

SUBMISSION GUIDELINES

Many of the articles in *Arms Control Today (ACT)* are solicited by the editors, but *ACT* also welcomes unsolicited submissions. To ensure that your submission is appropriate for *ACT*, please familiarize yourself with the magazine and the guidelines below. Even if you have submitted an article to *ACT* before, please review the guidelines, since they are revised periodically.

Letters and submissions may be e-mailed to submissions@armscontrol.org. In the subject line, please indicate what type of submission you are attaching. Our goal is to decide within a month of receiving a submission whether we will accept it. If you need a quicker response, please let us know.

If an article is accepted for publication, it undergoes a multi-stage editing process. The amount of time is dependent on a number of factors, but you should expect this part of the process to take about three weeks.

Overview

We strongly recommend that potential authors submit a detailed outline and/or abstract of articles before submission. By e-mailing us first, you give us a chance to work with you on the piece and solve problems in the early stages of the process. If you submit a full article without that step, please follow the detailed instructions of the following sections as well as the general guidelines below:

- Please consult recent issues of *ACT* for guidance on most issues of style. *ACT* generally follows the Chicago Manual of Style.
- Submit articles as a Microsoft Word document, preferably as a Word 97-2003 file.
- Include in the text of the submittal your detailed contact information (name, address, phone, e-mail), the article headline, a one- to three-sentence author biography, and word count.
- Format submissions in 12-point Times New Roman font with 1.5 line spacing.

Word Count, Headlines, Etc.

- Features are limited to 3,000-4,000 words while reviews and “Looking Back” articles are limited to 2,000-2,500 words—including endnotes, but not charts, graphs, or other supporting material.
- Headlines should be limited to 75 characters. Try to avoid multiple long words in the headline, as they can cause the headline to “break” in an awkward way.
- Subheads should be limited to about 25 characters. *ACT* now uses only one level of subheads (i.e., no sub-subheads, etc.).
- Note that in *ACT*'s layout, the first paragraph of feature articles is short, in larger type, and set off from the rest of the article. It should indicate a main theme or

conclusion of the article (rather than, for example, simply providing the historical background for the issue that is going to be discussed).

Citations

- *ACT* uses endnotes, not footnotes. (Please format the endnotes so that when a reader clicks on the endnote number in the body text of the article, s/he is taken to the corresponding endnote at the end of the document. See www.office.microsoft.com/en-us/word/HP052302261033.aspx for detailed instructions.)
- Each citation *must* include relevant page numbers or a URL. Though this information may not be ultimately published, it is necessary for the editors' work.
- See previous issues of *ACT* for endnote style. Examples of basic entries are at the bottom of this document.
- Submissions must be original works based on original arguments. Endnotes should be minimal (no more than a handful).
- If you cite a Web resource, check the accuracy of the URL, and include an access date for the link cited.
- See examples below.

Images

Generally, the editorial staff chooses images and graphics to accompany articles. If, however, you have an idea for a graphic/photo, it should adhere to these specifications:

- The graphic/photo must be in high-resolution (300 dpi) .jpg or .tif format.
- You must have permission to run the photo from the person or organization that has rights to it. (We provide attribution to the photo's source.)
- For bar/line graphs and pie charts, either provide a vector graphic (line art as opposed to a pixel image), or send the data in an Excel file so we can convert it into an accurate graphic.
- If you submit an image or graphic, please also submit a detailed caption.

Feature Articles

ACT welcomes submissions on topics in the field of international arms control and disarmament, including nuclear proliferation, strategic weapons reductions, missile defense, chemical and biological weapons, missile proliferation, and conventional arms exports. Proposals for articles on other topics also are welcome. Feature articles should stimulate debate and offer constructive policy suggestions. *ACT* articles are not purely academic discussions or journalistic accounts; we seek articles that detail and analyze a current policy problem and propose appropriate means for addressing it.

Our readership includes experts and non-experts; articles should be written so that they are of value to both groups. Avoid jargon and unnecessary technical detail. If terms of art are used in

the article, they should be explained on first reference. Avoid cluttering the article with abbreviations.

Book Reviews & “Looking Back”

ACT book reviews cover relevant titles in the field of arms control; they run in alternate issues. Book reviews are essays; although they should summarize the arguments and style of the book that is being reviewed, they need not restrict themselves to that. They should avoid jargon and unnecessary technical detail. Potential authors should model reviews on those previously published in *ACT* and/or the style in *The New York Review of Books*.

ACT's “Looking Back” section alternates with the book reviews and includes historical essays on relevant arms control issues. These articles often consider the current policy situation and contextualize it within the larger legacy of important treaties, conventions, nuclear tests, etc. Potential authors should consider pegging the article to an anniversary (particularly the fifth, tenth, etc.) of a major arms control event.

The features guidelines (see above) also apply to book reviews and “Looking Back.”

Complimentary Subscription

- Authors of a feature article, book review, or “Looking Back” receive a one-year digital and print subscription to *Arms Control Today*.
- Authors also receive four copies of the edition in which their submission is printed.

Letters

ACT welcomes letters from readers (see above for general guidelines). Letters are limited to 600 words and may be edited for space.

How to Submit

Letters and submissions may be e-mailed to submissions@armscontrol.org. In the subject line, please indicate what type of submission you are attaching. Our goal is to decide within a month of receiving a submission whether we will accept it. If you need a quicker response, please let us know.

Endnote examples:

Books

Steve Coll, *Ghost Wars* (New York: Penguin, 2004).

Scott D. Sagan and Kenneth Waltz, *The Spread of Nuclear Weapons: A Debate Renewed* (New York: W.W. Norton, 2003), pp. 93-95.

Wolfgang Zellner, Hans-Joachim Schmidt, and Götz Neuneck, eds., *The Future of Conventional Arms Control in Europe* (Baden-Baden: Nomos Publishers, 2009).

Reports

EastWest Institute, "Euro-Atlantic Security: One Vision, Three Paths," June 2009, p. 1, www.ewi.info/euro-atlantic-security.

See Jeffrey D. McCausland, "The Future of the CFE Treaty: Why It Still Matters," EastWest Institute, 2009, <http://www.ewi.info/future-cfe-treaty>.

[Never use "op. cit."; use short form instead.] McCausland, "Future of the CFE Treaty."

Newswires

"Tennessee: Plea Deal in Nuclear Case," Associated Press, January 27, 2009.

Newspapers/Magazines

John Lancaster and Kamran Khan, "Musharraf Named in Nuclear Probe; Senior Pakistani Army Officers Were Aware of Technology Transfers, Scientist Says," *The Washington Post*, February 3, 2004, p. A13.

John Barry, "How to Fight Al-Qaeda Now: An Ex-CIA Analyst Talks About the Terrorists' Power and Their Vulnerabilities," *Newsweek*, October 27, 2008, www.newsweek.com/id/165952.

Testimony/Statements

Gen. James Cartwright, Testimony before the Senate Armed Services Committee, June 16, 2009.

Office of the Press Secretary, The White House, "Statement by the President on Beginning of Negotiations on Fissile Material Cut-off Treaty," May 29, 2009.

Zamir Akram, Statement before the Conference on Disarmament, Geneva, June 4, 2009 (hereinafter Akram June 4 statement).