelines (see below). Any brief acknowledgements or disclaimers may be placed at the end of the submission. Tables and/or figures must be submitted in separate documents (see guidelines below).

Potential authors, please take special note: All word counts *include the endnotes*.

Articles should not exceed 10,000 words

Viewpoints and **reports** should not exceed 2,500–7,500 words

Book reviews should not exceed 4,000 words

Book reviews: complimentary copies

Publishers interested in having their books reviewed in the journal should contact Editor Stephen Schwartz (stephen.schwartz[at]miis.edu) for mailing information on where to send complimentary copies or galleys.

Editorial Calendar

Issue	Manuscript Due Date
March	October 3
July	February 1
November	June 2

Review Process

The *Nonproliferation Review* adheres to a double-blind review process. Submissions will be reviewed by at least two reviewers with expertise in the subject matter of the manuscript. The editors will make every effort to notify authors of the decision within six weeks of receipt of their manuscripts; rejected manuscripts will not be returned. The *Review* reserves the right to reject any submission without elucidation. Manuscripts that are accepted on condition of revision may be subject to a second review after revisions are received. Book reviews generally do not fall under the peer review process.

Nonproliferation Review Style Guidelines

Formatting

All submissions must be double-spaced on 8.5-inch x 11-inch pages with standard page margins and a 12-point font. The text and all heads should be left justified. There should be only one space between the period at the end of a sentence and the beginning of the next sentence.

Endnotes/references

All manuscripts should include endnotes with complete citations to any materials or interviews relied upon or quoted from. All endnotes should be generated using the automatic feature in Microsoft Word. Articles with endnotes entered manually will be returned to the author for formatting.

Keep in mind that the goal of an endnote is to allow the curious reader to locate easily the referenced material; to that end, all notes should include the author, title, publication, date, and page number (if possible). Below are some examples.

The *Review* does NOT use “op. cit.” or “idem.” If an endnote citation is identical to its predecessor, use “ibid.” The second time a source is cited (nonsequentially) in the endnote section, a shortened note including author last name, title, and page number is sufficient (e.g., Kotkin, *Steeltown*, p. 209). If an acronym has been spelled out in the text of the article, it is unnecessary to spell it out again in the endnotes. Omit “The” in titles of newspapers, journals, magazines, etc.: *New York Times*, *Bulletin of the Atomic Scientists*, *Economist*. For types of material not given below, the *Review* generally follows the fifteenth edition of the *Chicago Manual of Style* endnote style.

Book—single author

Stephen Kotkin, *Steeltown USSR* (Berkeley, CA: University of California Press, 1991), pp. 208–210.

Book—multiple authors

Charles D. Ferguson and William C. Potter, with Amy Sands, Leonard S. Spector, and Fred L. Wheling, *The Four Faces of Nuclear Terrorism*, (London: Routledge, 2005) pp. 112–115.

Chapter in an edited volume

Robert Levgold, "Soviet Learning in the 1980s," in George W. Breslauer and Philip E. Tetlock, eds., *Learning in US and Soviet Foreign Policy* (Boulder, CO: Westview Press, 1991), p. 25.

Journal article

Joseph S. Nye Jr., "Nuclear Learning and US-Soviet Security Regimes," *International Organization* 41 (Summer 1987), p. 4. [Note that 41 is the volume number.]

Journal article—no volume number

Ivan T. Boskov, "Russian Foreign Policy Motivations," *MEMO*, No. 4 (April 1993), p. 6.

Journal article—translation

Rafael V. Vartanov (translated by Scott D. Monroe), "A Response to the New Russian Law on Environmental Protection," *CIS Environmental Watch* 2 (Spring 1992), p. 21.

Magazine article

Felicity Barringer, "Chernobyl: Five Years Later the Danger Persists," *New York Times Magazine*, April 14, 1991, pp. 28–32, 35.

Newspaper article

Ian Hoffman, "Bush Presses Lab Nuke Research," *Oakland Tribune*, December 11, 2003, p. C3.

