

Author Guidelines

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

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Who Can Submit?

Homeland Security Affairs is the journal of the Center for Homeland Defense and Security, its faculty, participants, alumni and partners. The journal accepts submissions from qualified academics and practitioners in the field of Homeland Security, or in fields relating to homeland defense and security. Articles suitable for submission should address a timely issue of local, state or national import for Homeland Security or an upcoming Featured Theme.

General Submission Rules

Co-authored papers are acceptable, but previously or simultaneously published material is not. Papers may be excerpted from a larger 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 editors.

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

All submissions to *Homeland Security Affairs* undergo a double-blind peer-review process. Articles will be returned to the author with comments from the reviewer(s) and the editor(s) of HSA. The editor(s) of HSA will recommend further copyediting as needed to meet the standards of the journal.

Formatting Requirements

- Do not include a title page or abstract in the text you prepare for submission. (Begin the document with the introduction. A title or title page will be added to your paper by *Homeland Security Affairs*.) You will be asked to provide an abstract of approximately 150 words when you submit the article on line.
- Papers may be no more than 30 pages (approximately 7,500 words) in length, including notes and references.
- Use end-note citations, rather than footnotes. Please be sure these are complete and formatted according to the *Chicago Manual of Style, 15th Edition*.
- Do not include page numbers, headers, or footers. (*Homeland Security Affairs* will add the appropriate header with page numbers).
- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Word or RTF).

- Page size should be 8.5 x 11-inches.
- All margins (left, right, top and bottom) should be 1 inch.
- Double space your text.
- Use a single column layout with only the left margin justified.
- Please do not use special formatting or spacing between paragraphs.
- Font:
 - Main Body — 12 pt. Times New Roman, or the closest comparable font available
 - Endnotes — 10 pt. Times New Roman, or the closest comparable font available
- If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (eps).
- Copyedit your manuscript prior to submission.
- Use the following document structure (remember there is no title page):
 - Introduction (titling this section is optional)
 - Subsequent sections including all tables, figures, and footnotes referenced in the text.
 - Appendices (if any)
 - Endnotes
 - References

Please note that acknowledgements should be entered in the submission form so that they may be incorporated into the title page produced for publication.

Additional Recommendations

Indenting, Line Spacing, and Justification

Indent all paragraphs except those following a section heading. An indent should be at least 2 em-spaces.

Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below.

Don't "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).

All text should be left-justified (i.e., flush with the left margin—except where indented).

Language & Grammar

Articles submitted to *Homeland Security Affairs* must adhere to grammatical, stylistic and editorial guidelines as prescribed in the Chicago Manual of Style (15th ed.). All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Article Length

Articles must be no more than 30 pages (approximately 7,500 words) in length, including notes and references.

Colored text: Set the font color to black for the majority of the text. While *Homeland Security Affairs* encourages authors to take advantage of the ability to use color in the production of figures, maps, etc., however, understand that this will cause some of our readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Emphasized text: Whenever possible use italics to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

Font faces: Except, possibly, where special symbols are needed, use Times New Roman or the closest comparable font available. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif).

Font size: The main body of text should be set in 12pt. Endnotes should be set in 10pt. Avoid the use of fonts smaller than 8pt.

Foreign terms: Whenever possible, foreign terms should be set in italics rather than underlined.

Headings: Headings (e.g., start of sections) should be distinguished from the main body text by their fonts or by using small caps. Use the same font face for all headings and indicate the hierarchy by reducing the font size.

Main text: The font for the main body of text must be black and, if at all possible, in Times New Roman or closest comparable font available.

Titles: Whenever possible, titles of books, movies, etc., should be set in italics rather than underlined.

Endnotes

Endnotes should appear at the end of the article (after the any appendices and before references), rather than at the bottom of the page on which they are referenced. Endnotes should be in 10 pt. Times New Roman or closest comparable font available and they should be single spaced. Endnote numbers in the text must follow, rather than precede, punctuation. Endnotes should use standard (not roman) numerals. Excessively long endnotes are probably better handled in an appendix.

Tables and Figures

To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file.

