GUIDELINES FOR AUTHORS

Manuscripts must be submitted electronically, as OpenOffice, Microsoft Word, RTF, or WordPerfect documents. When maps, figures and graphs are presented, they must be professionally produced and submitted separately as graphics files, ready for electronic processing.

The length of papers should be between 25,000 and 40,000 characters, including footnotes, tables and reference lists. Book reviews should be 7,000-10,000 characters. A written statement that the manuscript has not been submitted to other publishers is required. Papers must be written in English with grammar, terminology and style appropriate for the subject. The journal reserves the right to reject without prejudice those papers that do not meet academic standards of grammar and style.

The final decision concerning the publication of papers lies with the editorial committee. No correspondence will be carried on in this respect.

Copyright on all published material in Defence Review rests with the journal. However, authors are encouraged to publish their articles on their own websites and in academic forums. In all such cases Defence Review must be identified as the publishing forum.

Authors submitting papers, which originally formed part of dissertations or theses, should seek the advice of their consultants prior to submission.

Manuscripts must be accompanied by a brief biography or CV of the author detailing such information as would establish his credibility and authority on the subject (e.g. rank, profession, current unit or appointment, educational qualifications, significant courses attended or taught, past appointments in his parent service, practical experience, service under hostile fire, etc.).

Opinions expressed in the Journal, or conclusions made, are those of the author(s) alone and do not imply endorsement on the part of the editors.

The editors realise that the value and impact of many submissions lie in their timeliness. However, the assessment of papers could take a considerable length of time. To strike a balance between these two contradictory requirements, the editors will respond to each submission with a preliminary assessment within four weeks. Authors are requested not to make further enquiries before three months has elapsed.

Style

It is difficult to be prescriptive about the use of a certain style in an international multidisciplinary journal. However, as a general guideline, the most important considerations are consistency and clarity: authors may use either UK or US or any other version of English, but not mix them (i.e. no "program" and "programme" in the same paper, except in direct quotes).

References

As with all serious professional publications, sources used and ideas borrowed in *Defence Review* articles must all be acknowledged to avoid plagiarism. Research containing no references will not be considered. Note numbers should be inserted after punctuation. For the purpose of uniformity and to simplify the editorial process, the use of footnotes is

required. The footnote containing the first reference to a specific source should be detailed. The short-title method is used for subsequent references to the same source. The use of *Ibid.* and *op. cit.* is discouraged. All direct quotes require a reference with a specific page number. When referring to a central idea in a specific work, no page numbers are required.

Abbreviations and acronyms

Abbreviations and acronyms should be given in full when they occur for the first time and the abbreviation/acronym should be given in parentheses. Acronyms such as ECOWAS and HIV/AIDS should be written in caps. Do not use full stops in acronyms, for example USA., RSA., UN. Avoid the use of abbreviations/acronyms in headings. Please note, that acronyms and abbreviations that are well known and in daily use in one professional discipline or in one particular region of the world may be completely unknown in another.

Bulleted lists

Start all bulleted lists with capital letters. Semicolons are required between bullets and a full stop after the last item in the list.

Captions

Table, graph, map and figure captions should be placed at the bottom. When reproducing data from a diagram or table, or when copying the entire table or diagram, it should be referenced by means of a footnote.

Dates

Use the format appropriate for the version of English selected for the paper.

Headings

Indicate the hierarchy of levels, preferably not more than two. Use capitalization, numbering and font (boldface, italics) to distinguish between levels.

Italicisation

Use italics for the titles of books, periodicals and newspapers.

Names

Given names should be mentioned in bibliographical notes and reference list only by initials.

Numbers

Numbers from one to ten are written out, except dates, page numbers, percentages, etc. Use a comma as the thousands separator, for example 1,000, and a period for decimals, for example percent. The term 'percent' is to be used in text, while the symbol (%) should be used in tables, graphs, etc.

Quotations

Use double quotation marks for quotations. Long quotations (40 words or more) are usually indented and blocked, without quotation marks. Do not use italics in these indented paragraphs. Use square brackets to indicate authors' insertions and changes to the original. Additional emphases are noted as [my italics/emphasis]. Omitted text is indicated by an ellipsis in square brackets […]

STYLE OF REFERENCE

Defence Review is using Chicago Manual of Style for citing other publications as below:

Archival references

Archival depot, library or museum followed by the collection, group of documents or papers.
Examples:
Footnote and reference list: Department of Defence Archives (hereafter DOD Archives), Chief of the General Staff (hereafter CGS) 607, CGS/3/2/1Vol. 1, CGS Adjutant General (hereafter AG), 6 June 1952.
Subsequent reference to this archival group can be made as follows: DOD Archives, CGS/3/2/1Vol. 1, CGS-AG, 6 June 1952.

Journal article

Last name, Initials. "Title of Article". *Journal Title* Vol./Nr. Year. pages.
Examples:
Footnote: Scholtz, L. "The South African Strategic and Operational Objectives in Angola, 1987–1988". *Scientia Militaria: South African Journal of Military Studies* 38/1. 2010. 79.
Subsequent reference: Scholtz. "The South African Strategic…". 80.
Reference list: Scholtz, L. "The South African Strategic and Operational Objectives in Angola, 1987–1988". *Scientia Militaria: South African Journal of Military Studies* 38/1. 2010. 77–113.

