



Author Submission and Publication Process Guidelines

Overview

The following outlines the roles, responsibilities, and steps for submitting a manuscript; preparing a completed, approved manuscript for publication; and promoting a product post-publication.

Before Submitting

For completed manuscripts, author(s) should review all relevant JSOU Press guidance for information about product definitions, procedures, and additional relevant resources as needed.

Prior to submitting a completed manuscript, consider the following questions:

- Is there a gap in the research/knowledge about this topic?
- Does my contribution aim to help fill that gap?
- Did I review the JSOU Press product guidance to determine which type of publication I am interested in?
- Am I familiar with the editorial guidelines for publishing with the JSOU Press (which includes both the JSOU Press Manuscript Submission Format Guidance House Style Guide as well as the Chicago Manual of Style, 17th edition)?
- Does this submission relate to any of JSOU's current [Special Operations Research Topics](#)?

Submitting Requests

To submit a **completed manuscript** request for potential publication:

1. Author(s) ensures proper classification of manuscript in adherence with their parent organization's Classification and Public Release (C&PR) process (see the [C&PR Memorandum](#) document for JSOU reference/example).
2. Author(s) completes and submits the online [JSOU Press Publication Manuscript Form](#).
3. Author(s) emails press@jsou.edu to confirm their submission of the form, with the completed manuscript (as a Microsoft Word file) as well as corresponding notice of C&PR completion both attached to this email.
4. The JSOU Press conducts an initial review of the request/documentation and may reach out to the author(s) with follow-up questions (based on the contact information provided in the submission form).
5. The JSOU Press will notify the author(s) in a timely manner via email with a preliminary decision to either reject or accept the submitted manuscript. If rejected: The JSOU Press will provide pertinent information regarding this decision and (if relevant) may indicate

which areas of the manuscript could use further refinement prior to any resubmission request. If accepted: The JSOU Press will provide more information pertaining to the next steps in the process as detailed throughout the guidance below. Note: This provisional acceptance does not guarantee publication through the JSOU Press.

6. For most publication types (unless otherwise noted in the JSOU Press Product Definitions, Purposes, and Parameters guidance), the JSOU Press sends manuscript out for peer review. The assigned peer reviewers are selected from the JSOU Press Editorial Board based on their expertise in the proposed publication's research/topic area as subject matter experts. Note: The peer review process remains anonymous for both authors and reviewers to ensure unbiased feedback.
7. For special editions, the editor(s) submitting the manuscript is responsible for handling most of the associated prepublication processes (such as obtaining peer review, C&PR, etc.); the JSOU Press will provide in-house copyediting, layout and design, and digital publication to the JSOU Press website. Note: If you are submitting a completed manuscript as a special edition, skip to Step #11.
8. The designated peer reviewers analyze the manuscript and provide feedback as outlined in the JSOU Press Peer Review Form.
9. The completed form is returned to JSOU Press with the peer reviewers' comments, questions, suggestions, and their overarching publishing recommendation. This is then forwarded to the author(s) for review and to provide guidance for proposed suggestions based on the peer review feedback. Note: This feedback and any recommendations are not necessarily the deciding factor in determining whether a manuscript will be officially accepted for publication.
10. Following revisions based on peer review feedback, the author(s) updates and returns their revised manuscript to the JSOU Press.
11. The JSOU Press completes an editorial review of the manuscript (ensuring proper grammar, spelling, sentence structure/flow, citations, and style in accordance with both the JSOU Press Manuscript Submission Format Guidance and Chicago Manual of Style guidance).
12. The JSOU Press sends the updated manuscript to the author(s) for review of proposed edits and clarification of questions. Note: All edits will be marked as "Tracked Changes" within the document, and questions will be detailed in the "Comments" section.
13. Following this review, the author(s) resubmits this document and works with the JSOU Press to address all final questions, comments, and/or justifications for rejected edits.
14. The JSOU Press sends the manuscript to in-house layout production.
15. The JSOU Press reviews the completed, designed document to ensure accuracy and consistency of all text, page alignment, images, tables/figures, branding elements, etc.
16. The JSOU Press sends the author(s) the designed file (as a PDF) for final review.
17. The JSOU Press adds the completed publication to the JSOU Press website as a publicly accessible and downloadable PDF, with the website housing digital versions for all publications (categorized by type and year).
18. Once the publication is live online, the JSOU Press works with the author(s) to determine potential post-publication promotional opportunities, such as social media posts, author interviews for blog posts/videos, etc. Note: In an effort to streamline its products and procedures as well as optimize its resources, the JSOU Press is moving toward digitization and dynamic content (versus printed copies).