

Submission and Style Guidelines

Revised March 2011

Submissions

Instructions for Authors

The *Nonproliferation Review* welcomes unsolicited manuscripts in three categories: **articles** (theoretical analyses and case studies); **reports** (discussions of new developments and emerging issues); and **viewpoints** (policy proposals and critiques and innovative opinion pieces). All manuscripts should follow *Nonproliferation Review* style guidelines (see below).

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

Submissions must 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 nongovernmental organizations or terrorists.

Submission Requirements

Send your manuscript as an e-mail attachment (Microsoft Word file) to Editor Stephen Schwartz, [sschwartz\[at\]miis\[dot\]edu](mailto:sschwartz[at]miis[dot]edu). Every submission must include three required elements:

- **Author bio/contact information:** Include a short biographical paragraph (up to 125 words per author) that lists the current position, qualifications, and recent publications of the author(s). Also include contact information for all authors: name, mailing address, e-mail address, and phone number. To maintain anonymity for the peer review process, submit this information on an opening page or in a separate document.
- **Abstract:** Include one paragraph (150–200 words) that summarizes the article's main points and contributions to the field. The abstract should not repeat verbatim the opening paragraph or other text from the submission. Include the abstract at the top of the submission.
- **Manuscript:** All submissions must be in Microsoft Word and should adhere to the *Review's* style guidelines (see below). Submissions must be double-spaced on US letter-sized pages with standard page margins and a 12-point font. The text and all heads should be left-justified. Leave only one space between the period at the end of a sentence and the beginning of the next sentence. Any brief acknowledgements or disclaimers should be placed at the end of the submission. Tables and/or figures must be submitted in separate documents (see guidelines below).

Authors, please take special note: word counts ***include the endnotes***.

Articles should not exceed 10,000 words.

Viewpoints and **reports** should not exceed 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 (sschwartz[at]miis[dot]edu) for mailing information regarding where to send complimentary copies or galleys.

Letters to the Editor on nonproliferation-related topics are encouraged and welcome; letters (subject to editing) may be selected for publication in the *Review's* Correspondence section and online. Please e-mail your letter and contact information to Editor Stephen Schwartz, sschwartz[at]miis[dot]edu.

Editorial Calendar

Issue	Manuscript Due Date
March	September 17
July	January 15
November	May 14

Review Process

The *Nonproliferation Review* adheres to a double-blind peer review process. Submissions will be evaluated 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 twelve weeks of receipt of their manuscripts. 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.

Style Guidelines

The *Nonproliferation Review* follows in-house style guidelines based on the *Chicago Manual of Style* (sixteenth edition).

Endnotes

Endnotes should include complete source citations. Keep in mind that the goal of an endnote is to allow the curious reader to easily locate 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. The *Review* generally follows the sixteenth edition of the *Chicago Manual of Style*.

The *Review* strongly prefers all sources to be named. 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. In the absence of a name, authors should identify their source based on their expertise or job qualifications relevant to the article and include the date and city of interview(s).

Book, single author

Stephen Kotkin, *Steeltown USSR* (Berkeley, CA: University of California Press, 1991), pp. 210–12.

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. 112–15.

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.

Conferences and symposia papers

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

Delegate Statements

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

Directives/guidelines

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

Dissertations

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

Interviews/personal correspondence

Amy Smithson, senior fellow, James Martin Center for Nonproliferation Studies, e-mail correspondence with author, August 3, 2010.

Journal article

Mustafa Kibaroglu, "Turkey's Quest for Peaceful Nuclear Power," *Nonproliferation Review* 4 (Spring–Summer 1997), p. 33. [NB: 4 is the volume number.]

Journal article, no volume number

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

Magazine article

Bonnie Jenkins, "Adapting to the Times," *Arms Control Today*, January/February 2011, <www.armscontrol.org/act/2011_01-02/Jenkins>.

Mustafa Kibaroglu, "Turkey Says No," *Bulletin of the Atomic Scientists*, July/August 2003, pp. 22–25.

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 important citation information in brackets.

Henri Pac, *Le droit de la défense nucléaire* [The legal dimension of nuclear defense] (Paris: Presses Universitaires de France, 1989), pp. 79–80.

Resolutions

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

Testimony or 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.

Unnamed sources

Decontamination and radiation expert at the Department of Energy and EPA (name withheld by request), personal interviews with author, Washington, DC, July 13, 2005.

Web citations, URLs

For web-only items, provide author, title, date, and 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>.

Page van der Linden, "A Curious Tale of Uranium Bricks," Arms Control Wonk, February 4, 2011, <vanderlinden.armscontrolwonk.com/archive/146/a-curious-tale-of-uranium-bricks>.

