



# WAR ROOM

UNITED STATES ARMY WAR COLLEGE

## ARTICLE SUBMISSION GUIDELINES

### ORIGINALITY

Please formally withdraw submissions to other publications before submitting them to **WAR ROOM**. Also ensure that your submission is substantially different from other work that you have published before.

### SUITABILITY

Today's War College students are more exposed to the strategic environment than ever before, and arrive with problems they want to solve. Our articles are provocative and engaging to promote the strategic thinking necessary to tackle those problems. **Anyone can write for WAR ROOM**. We created the journal to provide a platform for U.S. Army War College students and alumni. We welcome well-written and insightful articles from anyone with an interest in contributing to the strategic dialogue in national security and defense.

We will not publish articles that are merely informational or promotional, no matter how worthy the cause.

We will publish articles that have a timeless quality. We generally avoid pieces that are confined to current events, but such events can be a context for exploring a broader strategic question.

We will generally not publish book reviews, but we welcome articles bringing neglected, valuable, older (40+ years old) to the attention of our readers and listeners.

Articles that clearly ignore the submission guidelines will be returned to the author without further review. We welcome re-submitted articles that meet the guidelines.

### FORMATTING

Submissions should be in a Microsoft Word file, double-spaced, Times New Roman 12-pt font.

All submissions should include a single-spaced cover sheet containing:

- Title of the work
- Name(s), title, organization, and contact information. Bios not needed. For articles with multiple authors, please identify a corresponding author

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- A short pitch (3-5 sentences) about the piece
- Any disclaimers, especially for authors currently in government service

Ensure the title is on both the cover sheet and the top of the first page.

Try to limit the use of sub-headers and bullet-points. (Hypocritical, we know.)

## CITING SOURCES

We are vigilant about plagiarism and expect authors to cite sources – including factual statements, quotes, graphics, etc. Cite references using hyperlinks. Cite any assertions of fact that are not automatically known to be legitimate, and cite any interpretations of fact that are not your own. When in doubt, cite!

**Cite by embedding hyperlinks to [reliable](#), [relevant](#) and [accessible](#) sources. No footnotes or endnotes.**

For multiple references relevant to a single sentence, hyperlink different sources in adjacent words.

Hyperlinking is easier than inserting traditional references, and more reader-friendly than footnotes and endnotes. If you don't know how to hyperlink, ask the Google god.

Minimize the use of direct quotations. Extensive use of direct quotations is not writing, it's cutting and pasting. Try to paraphrase and refer to the source using hyperlinks. We echo the guidance of the University of Wisconsin [Writer's Handbook](#), which recommends using quotations in four instances:

- to show that an authority supports your point
- to present a position or argument to critique or comment on
- to include especially moving or historically significant language
- to present a particularly well-stated passage whose meaning would be lost or changed if paraphrased or summarized

The most common misuse of quotations concerns the first instance—the support of an authority. Very few people possess sufficient authority to justify quoting their exact words *on the basis of that authority alone*. This is especially true of academic texts. Unless one of the other conditions holds, paraphrase.

In referencing quotations from works not available online, such as a book, cite the work in the text. For example, “*In Conquest of the Tri-State Area*, Dr. Heinz Doofenshmirtz wrote...” If a book is referenced without a quotation, hyperlinks to Google Books entries or official publisher pages for books are acceptable incorporating a relevant search string when possible so the hyperlink goes directly to the quoted source. Do not hyperlink to an Amazon page for the book.

Be cautious when linking to online sources. Do not link directly to leaked classified documents or materials inappropriately acquired or posted – link only to unclassified open source materials.

## ORGANIZATION & STYLE

When you write, include the bottom-line-up-front: tell the reader what you plan to say and why it matters. Your work is competing with lots of other content for the attention of the reader. Readers often skim the first few sentences before deciding to read more. Make those sentences count.

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Most of our users read *WAR ROOM* on a smartphone. For this reason, please do not include any graphics unless such illustrations are absolutely essential. Our preference is for text only. You can always hyperlink to illustrations that support your point, letting the reader decide whether to view them.

Avoid jargon, mil-speak, acronyms, or any other language unfamiliar to a broad audience. Clearly define any unfamiliar term you introduce. Only use such terms when they are essential to the work. Acronyms are only allowed if you would see them used in the Wall Street Journal or the New York Times. Acceptable acronyms (e.g., DoD) must be familiar to non-specialist audiences.

First person pronouns are acceptable for relaying personal experiences, but when making recommendations, be specific about who you recommend take the action.

We encourage humor, as long as it shows appropriate respect to others and excludes foul or inappropriate language.

## REVISIONS

Accepted articles will be returned to the authors in a word document with tracked changes and editorial comments, generally within two weeks of the first submission. In revising your article in response to editorial feedback, authors must track their changes (i.e., keep track changes ON).

Authors are not required to concur with all editorial feedback. Where authors choose to disregard it, they should include a brief comment in relevant section of the document, explaining their decision.

Authors are expected to respond to editorial feedback within two weeks of receiving it. However, if more time is needed, just ask.

## OFFICIAL REVIEW

Per Department of Defense (DoD) policy, military members (whether active or reserve) and DoD civilians must clear any articles with their local public affairs office prior to submission to *WAR ROOM*. DoD authors must include an appropriate disclaimer that the article represents solely the author's views and not necessarily those of DoD. Employees of other government agencies (federal, state, or local) are encouraged to do same. Including such disclaimers speeds the editorial process.

Prior to publication, all articles published on *WAR ROOM* are reviewed by the Public Affairs Office of the U.S. Army War College. This review will not reject an article purely based on controversial content. Indeed, *WAR ROOM* seeks provocative articles. Legitimate reasons for rejection at this stage include: 1) inaccurate statements of U.S. Government policy; 2) inclusion of classified information; and 3) *ad hominem* (i.e., personal) attacks on people featured in the article.

*WAR ROOM* editors reserve the right to refuse publication for any reason.

If you require that your organization separately review an article, please inform the *WAR ROOM* editors.

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