

JSOU Press Submission Guidelines and Process Flow

JSOU Press accepts submissions either by invitation or unsolicited. For the latter, manuscripts must undergo an initial review to determine suitability. This review is accomplished by submitting an abstract of the proposed manuscript—accompanied by a current CV(s)—to jsou_research@socom.mil. If an abstract is selected for publishing consideration, the author(s) will follow the Submission Guidelines below.

Note: If your research will require contact or interviews with individuals in USSOCOM—the headquarters, Service component commands, or theater special operations commands—you must contact your POC in the JSOU Press (Resident Senior Fellow or Editor in Chief) before contacting anyone in those organizations.

Submission Guidelines

Format and Copyright

- A. Authors will submit a correctly formatted (see ‘JSOU Press Style Guide’) and fully documented final version of an approved, publishable manuscript. Unless by exception or an occasional paper submission, a manuscript will be between 20,000-40,000 words (at 12 pt. Times New Roman font). This length translates to approximately a 50-100 page monograph in JSOU Press format. JSOU uses *The Chicago Manual of Style* (17th ed.), supplemented by a local style guide.
- B. If manuscript material is protected by copyright, the author(s) must have express written permission to use it or comply with the copyright owner’s fair use guidelines. *The Chicago Manual of Style* features an extensive explanation of copyright.
- C. Manuscripts will be well sourced, and accompanied by relevant and appropriate references. In all instances, the author(s) must discern between opinion and fact, with any factual information requiring citation. All facts, quotes, paraphrased material, images, and graphics, **must** be clearly and directly attributed.
- D. Any graphics or images used in a manuscript must acknowledge their source, also include written permission to publish (if not in the public domain). Authors are required to include original images as separate files, accompanied by desired placement (by page number) within a manuscript. See the JSOU Press guide on graphics and copyright information for further guidance.

Operations Security

- E. As a part of the U.S. Special Operations Command family, JSOU is a Department of Defense (DOD) organization. Thus, OPSEC (Operations Security) must be adhered to when authoring a manuscript. All manuscripts must be written at the Unclassified level. A list of OPSEC indicators can be found in an Appendix to Joint Publication 3-13.3, *Operations Security* (2016 edition available through online search).
- F. While some information may be publicly accessible (to include content derived from WikiLeaks), not all of it is formally acknowledged by DOD or other (friendly) organizations. This type of information may not be used in a submission. Authors are also cautioned to not write about sensitive missions or units. **When in doubt about OPSEC suitability of content, consult with JSOU Press before including it.**

JSOU Press Review

- G. Prior to submission of a completed manuscript for JSOU Press review, authors are encouraged to undergo a peer review by 1-2 personal colleagues for content, accuracy, and quality.
- H. Submissions with excessively poor writing quality, grammar and/or argumentation will be rejected outright or returned to authors by JSOU Press for re-submission. While all JSOU Press products undergo a comprehensive edit prior to printing, this is not in lieu of author quality control requirements.
- I. Upon receipt, an assigned JSOU Resident Senior Fellow will conduct an initial review resulting in one of the following outcome recommendations: return to author for revision; recommend for consideration and external reviewer; or recommend JSOU Press reject the submission and not pursue publication.
- J. If recommended for external review, JSOU will send the submission to at least one outside reviewer, individuals drawn from members of the JSOU Editorial Advisory Board and/or others with manuscript relevant subject matter expertise. This occurs in parallel with JSOU Resident Senior Fellow review. The reviewer(s) will provide comment and a recommendation that JSOU Press accept, accept contingent on revision, or reject the manuscript for publication. All reviewers' comments will be collated, sanitized and provided to the author(s).
- K. Based on the review recommendations, the author(s) must revise and resubmit an improved manuscript. The revision process is iterative, with the goal that each necessary revision improves the finished product. The lead Resident Senior Fellow will work with the author to establish a deadline for revisions.
- L. If upon subsequent revisions a submission is deemed unworthy for publication, initial JSOU Press manuscript decision—to include both invitations and unsolicited—will be revoked.
- M. If approved for publication, the document is prepared for layout in JSOU Press research monograph format. This is where a document enters final production. Author(s) will have an opportunity to review and proofread a final PDF version of the submission, one representing the file to be printed and/or digitally published online.