Grammar and Punctuation

Commas. Use the serial comma: 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 punctuation should be placed inside quotation marks. As per the *Chicago Manual of Style*, "The title of a work that ends in a question mark or exclamation point should now be followed by a comma if the grammar of the sentence would normally call for one or, in source citations or in an index, if a comma would normally follow the title."

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 (Mac: shift + option + hyphen). Thus, if you use an em dash—and we do not discourage it—please follow the usage in this sentence.

En dashes. For number ranges, use an en dash (Mac: option/alt + hyphen): 1996–98; pp. 326–28; \$2 million–\$5 million, pp. 101–8).

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

Periods. Unnecessary in acronyms and abbreviations: PhD, US (as an adjective), IAEA.

Quotations. Authors should identify the origin of all quoted material in a numbered endnote. Material reproduced from other sources *must* be credited. Do not alter or edit quotations.

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, for non-measurements/nontechnical contexts, spell out numbers from zero through ninety-nine and use numerals for 100+; use numerals for all measurements (e.g., twelve experts, 12 kilograms). This applies also to ordinal numbers. Exceptions include very large whole numbers in nontechnical contexts, which may be spelled out.

Currency should be expressed in numerals (\$8 billion).

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

Fractions less than one should be spelled out (one-half, three-eighths).

Percentages always use numerals and never the percentage symbol: 6 percent.

Measurements should use numerals: The 5-kiloton warhead flew 1,250 kilometers.

Spell out units of measurement on first use and abbreviate on subsequent uses: The bomblet weighed 70 kilograms (kg), but the casing weighed only 5 kg.

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 said 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) and 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).

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. For Korean names, use initial capitals without a hyphen (Kim Jong Il). For Chinese, Japanese, and Korean names, the first name listed is the family name (for Kim Jong Il, 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 usage

Abbreviations

US, UK, EU, and UN are to be used as adjectives only, never as nouns (use United States, United Kingdom, European Union, or United Nations as nouns): "The UN representative traveled to the United States."

Dates

Use month, day, year format: "December 4, 1992." When referring to September 11, 2001, use the full date on first mention; "9/11" is acceptable thereafter.

Titles

Spell out fully and capitalize before names: Ambassador Carol Moseley Braun, Senator Lugar; lowercase when not preceding a proper name: Hillary Clinton, the secretary of state. Give state and party affiliation for US politicians: Senator Dick Durbin (Democrat of Illinois).

Acronyms/abbreviations

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. Keep use to a minimum to avoid "alphabet soup." Be mindful of possessives and spell out to avoid confusion. For plurals, add s, not apostrophe s (ABWRs, FBRs.)

Frequently used examples:

advanced boiling water reactor (ABWR)

boiling water reactor (BWR)

Department of Defense (DOD)

electromagnetic isotope separation (EMIS)

fast breeder reactor (FBR)

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)

non-nuclear weapon state (NNWS)

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)

weapons of mass destruction (WMD)

Common treaties and conventions

Anti-Ballistic Missile Treaty (ABM Treaty)

Biological and Toxin Weapons Convention (BWC)

Comprehensive Nuclear-Test-Ban Treaty (CTBT)

Conventional Armed Forces in Europe Treaty (CFE)

Fissile Material Cutoff Treaty (FMCT)

Intermediate-Range Nuclear Forces Treaty (INF Treaty)

New Strategic Arms Reduction Treaty (New START)

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)

Common in-house usage

al Qaeda (not Al Qaeda or al-Qaida)

antisatellite

coauthor

Cuban Missile Crisis

de facto (no ital)

decision makers, decision making; decision-making process

downblend, downblending

e-mail
fiscal 2011 (not fiscal year 2011 or FY2011)
flight-test, flight-tested (n. and v.)
geostrategic
global zero
grand bargain
Group of Eight (G-8)
hardline, hardliner
Hussein, Saddam (full name preferred on all references, but Saddam is acceptable on second reference)
Iraq war
juche
low Earth orbit
mutual assured destruction
National Security Strategy (the US document)
NATO (OK on first reference)
New Triad
Non-Aligned Movement
NPT Review Conference, 2005 NPT Review Conference, review conference
Nuclear Posture Review
Osirak (not Osiraq)
Oslo Process
policy makers, policy making; policy-making process
Qaddafi, Muammar
R&D (OK on first reference)
shutdown (n.), shut down (v.)
six-party talks
State Department
Tehran (not Teheran)
track-two diplomacy
underway
war-fighting plans
weapon-grade (as a modifier)
weapons-usable (as a modifier)
white paper (capitalized if part of a proper name)
WMD (OK on first use)

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 or Excel 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.