

Publications Handbook



William J. Perry Center for Hemispheric Defense Studies

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Section 1. Perry Center Publications Objectives

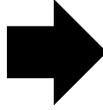
References:

- (a) Western Hemisphere Defense Policy Statement, U.S. Secretary of Defense, October 2012.
- (b) FY13–14 Priorities for the Regional Centers for Security Studies, Office of the Under Secretary of Defense for Policy, January 2013.
- (c) Policy Guidance for the DoD Regional Centers, Under Secretary of Defense for Policy, February 28, 2011.

In accordance with U.S. law, (Title 10, U.S. Code, Section 184), the Department of Defense (DOD) Regional Centers serve as "international venues for bilateral and multilateral research, communication, and exchange of ideas involving military and civilian participants," focusing on "security issues relating to a specified geographic region of the world." In light of that guidance and additional instructions from the Office of the Secretary of Defense (listed in references a, b, and c), Perry Center Publications are an essential component of mission fulfillment. Specific aspects of that mission include the following goals and objectives:

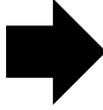
| Goal/Objective | Desired Result |
|---|---|
| Enhance Security Cooperation. Enhance regional security through creating collaborative communities of interest among military and civilian officials from states of the Western Hemisphere; examine fundamental causes of relevant security challenges and the most effective means to counter them through regional collaboration. | <i>The Perry Center offers a diverse selection of publication outlets, allowing authors and readers to examine a variety of topics from both an in-depth, analytical level and a more informal conversational level. This, in turn, fosters trust, mutual understanding, and cooperation among all of our partners in the region.</i> |
| Build Partner Capacity. Strengthen sustainable individual and institutional capacity at the national and transnational level to enhance national, regional, and international security consistent with the norms of democratic governance and civil-military relations; build a strong community of civilian defense and security professionals; develop common understanding and security policies to include but not limited to democracy, civil-military relations, rule of law, human rights, illicit trafficking, terrorism, natural disasters, security sector reform, peacekeeping, and cyber security. | <i>Publications such as the SDSR, Regional Insights, and Occasional Papers feature cutting-edge research and expert commentaries that are useful to policymakers and high-level decision makers. When these publications become readings for our courses, they directly support the capacity-building objectives of our professors.</i> |
| Develop Critical Thinking. Promote critical thinking on global security issues as related to the Western Hemisphere. Address complex regional defense and security challenges. | <i>Provocative and timely publications promote critical thought and discussion among all members of the Perry Center community of interest.</i> |

Codify Lessons Learned. Build common perspectives and facilitate dialogue opportunities with partner nation defense officials. Foster confidence and cooperation through sharing of information and best practices.



Publications provide an outlet for the region's security and defense professionals to contribute original writing on the issues and problems currently facing their countries.

Be a Security Partner of Choice. Provide an innovative, low cost and small footprint forum for alumni to publish articles of interest; align with Perry Center Outreach program.



Publications serve as a resource for Perry Center personnel conducting outreach activities and strategic engagement with leaders throughout the Hemisphere. Our community is ever-broadening as we increase the readership of our publications through online platforms and invite submissions from wider audiences.

Section 2. Organization and Responsibilities

The Perry Center publications team directly supports the Director and Dean of Academic Affairs and the Center's program of educational activities, outreach events, and research.

Editor-in-Chief

Patrick Paterson

Patrick.paterson@ndu.edu

Managing Editor

Yamile Kahn

Yamile.kahn@ndu.edu

Assistant Editor

Trish Kehoe

Patricia.kehoe@ndu.edu

Research Assistant and Translator

Alicia Brau

Alicia.Brau@ndu.edu

Editor-in-Chief

Responsible for vetting all prospective Perry Center publications, ensuring that they pass through a peer review or editorial review process before acceptance for publication; guides the formation of each issue of the *Security and Defense Studies Review* (SDSR), *Occasional Papers*, *Regional Insights*, *Perspectivas*, and other special publications; drafts front matter for each issue; oversees and manages the double-blind peer review process; responsible for maintaining the SDSR Editorial Board; coordinates submissions and selection for the annual Perry Paper contest.