Book

Last name, Initials. *Title of Book*. Place of publication: Publisher, Year.
Examples:
Footnote: Gray, C. S. *Modern Strategy.* Oxford: Oxford University Press, 1999. 56.
Subsequent reference: Gray. *Modern Strategy.* 62.
Reference list: Gray, C.S. *Modern Strategy.* Oxford: Oxford University Press, 1999.
Two or more authors:
Examples:
Footnote: Ward, G. C. and Burns, K. *The War: An Intimate History, 1941–1945* New York: Knopf, 2007. 52.
Subsequent reference: Ward and Burns. *The War...* 85.
Reference list: Ward, G. C. and Burns, K. *The War: An Intimate History, 1941–1945.* New York: Knopf, 2007

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al*.

Chapter

Last name, Initials. "Title of Chapter". In Last name, Initials and Last name, Initials (eds), *Title of Book*. Place of publication: Publisher, Year, pages.
Examples:
Footnote: Kiras, J. "Irregular Warfare: Terrorism and Insurgency". In Baylis, J., Wirtz, J. J. and Gray, C.S. (eds), *Strategy in the Contemporary World: An Introduction to Strategic Studies*. Oxford: Oxford University Press, 2010. 189.
Subsequent reference: Kiras. "Irregular Warfare…". 200.
Reference list:Kiras, J. "Irregular Warfare: Terrorism and Insurgency". In Baylis, J., Wirtz, J. J. and Gray, C. S. (eds), *Strategy in the Contemporary World: An Introduction to Strategic Studies*. Oxford: Oxford University Press, 2010, 185–207.

Internet document

Last name, Initials. "Title of Document". Site Owner. Date. URL, Accessed on Date.
Examples:
Footnote: Engelbrecht, L. "Analysts Welcome Defence Budget Boost". defenceWeb. 28 October 2009. http://www.defenceweb.co.za/index.php?option=com_content&task=view&id=4918&Itemid=379, Accessed on 3 June 2010.
Subsequent reference: Engelbrecht. "Analysts Welcome Defence Budget Boost".
Reference list: Engelbrecht, L. "Analysts Welcome Defence Budget Boost". defenceWeb. 28 October 2009. http://www.defenceweb.co.za/index.php?option=com_content&task=view&id=4918&Itemid=379, Accessed on 3 June 2010.

Newspaper article

Last name, Initials. "Title of Article". *Name of Newspaper*, Date. Section. Page.
Examples:
Footnote: Sefara, M. "Beast that instills only fear and loathing". *The Sunday Independent*, 30 May 2010. Sunday Dispatches. 14.
Subsequent reference: Sefara. "Beast that instills…". 14.
Reference list: Sefara, M. "Beast that instills only fear and loathing". *The Sunday Independent*, 30 May 2010. Sunday Dispatches. 14.

Thesis

Last name, Initials. "Title of Thesis". Thesis presented for degree (stipulate in full). Name of university, year.
Examples:
Footnote: Jordaan, E. "South African Defence since 1994: A Study in Policy-Making". Thesis presented in partial fulfilment of the MMil in Military Sciences. Stellenbosch University, 2005. 25.
Subsequent reference: Jordaan. "South African Defence since 1994…" 28.

Reference list: Jordaan, E. "South African Defence since 1994: A Study in Policy-Making". Thesis presented in partial fulfilment of the MMil in Military Sciences. Stellenbosch University, 2005.

Conference paper

Last name, Initials. "Title of Paper". Paper presented at Name of Conference, Place, Date
Examples:
Footnote: Heuser, B. "Strategy Making: The Theory vs. the Practice". Paper presented at the First South African Conference on Strategic Theory, Stellenbosch, 11 June 2009.
Subsequent reference: Heuser. "Strategy Making…"
Refernce list: Heuser, B. "Strategy Making: The Theory vs. the Practice". Paper presented at the First South African Conference on Strategic Theory, Stellenbosch, 11 June 2009.
For further information and examples, please visit http://www.chicagomanualof-style.org/tools_citationguide.html, http://support.ebsco.com/knowledge_base/detail.php?topic=996&id=7029&page=1

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

Ensuring a Blind Peer Review

To ensure the integrity of the blind peer-review for submission to this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:
1. The authors of the document have deleted their names from the text.
2. With Microsoft Office documents, author identification should also be removed from the file properties.

For **Microsoft 2003** and previous versions, and **Macintosh** versions of Word:
- Under the File menu select: Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

For **MacIntosh Word 2008** (and future versions)
- Under the File menu select "Properties."
- Under the Summary tab remove all of the identifying information from all of the fields.
- Save the File.

For **Microsoft 2007** (Windows):
- Click on the office button in the upper-left hand corner of the office application
- Select "Prepare" from the menu options.
- Select "Properties" for the "Prepare" menu options.
- Delete all of the information in the document property fields that appear under the main menu options.
- Save the document and close the document property field section.

For **Microsoft 2010** (Windows):
- Under the File menu select "Prepare for sharing."
- Click on the "Check for issues" icon.
- Click on "inspect document" icon.
- Uncheck all of the checkboxes except "Document Properties and Personal information".
- Run the document inspector, which will then do a search of the document properties and indicated if any document property fields contain any information.
- If the document inspector finds that some of the document properties contain information it will notify you and give you the option to "Remove all," which you will click to remove the document properties and personal information from the document.

For **PDF files**:
- With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.

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