



Manuscript Submission Format Guidance

Overview

Once a completed manuscript is submitted via the [JSOU Press Publication Manuscript Form](#) and the author(s) emails press@jsou.edu with their completed manuscript as well as corresponding notice of C&PR completion included as attachments, 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). The JSOU Press then works with the author on proposed editorial changes to the text (e.g., spelling or grammar) in preparation for final layout and design. For consistency, and to best streamline internal processes and timelines set for products, all manuscripts should be submitted in the simplest format possible and aim to be free from any applied styles that deviate from the below guidance (such as colored text, word art, smart art, etc.).

Per the JSOU Press Author Submission and Publication Process Guidelines, the JSOU Press reserves the right to reject manuscripts with major formatting issues and return for correction.

Text Preparation

Manuscripts should be formatted accordingly:

- File type: Microsoft Word (editable/full permissions)
- Typeface: Simple font (such as Times New Roman or Calibri)
- Font size: 12-point (headers may be a larger size to denote hierarchy)
- Body: Double-spaced
- Paragraphs: Indent at beginning of first sentence
- Page size: Standard (8.5" x 11")
- Page numbers: Numbered at the bottom of each page (left, center, or right)
- Title page: The title page should include full title of the manuscript along with the names of the author(s) and/or editor(s) listed in the order they should appear on the final product (names may be accompanied by academic degrees [e.g., Ph.D., M.A.] and/or academic affiliations, as appropriate).

Cover Images

Images must be at least 300 dots per inch (dpi) and obtained from a public domain or include all information for proper copyright attribution. If submitting an image, please provide caption and source credit information. Note: It is not necessary to submit an image for the cover until the final layout is being prepared. The JSOU Press can assist in finding appropriate, general images as needed. We do not create original artwork.

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Writing Style

The JSOU Press follows the editorial standards (for grammar, spelling, etc.) as laid out in both the JSOU Press Manuscript Submission Format Guidance and the Chicago Manual of Style, 17th Edition. In the event of a disagreement, please refer to the JSOU Press guidance and/or make a note in the document.

Author Bios

Certain types of JSOU Press products (i.e., monographs, edited volumes) include brief (200-300 words) author bios. Please aim to keep bios relevant to the work being presented (avoid copying/pasting a résumé or CV verbatim).

Include a professional headshot framed on the face and shoulders of each author/editor/contributor included. Images should be at least 300 dpi.

Table of Contents

The Table of Contents (TOC) should include only the chapter/section titles. Please do not include page numbers, as these will change when the document is designed. Additionally, please avoid using automatic or smart functionality for the TOC, as this may cause issues with how the page numbers appear in the final product.

Acronyms

Only use acronyms that appear in the [DoD Dictionary](#) or are otherwise widely known in other fields (e.g., SAT, NASA, the NFL). To avoid confusion/jargon, please refrain from inventing acronyms.

Any term that can be used as an acronym should spelled out (expanded) on its first use, followed by the acronym in parentheses—for example, “United States Special Operations Command (USSOCOM).” Through the remainder of the text, refer to the acronym only (e.g., “USSOCOM”).

If a term is used only once, do not use an acronym.

Endnotes/Footnotes

Use either endnotes or footnotes consistently (i.e., do not use both in a single manuscript). For edited volumes, the endnotes/footnotes should be supplied separately per chapter, not compiled at the end of the volume.

All citations should adhere to the proper formatting style for endnotes/footnotes as detailed in the Chicago Manual of Style, 17th Edition.

In-text references to notes will be demarcated by a superscript Arabic numeral that corresponds to the note.

Bibliographies

Bibliographies are not required but may be included if desired.

Figures

Note: Images are not figures and do not require a label.

Figures should NOT be inserted into the text of the document itself; instead, please indicate by adding an offset line of text approximately where the figure should appear (e.g., “[Please add Figure 1.1 here]”).

Place all figures in a separate Word or Excel file labeled with the correct figure number and corresponding caption (this file should be submitted with the manuscript). Ideally, figures should be saved as high-quality JPEG files (300 dpi or better) to ensure adequate resolution. Ensure all figures are referenced in the text prior to where you would like them to appear (e.g., “See Figure 1.1”). Do not add callouts like “below,” or “on opposite page.”

Label figures by chapter and order of appearance within that chapter (e.g., Figure 3.1., 3.2., 3.3. for Chapter 3).

Images

All media/images should ideally derive from public domain, or (if the image is sourced elsewhere) include permissions/copyright information as required. While the JSOU Press can help locate stock images as needed and as time allows, the JSOU Press does not cover the costs for image use rights.

Images should be submitted as high-quality (300 dpi or better) JPEG files or as separate links, with caption and source credit included.

Tables

As with figures, tables are not included in the document itself but are collated in a separate document (submitted with the manuscript). Note: Tables do not need to be designed prior to submission. However, the data should be added to a Word or Excel file in the appropriate rows/columns.

The word “Table” is capitalized within the text for all references (e.g., Table 1.1). As with figures, label by chapter and order of appearance within that chapter (e.g., Table 5.1, Table 5.2).

Tables should have descriptive titles in plain text (e.g., “Table 5.1. SOF Forces Deployed in 2018”). Acronyms included in tables should be expanded in the text prior to the table.

Ideally, tables should be designed vertically—please keep in mind that JSOU monographs, in their final form, are 5.5” wide and 8.5” tall. While larger, horizontal tables can be accommodated, they may need to be rotated to ensure readability.