Managing Editor

Oversees publication process, beginning with the receipt of manuscript submissions and ending with final approval of printing proofs; assists with peer/security review; edits and proofreads for clarity and style (content edits are made by peer reviewers); oversees the design, layout, appearance, and content of publications; proofreads all pages before going to press; edits and approves all documents for distribution, including event invitations, programs, formal letters (when applicable), web articles, and posters with text; maintains and updates (as necessary) Perry Center Writing Guide and Publications Handbook.

Assistant Editor

Helps Editor-in-Chief and Managing Editor with all above-mentioned tasks, often serving as first-round editor for accepted submissions; designs and manages layout, appearance, and content of articles submitted for publication; rewrites and edits content to improve readability; when possible, verifies facts, dates, and statistics using standard reference sources; writes articles

for the web; assists with small translation tasks on an ad-hoc basis; assists with review and approval of proofs prior to publication.

Research Assistant and Translator

Helps Editor-in-Chief and Managing Editor with all above-mentioned tasks; principal translator of all Perry Center publications; rewrites and edits submissions to improve readability; when possible, verifies facts, dates, and statistics using standard reference sources; assists with review and approval of proofs prior to publication.

Editorial Board

The Director invites distinguished personnel to serve as members of the Perry Center Editorial Board for a two-year term, which may be renewed at the mutual agreement of the Director and Board member. Service on the Editorial Board is a time-consuming volunteer activity that includes no financial compensation. Members of the Editorial Board are recognized as experts in their particular fields, either as practitioners, academics, or both. The Perry Center strives to achieve balance and diversity on the Board in every way, including but not limited to methodologies for research, academic and practitioner orientations, gender, race, and national origin.

Section 3. Publication Specifications

Perry Center publications are for an international and domestic audience. The Center accepts publications in English, Spanish, or Portuguese. In general, the purpose of Perry Center publications is to promote research on and understanding of security and defense–related issues for practitioners, scholars, and students in the Western Hemisphere. Our publications are interdisciplinary, focusing on political science, law, sociology, international relations, and history.

The Perry Center seeks serious analyses of contemporary security and defense policy issues, theoretical and conceptual issues in security studies, and historical questions related to security and defense issues, particularly in the Americas and the Caribbean. The editors especially encourage submissions contributing new knowledge of the field and welcome innovative, theory-aware, and critical approaches. A principal aim of the Center is to encourage debate and discussion across disciplines and geographic areas. Articles that bridge the academic-practitioner divide and represent a range of voices, including those of civil society and policymakers, are encouraged. The editors rarely decide to seek articles on a particular topic, although from time to time the Center may commission articles on topics that have not been addressed in recent issues of publications.

Manuscripts are more likely to receive serious consideration if they offer one or more of the following:

Originality. We strongly prefer articles that reach new and interesting conclusions or that offer new information or evidence.

Theory. We encourage articles that propose, test, refine, or apply theories of security and defense that are relevant to the use, threat, and control of force in the Western Hemisphere and, in particular, in the Americas and Caribbean.

Challenges to conventional wisdom. Articles that challenge conventional academic or policy wisdom are more likely to be published than those that reiterate well known and widely held views.

Coverage of important topics. In general, we prefer articles that address broad and major topics. We are more likely, for example, to publish an article on the future of the inter-American security system or the transnational threats in the twenty-first century than one on civil-military relations in a small country.

Long shelf life. We prefer articles that are unlikely to be overtaken by current events and that will be read with interest for several years.

Accessibility to a wide audience. The Perry Center tries to publish articles that can be read by nonspecialists as well as by academic experts in a particular field.