Newspaper article—wire service (no author listed)

Associated Press, "Head of U.S. Nuclear Agency Leaving Under Pressure over Security Lapses," January 5, 2007, p. A1.

Non-English sources

Translate parenthetically important information; be clear that the source material is not in English.

Henri Pac, *Le droit de la défense nucléaire (The Legal Dimension of Nuclear Defense)* (Paris: Presses Universitaires de France, 1989), pp. 79–80.

Conferences and symposia papers

Julian Whichello and Davide Parise, "Novel Technologies for the Detection of Undeclared Nuclear Activities," paper delivered to Symposium on International Safeguards: Addressing Verification Challenges, Vienna, Austria, October 16–20, 2006.

Interviews and personal correspondence

Steven Aftergood, director, Project on Government Secrecy, Federation of American Scientists, telephone interview with author, January 16, 2006.

Amy Smithson, senior fellow, Center for Nonproliferation Studies, personal correspondence with author, August 3, 2005.

Alexei Yablokov, president, Center for Russian Environmental Policy, e-mail correspondence with author, October 13, 1990.

Interviews—anonymous

Decontamination and radiation experts at the DOE and EPA (names withheld by request), personal interviews with author, Washington, DC, July 13, 2005. [The *Review* strongly prefers all sources to be named, but in the rare instance that anonymity must be granted, the author should be prepared to share the name of the source with the editor and give a description of the source's qualifications for print.]

Dissertations

Steven Flank, "Reconstructing Rockets: The Politics of Developing Military Technologies in Brazil, India, and Israel," Ph.D. diss., MIT, 1993, pp. 67–71.

Testimony and hearings

Robert Jordan, prepared statement for the Senate Committee on Foreign Relations, "Famine in Africa: Hearing before the Committee on Foreign Relations," 99th Cong., 1st sess., January 17, 1985, p. 12.

Treaties

To cite treaties in endnotes, give the full treaty name, the date it entered into force, and section and paragraph numbers if necessary: Treaty on the Non-Proliferation of Nuclear Weapons, March 5, 1970, Article IX, para. 2.

Resolutions

UN Security Council Resolution 687, April 3, 1991. [Include the issuing body and resolution number and the date of adoption (rather than the document issue date).]

Directives or guidelines

IAEA, *The Physical Protection of Nuclear Material*, INFCIRC/225/Rev.3, September 1993.

Delegate Statements

Statement by Kamal Kharrazi, foreign minister of Iran, to the Conference on Disarmament, CD/PV.796, June 4, 1998.

Web citations, URLs

For the most part, if a reader can find online a source simply by doing a web search on the author name and title, including a URL is unnecessary. Include URLs in endnotes when items are found exclusively online or when ease of retrieval is paramount. For web-only items, provide as full or complete a URL address as is likely to remain stable over time; do not include URL information whose content changes, as in the locator for the current edition of a newspaper. Include the URL in <angle brackets>.

Mark I. Maiello, "Litvinenko Poisoning Focuses Interest on Polonium-210," *WMD Insights*, September 2007, <wmdinsights.org/I18/I18_R1_LitVinenkoPoisoning.htm>.

Grammatical Style Issues

Punctuation

Commas. The *Review* uses the serial comma; that is, place a comma after the final word in a series before "and," "nor," and "or." *Example*: I like oranges, apples, and grapefruits.

Commas and final periods should be placed inside quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted. Quotation marks should precede endnote numbers. *Example*: When asked about his golf score, he responded, "I did not cheat."³

Centuries: spell out—twenty-first century

Ellipses. Follow the “three-or-four-dot method” as described in the *Chicago Manual of Style*. Use three dots ... when material has been omitted from the middle of a sentence in a quote. When material has been deleted after a full sentence that does not end the quotation, be sure to use four dots. ... The first dot is the period ending the sentence. Insert a space before and after the ellipses.