Mathematics

Roman letters used in mathematical expressions as variables should be italicized. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.

Short mathematical expressions should be typed inline. Longer expressions should appear as display math. Also expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.

Equations should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.

Symbols and notation in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help insure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

References

It is the author's obligation to provide complete references with the necessary information. References should appear at the end of the document. Each reference should give the last names of all the authors, their first names or first initials, and, optionally, their middle initials. The hierarchy for ordering the references is:

- Last name of first author
- First name of first author
- Last name of second author (if any). Co-authored work is listed after solo-authored work by the same first author (e.g., Edlin, Aaron S. would precede Edlin, Aaron S. and Stefan Reichelstein).
- First name of second author
- Publication date
- Order cited in text

The information to be given with each citation in the references is as follows:

Articles in traditional journals: Required: Author's (authors') name(s), title of article, name of journal, year of publication (or "n.d." if no date), volume number, page numbers. Optional (but desirable): issue number and month/season of publication. For forthcoming (in press) articles, put expected year of publication and substitute "forthcoming" for the volume and page numbers.

Article in electronic journals: Required: Author's (authors') name(s), title of article, name of journal, series name (if journal has different series), year of publication, volume number, issue number, article number. Optional (but desirable): A hyperlink to the article.

Books: Required: Author's (authors') name(s), title of book, year of publication (or "n.d." if no date), publisher, publisher's address, edition (if not first). For forthcoming (in press) books, put expected year of publication and add "forthcoming."

Chapters in collections or anthologies: Required: Name(s) of author(s) of chapter, name(s) of editor(s) of book, title of chapter, title of book, year of publication (or "n.d." if no date), publisher, publisher's address, and edition (if not first). For forthcoming (in press) books, put expected year of publication and add "forthcoming."

Working papers: Required: Author's (authors') name(s), title of working paper, year (or "n.d." if no date), location (e.g., "Department of Economics Working Paper, University of California,

Berkeley" or "Author's web site: <http://www.someurl.edu/author>." If the working paper is part of series, then the series name and the number of the working paper within the series must also be given.

Other works: Required: Author's (authors') name(s), title of work, year (or "n.d." if no date), and information about how the reader could obtain a copy.

Within the references section, the citations can be formatted as you like, provided (i) the formatting is consistent and (ii) each citation begins with the last name of the first author. That is, the following would all be acceptable:

Smith, Adam (1776) *The Wealth of Nations*, . . .

Smith, A., *The Wealth of Nations*, . . . , 1776. .

Smith, Adam: *The Wealth of Nations*, 1776, . . .

Use hanging indents for citations (i.e., the first line of the citation should be flush with the left margin and all other lines should be indented from the left margin by a set amount). Citations should be single-spaced with extra space between citations.

When works by the same author are listed in a row, use — instead of writing the name again. Hence, one might have

Smith, Adam: *The Wealth of Nations*, . . .

—: *The Theory of Moral Sentiments*, . . .

Similarly, instead of repeating two names use "— and —." For instance,

Edlin, A. and S. Reichelstein (1995) . . .

— and — (1996) . . .

Within the text of your manuscript, use the "author-date" method of citation. For instance, "As noted by Smith (1776)." When there are two authors, use both last names. For instance,

"Edlin and Reichelstein (1996) claim . . ."

If there are three or more authors give the last name of the first author and append et al. For instance, a 1987 work by Abel, Baker, and Charley, would be cited as "Abel et al. (1987)." If two

or more cited works share the same authors and dates, use "a," "b," and so on to distinguish among them. For instance,

"Jones (1994b) provides a more general analysis of the model introduced in Example 3 of Jones (1994a)."

After the first cite in the text using the author-date method, subsequent cites can use just the last names if that would be unambiguous. For example, Edlin and Reichelstein (1996) can be followed by just Edlin and Reichelstein provided no other Edlin & Reichelstein article is referenced; if one is, then the date must always be attached.

When citations appear within parentheses, use commas—rather than parentheses or brackets—to separate the date from the surrounding text. For instance,

". . . (see Smith, 1776, for an early discussion of this)."

END