Submissions are welcome but not limited to the following topics:

| | |
|---------------------------------------|--|
| Civil-Military Relations | |
| Counter Drug Strategy | Military History |
| Counterinsurgency | Military Sociology |
| Counterterrorism | Military Strategy |
| Critical Infrastructure Protection | Ministries of Defense |
| Cybersecurity | National Security Studies |
| Defense Economics | Organized Crime |
| Drug Policy | Private Security |
| Hemispheric Security and Defense | Security and Defense Education |
| History of Western Civilization | Security Sector Reform |
| Homeland Security | Stability Operations and Peacekeeping Ops. |
| Human Rights | Terrorism |
| Interagency Coordination | Transnational Security |
| International Cooperation | Transnational Organized Crime |
| International Organizations (OAS, UN) | U.S. Foreign Policy toward Latin America |
| International Policy | U.S. National Security Decision-Making Process |
| International Security | |

Publication Types

The Perry Center accepts submissions for the following publications: *Security and Defense Studies Review* articles, *Perspectivas eJournal*, *Occasional Papers*, *Regional Insights*, and *Perry Papers*.

1. *Security and Defense Studies Review (SDSR)*

Currently published two times a year, composed of submitted articles from authors both inside and outside the Center. The goal for each issue is to have a thematic focus, but individual articles may also address a myriad of other security and defense related topics. In general, each issue will contain 8–10 articles ranging in length from 20–30 double-spaced MS Word pages (English, Spanish, or Portuguese) and at least 2 book reviews (1½–2 double spaced MS Word pages).

2. *Perspectivas eJournal*

A digital publication that leverages the freedom and sophistication of web publishing to provide an array of articles, commentaries, and policy statements in English, Spanish, and Portuguese. *Perspectivas* thrives on the diversity of “perspectives” that make up the defense and security community of interest. Valuable insights from Perry Center alumni, high-level government leaders, members of academia, journalists, and alumni serve as the foundation of each issue.

3. *Occasional Papers*

Published 2–3 times per year, in English, Spanish, or Portuguese. They can include a broad range of possible topics, but should offer a new perspective, insight, or analysis of a historical theme or current event. The reports can include lessons learned or policy proposals for governments in the region. Parameters are 30–40 double-spaced MS Word pages in 12-point font, with photos and captions. Image files should be of print quality and copyright free and must be submitted by author for inclusion in final product.

4. *Regional Insights*

Published 3–4 times per year, English, Spanish, or Portuguese. Brief analysis of regional events, trends, or themes, tying events in one country or government to broader events. Parameters are 10–12 double-spaced MS Word pages in 12-point font.

5. *Perry Paper*

Published once a year. A monograph consisting of 40–80 printed pages. The Perry Paper represents an opportunity for Perry Center staff, faculty, or outside authors to publish state-of-the-art or cutting-edge “think” pieces. See Section 7 of the Publications Handbook for contest rules and criteria.

6. *Annual Report*

Published once a year. Comprehensive report on all center activities from the previous fiscal year. Researched, written, designed, and produced by Assistant Editor with support from all Perry Center departments.

----- The following products are internal to Editorial Team-----

7. *News articles for website/blog*

8. *Daily News Roundup*

9. *Event programs, course guides, invitations, posters*

10. *Event summaries (executive and long-form)*

11. *Diálogos video series on the website*

12. *Director’s monthly activities review*

13. *Annual report to stakeholders and clients*

Section 4. Guidelines for Submissions

Send submissions to chdsejournal@ndu.edu.

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided in the Perry Center Publications Handbook. Manuscripts not conforming to these guidelines may be returned.

Articles should be written in a manner that is accessible and free of unnecessary jargon. Papers may include interviews, discussion papers, responses to earlier articles, practitioners' reflections, and the presentation of new data.

We encourage the use of original and primary sources that may not be readily available to the general public. These sources can include first-hand observations, official government records, historical archives, original letters, memoirs and diaries, or interviews. Sources of information should be properly cited to ensure that copyright ownership has not been violated and to enable the audience to determine the credibility and authority of the information presented. The typescript should be carefully checked for errors before it is submitted for publication. Authors are responsible for the accuracy of quotations, for supplying complete and correct references, and for obtaining permission where needed to cite another author's material.

Submission of a manuscript implies commitment to publish with the Perry Center.

The Perry Center adheres to a double-blind reviewing policy for nearly all its products. Manuscripts will be sent out anonymously for evaluation. The author's name and affiliation will be removed from all documents and an anonymous version will be sent for review. See Section 6 of the Publications Handbook for additional details on this process.

