Submission and Style Guidelines
Revised September 2018

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; new and expanding technologies and their effect on stability, such as those posed by inter alia additive manufacturing, cyber warfare, space-based weapons; 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.

If you are employed by or contracted with a government agency during the research or writing of the article, it is your responsibility to obtain security clearance before you submit the manuscript for consideration.

Submission Requirements
Send your manuscript as an email attachment (Microsoft Word file) to Managing Editor Rhianna Tyson Kreger, rkreger@miis.edu. Every submission must include three required elements:

• Author bio/contact information: Include a short biographical paragraph (up to 150 words per author) that lists the current position, qualifications, and recent publications of the author(s), as well as the email addresses for all coauthors.

• 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 1.5-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. Do not indent paragraphs (use a blank line to separate paragraphs). 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 footnotes.

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 Joshua H. Pollack (jpollack@miis.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 Managing Editor Rhianna Tyson Kreger, rkreger@miis.edu.

Submissions are accepted on a rolling basis. Once the manuscript has completed the peer-review process (see below), the author will be notified of its acceptance or rejection and the issue in which it is slated to appear.

**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. Viewpoints are reviewed less vigorously, usually by one blind peer reviewer and the editors. Book reviews do not fall under the peer-review process.

**Style Guidelines**

**Footnotes**
Beginning with volume 24, the *Nonproliferation Review* will cease the use of endnotes in lieu of footnotes. Footnote callouts should only appear at the end of sentences (unless doing so enhances clarity), and never in titles or headers. Footnotes should include complete source citations. Keep in mind that the goal of a footnote 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 and/or URL (if possible). Below are some examples.

The *Review* does NOT use “op. cit.” or “idem.” If a citation is identical to its predecessor, use “ibid.” The second time a source is cited (nonsequentially), 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 footnotes.

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**

**Book, multiple authors**
Charles D. Ferguson and William C. Potter, with Amy Sands, Leonard S. Spector, and Fred L.

**Chapter in an edited volume**

**Conferences and symposia papers**

**Delegate Statements**

**Directives/guidelines**

**Dissertations**

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

**Journal article**

**Journal article, no volume number**

**Magazine article**


**Newspaper article**


**Newspaper article, wire service (no author listed)**

**Non-English sources**
Translate important citation information in brackets. Using non-Latin script is acceptable.

Henri Pac, *Le droit de la défense nucléaire* [The legal dimension of nuclear defense] (Paris:

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

Treaties
To cite treaties in footnotes, give the common treaty name (see below), 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>.


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.


Hyphens. Hyphens are not used with prefixes unless it separates two vowels or otherwise enhances the clarity to do so, e.g. anti-intellectualism, meta-analysis, nonproliferation, nongovernmental, socioeconomic, online. Hyphens are used in compound phrases that act as modifiers, e.g. national-security strategy, nuclear-weapon program, uranium-enrichment process.
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), DC, 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. For possessives ending in s, use two s’s, (i.e., John Gaddis’s biography of George Kennan is exceptional.)

Numbers
In general, for non-measurements/nontechnical contexts, spell out numbers from zero through ten and use numerals for 11+; 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). 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). Titles of individuals are capitalized, as are institutional departments (the Ministry of Foreign Affairs; the Department of Defense).

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 South Korean names, use only two initial capitals followed by a hyphen (Ban Ki-moon); for North Korean names, omit the hyphen and capitalize each initial (Kim Jong Un). 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). For Brazilian names, use both last names (for Fernando Collor de Mello, use Collor de Mello).

**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." "US-China relations soured." (Note if “Sino” is the preferred adjective, then "American" must be its counterpart, never “US-Sino”.)

**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: Ambassador Thomas R. Pickering, Senator Lugar; Hillary Clinton, the Secretary of State. Give state and party affiliation for US politicians: Senator Dick Durbin (Democrat of Illinois). Note also that use of the word “former” or “then” is not needed if the person held that title during the action described: “Emperor Nero fiddled while Rome burned,” and not “Then-Emperor Nero fiddled…”. However, “In a meeting with former President Barack Obama, Democratic nominee Hillary Clinton described the problems she was facing.”

**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)
- confidence-building measures (CBMs)
- 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-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**

- 1972 Anti-Ballistic Missile Treaty (ABM Treaty)
- 1972 Biological and Toxin Weapons Convention (BWC)
1997 Comprehensive Nuclear-Test-Ban Treaty (CTBT)
Conventional Armed Forces in Europe Treaty (CFE)
Fissile Material Cutoff Treaty (FMCT)
1987 Intermediate-range Nuclear Forces Treaty (INF Treaty)
2010 New Strategic Arms Reduction Treaty (New START)
Strategic Arms Limitations Talks (SALT I, SALT II)
Strategic Arms Reduction Treaty (START I, START II, START III, New START)
2002 Strategic Offensive Reductions Treaty (SORT, or the Moscow Treaty)
1975 Treaty on the Non-Proliferation of Nuclear Weapons (NPT)
2017 Treaty on the Prohibition of Nuclear Weapons (TPNW)

Common in-house usage
al-Qaeda (not Al Qaeda or Al Qaida)
antisatellite
coauthor
confidence-building measures
Cuban Missile Crisis
de facto, inter alia (no italics)
decision makers, decision making; decision-making process
downblend, downblending
e-mail
entry into force (unless used as a modifier, then “entry-into-force proposal”); enter into force
Final Document (of a specific conference; if in the abstract—e.g., a potential future conference outcome—then use “final document”)
fiscal 2011 (not fiscal year 2011 or FY2011)
flight-test, flight-tested (n. and v.)
geostrategic
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
member states
mutual assured destruction
National Security Strategy (the US document)
NATO (OK on first reference)
Non-Aligned Movement
NPT Review Conference, 2005 NPT Review Conference, review conference
Nuclear Posture Review
nuclear-weapon program, nuclear-weapon state (singular)
Osirak (not Osiraq)
Oslo Process
policy makers, policy making; policy-making process
Qaddafi, Muammar
shutdown (n.), shut down (v.)
six-party talks
State Department
states parties
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)

Tables, Figures, and Photographs
Authors are responsible for obtaining permission to reprint previously published tables, figures, or photographs. 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 photographs, should be referred to in the text as “Figures” in chronological order.

All tables, figures, and photographs 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). Footnotes for tables and figures should be attached to the table or figure in its own file. These footnotes should not be commingled with those of the body of the article.