Em dashes. Do not put a space on either side of an em dash (shift + option/alt + hyphen). Thus, if you use a dash—and we do not discourage it—please follow the usage in this sentence.

En dashes. For number ranges, use an en dash (option/alt + hyphen) and use the full date or number (1996–1998, not 1996–98; pp. 26–28, not pp. 26–8; \$2 million–\$5 million, not \$2–\$5 million).

Italics. Use for books, radio and television show names, vessel names (USS *Cole*), and for uncommon foreign words. Also use sparingly for emphasis. Missile names are not italicized, e.g., Agni, Ghauri, Dong Feng-2.

Quotations. All quotations should indicate, in the text or in an endnote, the source material. Material reproduced from other sources *must* be credited. Do not alter or edit quotations (see *Chicago Manual of Style*, Fifteenth edition, 11.8, for permissible changes).

Quotation marks and apostrophes. Use “smart,” not straight, quotation marks and apostrophes. Do not use an apostrophe before the "s" in 1950s, 1980s, etc.

Numbers

In general, follow the *Chicago Manual of Style*: “In nontechnical contexts, the following are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence. For other numbers, numerals are used.” This applies also to ordinal numbers. There are several exceptions to this general rule, including numbers for percentages and quantities or distances.

When a number is less than one it is preceded by a zero. For example: 0.3 kg.

Fractions less than one should be spelled out (one-half, three-eighths) and those greater than one left in figures (3.5, 12.25).

Percentages always use numerals and never the percentage symbol: 6 percent of the population uses solar power.

Distances and quantities should use numerals: The warhead flew 1,250 kilometers; the arsenal contains 25 weapons.

Large whole numbers over one million are spelled out but for mixed numbers or currency use numerals (eight billion, 6.3 million, 1.2 million kilograms, \$8 billion).

Measurements/Currency/Elements

Spell out units of measurement on first use and include a parenthetical abbreviation if the measurement is used again in the article. Subsequent references to the measurement should use the abbreviation

Examples of common measurements:

The bomblet weighed 70 kilograms (kg); the casing weighed only 5 kg.

The company has plans for a 4-megawatt (MW) reactor. If relevant, indicate megawatts electric (MWe) or thermal (MWt).

There is storage space for 70,000 metric tons (MT) of radioactive waste.

One warhead had a 1-megaton (mt) yield; another had a 25-kiloton (kt) yield.

For dollars, use the \$ sign, and for euros, use the € symbol. For all other currency spell out (8 billion yen; 10,000 rubles, etc.) Do not include "U.S." with the "\$" sign unless distinguishing it from Canadian or other dollars.

Elements on first reference: polonium 210; on second reference use an abbreviated form: Po-210. (Abbreviate only with isotope number; spell out otherwise, i.e., 20 pounds of plutonium.)

Capitalization

In general, use a minimum of capitalization. Capitalize "Cold War" but not seasons or centuries (twenty-first century). Titles of individuals are not capitalized unless they are used before a person's name: Secretary of State Warren Christopher stated that the United States would comply with the resolution, and Boris Yeltsin, the Russian president, said his country would also comply.

Capitalize national legislatures, but not their adjectival forms: Congress, congressional.

Use lower case for government (i.e., Ukrainian government), administration (i.e., Clinton administration).

Foreign phrases

Italicize uncommon foreign phrases. If it is necessary to translate parenthetically (as opposed to contextually), follow this example: De Gaulle believed in a strategy of *dissuasion du faible au fort* ("weak-to-strong deterrence").

Lists

Use numerals enclosed in parentheses for lists that are within text (1), (2), etc.

Use numerals followed by a period for free-standing lists.

Long Quotations/Excerpts

Set off and indent any quotation that is longer than five typed lines. Do not italicize the quote. Shorter quotations remain within the paragraph in which they appear.

Proper Names/Transliteration

Standardize transliteration when possible (Hussein instead of Hussayn); when spelling is in question, the predominate style used in the *New York Times* is preferred.