The Perry Center takes issues of copyright infringement, plagiarism, or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and always investigate claims of plagiarism or misuse of articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software.

Section 5. Style Guide

This section provides an overview of the writing style requirements for Perry Center publications. For additional details, authors should consult the Perry Center Writing Guide posted on the center's homepage.

General guidelines

- Manuscripts should be double-spaced throughout and should adhere to page limitations listed in Section 3 of the Publications Handbook.
- The Perry Center uses the *Chicago Manual of Style* (CMS) as its preferred editorial style.
- The Perry Center also consults *La Real Academia Española* (RAE) for articles submitted in Spanish. RAE is considered by many scholars as the most authoritative institution on the use of the Spanish language. It provides information on grammar, usage, and editorial style. The institution's information is available on its homepage at <http://www.rae.es>
- Manuscripts should be submitted as MS Word files, using 12-point font, and double spaced with 1½ inch margins. Do not submit as an Adobe Acrobat file.
- An abstract of no more than 150 words should be included at the beginning of the article.
- Keep formatting to a minimum. Do not use cover pages, multi-column designs, or headers and footers, all of which clutter the document and make reformatting more difficult.
- Do not embed graphics, charts, or tables in the text. Rather, include them in separate files.

Specific Guidelines

Abbreviations and acronyms

Full names of organizations and entities are used at first occurrence, followed by the common abbreviation of acronym in parentheses. Thereafter use large caps and no periods.

African National Congress (ANC), thereafter: ANC

If an acronym is used only once in the manuscript, spell it out in words rather than using the acronym. Common acronyms are expressed without periods (EU, UN, NATO), except for U.S.

The North Atlantic Treaty Organization (NATO) is deciding how to proceed.

The abbreviation "U.S." is acceptable as a modifier, but "United States" should preferably be spelled out when used as a noun.

U.S troops crossed the border at midnight.

The United States worked with several other nations to end the conflict.

For state names, use standard two-letter Postal Service abbreviations in notes and bibliographies and when referring to the home states of Congressmen. Names of states should be spelled out in text.

Close up initials in personal names and separate each letter with a period.

F.W. de Klerk, P.D. James

Do not use periods in professional degrees, which should have no space between letters.

PhD, MA, DPhil, BSc

Do not use apostrophes in the plural form of acronyms.

MPs, PCBs, TCs

Capitalization

Most titles of persons are lowercase, except when used in conjunction with the person's name (the president-elect, President-elect Obama); an exception is in promotional material, in which using initial capitalization is accepted.

Lowercase letters should be used generically for government, ministries, departments, prime ministers, presidents, summits, committees, commissions, courts, etc., unless used as a proper name, e.g., President Bush, the Ministry of Finance, the African Union, etc.

Citations

Endnotes, not footnotes, are used. Endnotes can be used for both bibliographic as well as explanatory information and should be marked clearly in the text in numeric order after a point of punctuation, and listed at the end of the manuscript.

Consult the *Chicago Manual of Style* (CMS) for formatting requirements for references. The basic patterns for books and journals are as follows:

First Name Middle Initial Last Name, Title of Book (City of Publication: Publisher, year of publication), page number(s).

Colin S. Gray, *The Geopolitics of Superpower* (Lexington: University of Kentucky Press, 1988), 158–161.

First Name Middle Initial Last Name, “Article in Journal,” Journal Title Volume, Number (Publication date): page number (s).

Edward A. Smith, Jr., “Network Centric Warfare: What’s the Point?” *Naval War College Review* 54, no. 1 (Winter 2001): 64.

Use *ibid* for reference to the previous footnote.

²¹*Ibid.*, 67.

Page numbers should only be given for journal articles and direct quote references, not references to ideas within the cited publication. Page numbers are not necessary for book chapters.

Dates

Dates should be in conventional (November 18, 2004) rather than military (18 November 2004) form. Follow year with comma when used in a sentence.

Numbers

Use figures for numbers of 10 or more except if used as the first word in a sentence, expressing a percent, or used in a collection of numbers for comparison. Higher numbers should be written as numerals.

