Submitting Articles for Consideration

To submit an article for consideration to *Homeland Security Affairs*:

- Make sure your submission complies with all guidelines outlined below
- Email your article as an attachment to editor@hsaj.org
- Include a title page with the author(s) names(s), a brief (150 word) abstract and author bio(s) of 150 words or less, as a separate attachment
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Types of Articles

Homeland Security Affairs accepts submissions of:

- Original research articles
- Short-form articles and essays
- Book Reviews

Homeland Security Affairs is interested in publishing work that addresses current homeland security and defense issues. Our focus is on pieces that contribute to the understanding and advancement of the field, and the development of strategy and policy. We are particularly interested in work that will encourage discussion and debate among practitioners and academics.

Who Can Submit?

As the journal of the Naval Postgraduate School's Center for Homeland Defense and Security, its faculty, participants, alumni, and partners, *Homeland Security Affairs* accepts submissions from qualified academics and practitioners in the field of homeland security, or in fields relating to homeland defense and security.

General Submission Rules

Co-authored papers are acceptable, but previously or simultaneously published material is not. Papers may be excerpted from a larger unpublished paper (e.g. a thesis or book manuscript). Please note: "publication" in a working paper series does not constitute prior publication. In addition, by submitting material to *Homeland Security*

Affairs, the author stipulates that the material is not currently under review at another journal (electronic or print) and that he or she will not submit the material to another journal (electronic or print) until the completion of the editorial decision process at *Homeland Security Affairs*. If you have concerns about the submission terms for *Homeland Security Affairs*, please contact the managing editor, editor@hsaj.org.

Rights for Authors and *Homeland Security Affairs*

Convention: Author refers to both single-author articles and multiple-author articles. In the latter case, it refers to the authors singly and collectively. Copyright holder refers to both single-copyright holder articles and multiple-copyright-author articles. In the latter case, it refers to the copyright holders singly and collectively.

Homeland Security Affairs does not seek the copyright on published articles. In consideration for publication, however, the author (or the copyright holder if different) grants, in perpetuity and valid world-wide, *Homeland Security Affairs* and its subsidiaries, a perpetual right to archive, publish, and republish at its discretion and as often as they wish the article in any medium or media of their choosing and without further consideration for the author (or the copyright holder if different). The author (or the copyright holder if different) further grants *Homeland Security Affairs* and its subsidiaries the right to transfer, sell, or license these rights, in whole or in part, to any entity of their choosing, at prices of their choosing, and without further consideration to the author (or the copyright holder if different).

Reviewing and Editing of Articles

All research articles submitted to *Homeland Security Affairs* undergo a double-blind peer-review process by the journal's Review Board and qualified outside reviewers as needed. The publishing process for reviewed articles will generally proceed as follows:

- The manuscript, with abstract and author bio, is emailed to editor@hsaj.org;
- The managing editor forwards the article to two reviewers (members of the Editorial Review Board and/or outside reviewers) within one to

two weeks of receiving the submission.

- Reviewers are asked to respond within four to six weeks with comments on the article and a recommendation to publish, publish with minor revisions, publish with major revisions, request a rewrite and resubmission, or decline for publication. Please note that the review process may take longer if reviewers are unavailable or unable to meet the requested deadline.
- The decision and the reviewer comments are forwarded to the author(s), with a request for revisions (if applicable) and a time frame for completing those revisions. Please note that all articles recommended for publication, with or without revisions, are subject to final review by the editorial committee of *Homeland Security Affairs* prior to final acceptance for publication.
- When the manuscript has been reviewed and accepted, it is copyedited and formatted and returned to the author for sign-off. We will then schedule the article for publication.

Essays and short-form articles are reviewed in a similar manner, except that these manuscripts are not subjected to the double-blind peer review process.

Book and Media Review Guidelines

Book and Media Reviews for Homeland Security Affairs should address the following questions:

1. What is this book (or film) about (themes, central arguments, scope, perspective)?
2. What are the strengths and weaknesses of this work?
3. What does this work contribute to the field, the discipline, and the literature?
4. Does this work advance the discipline of homeland defense and security? What is its place in the current debate?

We accept single work reviews (1,000 to 2,000 words) or multiple-work comparative reviews (approximately 5,000 words).

All book reviews must include the author, title, and place and date of publication. Film reviews should include the title, director(s), releasing studio, and year of release. Please provide a brief (three or four sentence) biographical statement regarding the reviewer; submit both review and bio as an email attachment to: editor@hsaj.org.

Submission Deadlines

There are no set submission deadlines. We welcome submissions at any time and will begin the review process as manuscripts are received. Once an article or book review has been accepted for publication, revised, formatted, and approved by the author, it will be published in the next publishing cycle.

Author Guidelines

» PDF version available for download

This document provides details on article submission, copyediting, typesetting, and layout requirements and recommendations pertaining to final manuscript submission to *Homeland Security Affairs*.

Article Length

Because *Homeland Security Affairs* is published electronically, page limits are not absolutely critical. The following length recommendations are based on our experience with readers and reviewers.

- Research articles: 20-30 pages (up to 10,000 words) in length, including notes and appendices.
- Essays and short-form articles: Up to ten pages (approximately 5,000 words) in length.
- Book Reviews: 1,000 to 2,000 words for a single book; up to 5,000 words for a multi-book review.
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Formatting Requirements

Do not include a title page or abstract in the text you prepare for submission. (Begin the article with title and introduction.) Do provide, as a separate attachment, an abstract of approximately 150 words, as well as a brief (150 words or less) author's bio.

General Rules:

Homeland Security Affairs adheres to the rules of the *Chicago Manual of Style*, 16th edition.

- Use endnote citations, rather than footnotes or author/date references. Please be sure all endnotes (including URL) are accurate and complete.
- Bibliographies are not required but, if available, may be helpful to the reviewers and editors.
- Do not include headers, footers, or page numbers. (*Homeland Security Affairs* will add the appropriate header with page numbers).
- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Microsoft Word, Pages, or RTF). Do not submit the manuscript as a PDF.
- Page size should be 8.5 by 11-inches.
- All margins (left, right, top and bottom) should be 1 inch.
- Double-space your text.
- Use a single column layout, justified right and left.
- Do not use special formatting or spacing between paragraphs.
- Use only one space at the end of each sentence.

Font:

Main Body — 12 pt. Georgia or Times New Roman, or the closest comparable font available

Endnotes — 10 pt. Georgia or Times New Roman, or the closest comparable font available

If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (eps).

Layout:

Please use the following document structure (remember there is no title page):

1. Title
2. Introduction (titling this section is optional)
3. Subsequent sections including all tables, figures, and footnotes referenced in the text.
4. Appendices (if any)
5. Endnotes

Please note that acknowledgements should be submitted as a separate attachment so that they may be incorporated into the article for publication.

Headings and Sub-heads:

Please use the following guidelines in setting headings and subheads.

MAIN HEADINGS: 14pt, bold, all caps

SECONDARY HEADINGS: 12 pt, bold, all caps

1st Subhead: 12 pt, bold, upper and lower case

2nd Subhead: 12 pt, upper and lower case

For additional information regarding formatting your article, please contact editor@hsaj.org.

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