# Style Guide for K.E.A Submissions

Contributors are strongly encouraged to use the K.E.A Style guide. All submissions are rigorously and anonymously reviewed. In most cases, authors will be notified of the Editorial Board's initial decision within three to six weeks of submission. Please pay particular care to the preferred referencing style and the improper application will cause delay or rejection of the submission.

| Type | Description |
|---|---|
| **Acronyms and Abbreviations** | Spell out fully on first mention in the text. Commonly known abbreviations such as NATO, UK or UN do not need to be spelt out. |
| **Capitalisation** | Keep to a minimum: Capitalise for specific references to specific things. The Prime Minister is capitalised but a gathering of ministers is not. |
| **Commas** | A comma is not needed before an 'and' in a list: weapons, trucks and bullets. |

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| **Contractions** | Contributors are encouraged not to use contractions such as don't, can't, shouldn't and won't. |
| **Currency** | Write in number form and use the currency symbol. |
| **Dashes** | Use to indicate a related remark - like this! Leave a space before and after. |
| **Formatting** | Text should be single-spaced after full stops and set in 12pt Times New Roman. Authors are recommended to submit their work as a Microsoft Word file. The manuscript should be anonymised (please do not include the names of the authors in the text). |
| **Full Stops** | US not U.S. or Washington DC and not Washington D.C. Do not place full stops after headlines, titles or bullet points but use them at the end of captions or references. |
| **Graphics/Figures** | Any graphics or figures should be attached separately and not embedded in the text. |
| **Language** | Use British English unless it is a proper noun such as 'Department of Defense' or 'US Army stabilization Doctrine'. |
| **Names** | Make sure names are spelt correctly even in the references. |
| **Numbers** | Write out numbers below ten. Larger numbers should be written out in words such as 10 million or 5 billion. |
| **Originality** | Articles should be the author's original work, and be concise, relevant, well-written and fully referenced. |
| **Percentages** | The words 'per cent' or the percentage sign can be used: '%'. |
| **Published elsewhere** | Simultaneous submission to other publications must be indicated. |
| **Quotation marks** | Most occasions use single quotes. However double marks for a quotation within single marks: 'What does "Al-Qa'ida" mean?' |
| **Referencing** | It is encouraged that endnotes are used with some rare exceptions to reports and papers. Use full names (and not initials), unless the author themselves uses initials only.<br><br>Citing a publication:<br>US Army and Marine Corps, Field Manual No. 3-24: Counterinsurgency (Chicago: University of Chicago Press, 2007). |

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| | Articles in Journals and Magazines:<br>First Name Last Name, 'Article Title', Journal or Magazine (Vol. #, No #, Month Year), p. #<br><br>Books:<br>First Name Last Name, Book Title (Place: Publisher, Year), p. #.<br><br>Conference Paper:<br>First Name Last Name, 'Paper Title', paper presented to Name of Conference, Location, Date of Conference.<br><br>Internet:<br><http://[URL of resource]>, date accessed.<br><br>Speeches/ Podcasts/ Videos<br>Name, 'Speech Title if Applicable', speech given at organisation/ or city name, date, <URL if available> |
| **Responsibility** | Authors alone are responsible for the content of their respective papers. |
| **Size of submission** | Articles should be between 2,500 and 4,500 words, including references and endnotes. We also invite a limited number of longer articles (up to 6,000 words) in discussion with the Editor. |
| **Symbols** | Do not use a symbol such as & when 'and' is to be used instead. |