If a sentence contains more than one number, one of which is 10 or more, use figures for all.

Always use figures for units of time, measurement, percentages, and money.

46 not forty-six, unless at the beginning of a sentence: Sixty-eight years ago.

Percentages: Always use the word for percentages rather than the symbol. In other words, the word *percent* is used instead of the symbol %.

The group represents 80 percent of the population.

Prefixes and suffixes

As a rule, close up prefixes and suffixes:

destigmatizing, ethnocultural, geohistorical, interwar, monoethnic, multiethnic, multifait, neoclassical, neomodernist, posttotalitarian, postwar, preexisting, prewar, pseudohistorical, reerect, reorientation, semiautonomous, sociocultural, underdeveloped

However, if the meaning is obscured (for instance, by contiguous consonants or vowels), insert a hyphen:

non-elites, proto-identity, re-creation, semi-enclosed, all words starting with quasi-

Punctuation

Punctuation points should be followed by a single space. Do not insert two spaces after a period when typing. The “two spaces after period” rule was instituted during the days of typewriters and is no longer necessary or suitable for material to be typeset.

Use serial commas (a, b, and c).

Colons: The first word after a colon is lowercase when it begins a list.

Most domestic farms focus on cash crops: corn, beans, wheat, and tobacco.

The first word after a colon is lowercase when it begins a complete sentence.

The strategies of corporatist industrial unionism have proven ineffective: compromises and concessions have left labor in a weakened position in the new economy.

If a colon introduces two or more sentences, the first word of each sentence is capitalized.

Ellipses: Ellipses should be set tight, with a letter spot preceding and following them.

According to the ... meeting

Hyphenation: In keeping with contemporary spelling practices, use a closed (no-hyphen) style as a general rule. However, there are exceptions.

A hyphen is used to indicate a relationship between simple compounds

Sino-Soviet relations

An en-dash (–) is used in open or complex compounds

mid–eighteenth century

In general, use an en-dash:

- For compound adjectives when at least one of the elements is a two-word compound.

pre–civil war period

- To replace the word ‘to’ between capitalized names.

Harare–Port Elizabeth flight

Use a hyphen:

- When elements of equal significance are joined in a more complex relationship than signified by ‘and’ or ‘or’.

male-female relationship, student-teacher ratio

- For fractions and numbers above nine and at the beginning of a sentence.

two-thirds, one-half; Seventy-nine people

- For measurements used as adjectives preceding a noun.

a four-mile run, a 15-mL test tube

- To avoid ambiguity.

a canned meat-and-vegetable dish; a canned-meat and vegetable dish

- for compounds, prefixes, and suffixes (consistent with your dictionary usage).

Quotations

Short quotations should be incorporated into the text and are not indented. A single inverted comma should be used at the beginning and end of the quote with double quotation marks used within the single if necessary.

“‘We have been wished away,’ states one ex-combatant.”

(Note: there is no space between “ and ‘.)

Quotations of more 100 words in length (six-eight manuscript lines) should be indented from both margins. Quotation marks should not be used for indented quotes.

In all cases, the original spelling and punctuation of the quotation should be reproduced exactly.

Periods and commas sit inside quotation marks.

“Women’s silence can be recognized as meaningful.”

Colons and semicolons sit outside quotation marks.

Williams described the experiment as “a definitive step forward”; other scientists disagreed.

Question and exclamation marks should sit outside quotation marks, unless they are part of the quotation.

She asked, “Why are you so upset?” OR “Why was Farragut trembling when he said, ‘I’m here to open an inquiry’”?

In quotations, initial capitalization and punctuation can be changed for clarity; for example, “The” can be used, rather than “[T]he”

Tables, figures, captions

Tables, figures, and illustrations should not be embedded in the article; they should instead be submitted as separate files. Tables and figures should preferably be created in the same

application as the rest of the manuscript (MS Word) and editable. Illustrations should be of reproducible quality for printing (300ppi, or pixels per inch). All tables, figures, and illustrations should be accompanied by captions, including source information, with the approximate placement indicated as callouts in the text.