In using Korean names, use initial capitals, without a hyphen (Kim Jong II).

In using Chinese, Japanese, and Korean names, the first name listed is the family name (for Kim Jong II, use Kim). Exception: The personal preference of the person whose name it is.

For Spanish names, use the first of the two last names on second and subsequent references (for Carlos Pastora de Fiello, use Pastora).

General

Spell out dates using month, day, year format: "December 4, 1992."

When referring to the September 11, 2001, attacks on the World Trade Center and the Pentagon, use the full date reference at first mention, then 9/11 thereafter.

Spell out: centuries (twenty-first century); titles (Ambassador Carol Moseley Braun)

Give state and party affiliation for U.S. politicians: Senator Dick Durbin (Democrat of Illinois) recently traveled to Iraq.

Common treaties and conventions

Anti-Ballistic Missile Treaty (ABM Treaty)

Biological and Toxin Weapons Convention (BWC)

Comprehensive Nuclear-Test-Ban Treaty (CTBT)

Fissile Material Cutoff Treaty (FMCT)

Intermediate-Range Nuclear Forces Treaty (INF Treaty)

Strategic Arms Limitations Talks (SALT I, SALT II)

Strategic Arms Reduction Treaty (START I, START II, or START III)

Strategic Offensive Reductions Treaty (SORT, or the Moscow Treaty)

Treaty on the Non-Proliferation of Nuclear Weapons (NPT)

Abbreviations

U.S., U.K., EU, and UN are to be used only as adjectives, never as nouns (use United States, United Kingdom, European Union, or United Nations as nouns). PRC and DPRK (no periods) can be used interchangeably with China and North Korea, respectively.

Examples: □ "The U.S. government was against the policy change"; "The truck went into the United States."

Spell out the first instance of a measurement; if the measurement is used again, include parenthetically its abbreviation and use it on subsequent references: The bomblet weighed 70 kilograms (kg); the casing weighed only 5 kg.

Acronyms

Spell out the first reference to any acronym or abbreviation, followed by the acronym or abbreviation in parentheses if it is referred to again in the article. For plurals, add *s*, not apostrophe *s* (ABWRs, FBRs.)

Frequently used examples:

advanced boiling water reactor (ABWR)
boiling water reactor (BWR)
Comprehensive Nuclear-Test-Ban Treaty (CTBT)
Department of Defense (DOD)
electromagnetic isotope separation (EMIS)
fast breeder reactor (FBR)
Fissile Material Cutoff Treaty (FMCT)
heavy water reactor (HWR)
high temperature gas cooled reactor (HTGR)
instrumentation and control (I&C)
intercontinental ballistic missile (ICBM)
International Atomic Energy Agency (IAEA)
light water reactor (LWR)
Magnetic Laser Isotope separation (MLIS)
nuclear steam supply system (NSSS)
nuclear-weapon-free zone (NWFZ)
nuclear weapon state (NWS)
Operational Safety and Rescue Team (OSART)
pressurized heavy water reactor (PHWR)
pressurized water reactor (PWR)
research and development (R&D)
surface-to-air missile (SAM)
Treaty on the Non-Proliferation of Nuclear Weapons (NPT)
weapons of mass destruction (WMD)

Tables and Figures

Authors are responsible for obtaining permission to reprint previously published tables or figures. All tables and figures should have suggested titles. Tables and figures should be created in Microsoft Word without shading or special formatting. Tables should have references in the text in chronological order and should be referred to as “Tables” (Table 1, Table 2, etc.). Any graphical elements, such as graphs, pictures, illustrations, and photos, should be referred to in the text as “Figures” in chronological order.

All tables and figures should be submitted in a separate file (not embedded in the text) labeled with the name of the element (Table 1, Table 2 or Figure 1, Figure 2). Endnotes for tables and figures should be attached to the table or figure in its own file. These endnotes should *not* be commingled with those of the body of the article.