Captions for tables, figures, illustrations, etc., should employ sentence-style capitalization.

Illustrations for print should be at least 300ppi. Figures used directly from the Web are typically low resolution (72 ppi) and not suitable for print. Converting images to other formats can lower quality, so it is best to include the originally created file. Authors are cautioned to provide lettering of graphs and figure labels that is large, clear, and open so that letters and numbers do not become illegible when reduced. Likewise, authors are cautioned that very thin lines and other fine details in figures may not successfully reproduce. Original figures should be created with these precautions in mind.

Section 6. Manuscript Review Procedures

Double-Blind Peer Review

Once the editorial team receives a manuscript, it will be checked for basic criteria and formatting requirements. If deemed potentially acceptable for publishing, it will be submitted to a double-blind peer review. Some shorter articles may only be subject to editorial review.

In double-blind peer reviews, both the reviewer and the author remain anonymous. Author anonymity prevents any reviewer bias based on, for example, an author's country of origin or previous work. Articles written by "prestigious" or renowned authors are considered on the basis of the content of their papers, rather than on the author's reputation. It is uncertain whether a paper can ever truly be "blind"—particularly in specialty "niche" areas. Reviewers can often identify the author through the paper's style, subject matter, or self-citation. Despite that, the process is designed to provide the most objective review of the material possible.

The Perry Center editorial team will remove all names and identifying marks from the manuscript and send it to two Perry Center faculty members or outside reviewers. The reviewers will be subject-matter experts on the topic of the article, hence qualified to comment on the accuracy and originality of the paper. Reviewers will make a recommendation to the Editor-in-Chief as to the suitability of the paper for publication. Additionally, reviewers are encouraged to submit constructive comments and suggestions on how the manuscript may be improved. These comments may include grammatical, mechanical, or methodological recommendations.

The manuscript author will be informed of the publication decision as quickly as possible. Reviewer comments will be made available to the author.

A rubric for the Peer Review is provided in Appendix 1 of the Publications Handbook.

Security Review Requirements for U.S. Authors in U.S. Government Journals

References: (a) DOD Directive 5230.09, "Clearance of DOD Information for Public Release," August 22, 2008.
(b) DOD Instruction 5230.29, "Security and Policy Review of DOD Information for Public Release," January 8, 2009.
(c) OSR website: <http://www.dtic.mil/whs/esd/osr/index.htm>.

Manuscripts prepared by U.S. Department of Defense (DOD) personnel and proposed for public release in U.S. government journals (like the Perry Center publications) must be submitted to the Office of Security Review (OSR) for a security and policy review. These safeguards exist to ensure that sensitive information is not inadvertently disclosed to the public and that information submitted for public release does not compromise national security. Even retired personnel, former DOD employees, and non-active duty members of the Reserve Components are required

to use the DOD security review system. Clearance for publication shall be granted if classified information is not disclosed, DOD interests are not jeopardized, and the author accurately portrays official policy, even if the author takes issue with that policy. Failure to comply with this requirement and process may result in administrative or legal action.

In general, the review program is directed at information that:

- has the potential to become an item of national or international interest;
- affects national security policy, foreign relations, or ongoing negotiations;
- concerns a topic of controversy among DOD components or with other Federal Agencies;
- is presented by a DOD employee who by virtue of rank, position, or expertise would be considered an official DOD spokesperson.

The length, complexity, and content will determine the number of reviewing agencies required to review and, consequently, the time it will take to complete the review. In general, the following time requirements are required for OSR reviews:

- nontechnical papers: 10–15 working days
- technical papers: 15–20 working days
- manuscripts and books: 30–45 working days
- policy or position papers and reports: 30–60 working days

OSR will not review documents already in the public domain. Likewise, OSR will not review documents in a language other than English. Draft versions of manuscripts will not be accepted for review by OSR.

The Perry Center publications team will be responsible for submissions to the OSR. Authors can also submit their article to the Office for Security Review on their own. However, they have to show proof to the Perry Center publications team that their finished product was security-reviewed before it goes in any publications.

Additional information regarding the DOD publication review process can be found at:
<http://www.dtic.mil/whs/esd/osr/index.htm>.

Or by contacting:

Office of Security Review (OSR)

1155 Defense Pentagon (room 2A534)

Washington DC 20310-1155

Phone: (703) 614-5001

Fax: (703) 614-4956

E-mail: Whs.pentagon.esd.mbx.secrev@mail.mil

Website: [http:// www.dtic.mil/whs/esd/osr/index.htm](http://www.dtic.mil/whs/esd/osr/index.htm)

Security Review Requirements for Perry Center Authors to Publish in Other Journals

Reference: (a) Unpublished NDU Regulation on Security Review

Manuscripts prepared by Perry Center personnel and proposed for public release in *nongovernment* journals (other than the Perry Center publications) undergo an internal NDU review. The author will obtain two subject-matter experts with appropriate security clearances from within the Perry Center or a related component to read the manuscript and assess whether it contains, or may be construed to contain, any classified information. When both readers have completed their reviews and the author has addressed any potential security issues to the satisfaction of these reviewers, the author will forward the manuscript electronically along with the names of the reviewers and their comments to the NDU Public Affairs Officer for logging into the Publication Approval Tracking System and retention in the security review files. Authors should anticipate that this review process will take a minimum of 14 days. Should the author be unable to adapt the paper in a manner resolving either reviewer's security concerns, the author has the option of forwarding the paper with reviewer comments to NDU Public Affairs with a request that it be formally submitted to OSD security review for final determination.

Final Publication Process

Once a manuscript has been selected for publication and received an OSR approval, the editing team will edit manuscripts for grammar, style, and clarity. With the exception of cases in which manuscripts have undergone only a light copyedit, the editors will return manuscripts to the authors to review and answer any outstanding queries. Upon the return of the manuscript, the editors will typeset and proof the copy. If time permits (before a publishing deadline, for example), a typeset copy will be provided to the author to proof. Prior to submittal for printing, the Managing Editor will provide a copy to the Editor-in-Chief for final approval.

Once the Editor-in-Chief has approved it, an approved PDF copy will be passed on CD-ROM to the Printing Manager, who will decide the number of copies to print, contact the printers, and secure a proof. Upon receipt of the proof, the Managing Editor and Assistant Editor will review proof and, if there are no additional changes, the Managing Editor will approve for printing.

When the final version is received from the printers, the Printing Manager will see to it that each author receives two copies of the finished publication in a timely manner.

The entire publishing process is described in the flowchart in Appendix 2.

Section 7. Annual Perry Paper Series Contest Rules

Background

The Perry Paper Series is an annual writing competition named in honor of Dr. William J. Perry, former U.S. Secretary of Defense and namesake of the Center. The annual contest aims to highlight important topics in Western Hemisphere security and defense and to recognize cutting-edge research and scholarship on terrorism, combatting illicit trafficking, disaster response, rule of law and human rights, civil-military relations, and peacekeeping. The contest offers a venue in which to share stimulating written works on timely security and defense topics of global proportions but from a regional perspective or intent. For example, the inaugural edition of the Perry Paper Series, *The Strategic Dimension of Chinese Engagement with Latin America* by Dr. R. Evan Ellis, covers one of the most significant and timely topics in the Americas region: the growing relationship between China and the countries of the Western Hemisphere.

Contest Rules

Send submissions to chdsejournal@ndu.edu.

Submissions must be received no later than April 1. Only one essay may be submitted by each contestant. Essays may be submitted in English, Spanish, or Portuguese. Entries should be between 40 and 80 typed double-spaced pages. All submitted essays must be nonfiction. Incomplete and/or inaccurate entries not complying with all rules are subject to disqualification. Follow additional formatting guidance listed in Sections 3 and 4 of the Perry Center Publications Handbook. By entering, the contestant acknowledges that his or her entry (1) is original and does not infringe the intellectual-property rights of any third party; and (2) has not been previously published in any medium.

How Manuscripts Are Judged

All entries will be judged by the same criteria listed in the Perry Center Publications Handbook (in particular, see Sections 3, 4, and 6). To avoid the unlikely event of a tie among entries, judges will be asked to select a winning entry and a runner-up. The Publications team will award 3 points to winning entries and 1 point to runner-up entries. The entry with the highest cumulative total will be the Perry Paper winner. Decisions of the Judging Committee are final and binding. The winner will be notified by telephone and/or e-mail in June. Names of winner and a runner-up will be published on the Perry Center homepage.

Judging Committee

The Judging Committee will consist of three senior practitioners and scholars knowledgeable of contemporary security and defense issues in Latin America and the Caribbean. Two will be selected from the Perry Center staff and faculty and another will be outside readers. Each judge will select a winning entry and a runner-up.

Timeline

December – Call for Papers announced for annual Perry Paper Contest; announcement posted on Perry Center homepage and distributed by social media.

April 1 – Deadline for submissions; all entries must be received by Perry Center publications team by this date. Entries distributed to Judging Committee members.

June 1 – Results of Judging Committee received by Perry Center publications team. Selection of Perry Paper winner. Winner notified. Editing of winning entry begins.

August – Winning entry submitted for publication.

September – Printed copies received. Winner announced to public. Award ceremony at Perry Center.

Award

There is no financial or monetary award associated with the Perry Paper Award. The winning entry will be published by the Perry Center as a hard-copy book and the winning author's name placed on a plaque in Perry Center spaces. The winner will be recognized at a September award ceremony at the Perry Center. Travel and lodging expenses for the winner for this event will be paid for by the center.

Appendix 1. Rubric for Peer Review

Please read the manuscript sent to you. Use the rubric in this appendix to comment on the accuracy and originality of the paper. Make a recommendation to the Editor-in-Chief as to the suitability of the paper for publication. Include constructive, thoughtful, and relevant comments and suggestions on how the manuscript may be improved. These comments may include grammatical, mechanical, and methodological recommendations or those related to the accuracy or logic of the evidence presented by the author. Provide quantitative grades for each category listed in this rubric (0 = poor, 10 = excellent). Your assessment will be made available to the author but will remain anonymous.

Consult Section 3 of the Perry Center Publications Handbook for advertised criteria for submitted manuscripts.

Thank you for supporting Perry Center Publications!

Article Title: _____

Reviewed on: _____ (date)

General Initial Assessment

| | |
|--------------|---|
| | Is this manuscript of interest to Perry Center readers? Is the manuscript well-structured and formatted (abstract, introduction, conclusion, citations)? Does the manuscript address the elements of an interesting topic as identified in Section 3 of the Publications Handbook (originality, challenges to conventional wisdom, coverage of important topics)? |
| Grade (0-10) | |

Remarks:

Hypothesis or Thesis Statement

| | |
|-----------------------|--|
| <hr/> Grade (0-10) | Is there a clear hypothesis or thesis statement? Is the thesis statement identified in the abstract and introduction? Is the thesis statement clear, concise, and focused? |
|-----------------------|--|

Remarks:

Argument and Evidence

| | |
|-----------------------|--|
| <hr/> Grade (0-10) | Does the argument and evidence in the paper support the thesis statement? Is the argument logical, coherent, and persuasive? Does the study address the current academic literature on the topic? Does it make any original contributions to existing knowledge on the issue? Are uncertainties and biases addressed? Do the references appear correctly cited and accurate? |
|-----------------------|--|

Remarks:

Organization and Quality of Writing

| | |
|--------------|---|
| | Is the writing simple, clear, direct, and in an active voice? Is the discussion relevant and focused? Are paragraphs well structured? Is there a logical flow from one paragraph to the next? |
| Grade (0-10) | |

Remarks:

Tables and Figures

| | |
|--------------|---|
| | Are tables and figures well organized? Do they contain a caption? Are the graphics of adequate quality and resolution? Are the graphics relevant to the article topic? |
| Grade (0-10) | |

Remarks:

Please select one of the following options. Use the space provided below for additional comments:

Accept as is

Revise and Resubmit

Reject

Additional remarks:

Appendix 2 - Perry Center Publication Process

