Submission and Style Guidelines
Revised November 2020

Instructions for authors

The *Nonproliferation Review* welcomes unsolicited manuscripts in three categories: **articles** (theoretical analyses, case studies, or discussion of emerging issues); **reports** (accounts of new developments or research projects); and **viewpoints** (policy proposals or critiques and innovative opinion pieces). All manuscripts should follow *Nonproliferation Review* style guidelines (see below).

All submissions are accepted on a rolling basis. Once the manuscript has completed the peer-review process (see below), the author will be notified of its acceptance or rejection and the issue in which it is slated to appear.

If a current or former employer requires pre-publication review, it is *the author's responsibility* to obtain authorization *before* submitting the manuscript for consideration.

Authors interested in writing **book reviews** should inquire with Managing Editor Rhianna Tyson Kreger (rkreger@miis.edu). Publishers interested in having their books reviewed in the journal should contact Editor Joshua H. Pollack (jpollack@miis.edu) for information about where to send complimentary copies or galleys.

Letters to the Editor on nonproliferation-related topics are encouraged and welcome; letters (subject to editing) may be selected for publication in the *Review*'s Correspondence section and online. Please email your letter and contact information to Managing Editor Rhianna Tyson Kreger (rkreger@miis.edu).

Submission requirements

Submit your manuscript through our online portal: https://www.editorialmanager.com/rnpr/default.aspx. Every submission must include three required elements:

• **Author bio/contact information:** Include a short biographical paragraph (up to 150 words per author) that lists the current position, qualifications, and recent publications of the author(s), as well as the email addresses for all coauthors.

• **Abstract:** Include one paragraph (150–200 words) that summarizes the article's main points and contributions to the field. The abstract should not repeat verbatim the opening paragraph or other text from the submission. Include the abstract at the top of the submission.

• **Manuscript:** All submissions must be in Microsoft Word and should adhere to the *Review*'s style guidelines (see below). Submissions must be 1.5-spaced on US letter–sized pages with standard page margins and a 12-point font. The text and all heads should be left-justified. Leave only one space between the period at the end of a sentence and the beginning of the next sentence. Do not indent paragraphs (use a blank line to separate paragraphs). Any brief acknowledgements or disclaimers should be placed at the end of the submission. Tables and/or figures must be submitted in separate documents (see guidelines below).

Authors, please take special note: word counts ***include the endnotes***.

Articles should not exceed 10,000 words.
Viewpoints and **reports** should not exceed 7,500 words.

Book reviews should not exceed 4,000 words.

Review process

The *Nonproliferation Review* adheres to a double-blind peer-review process. Submissions will be evaluated by at least two reviewers with expertise in the subject matter of the manuscript. The editors will make every effort to notify authors of the decision within twelve weeks of receipt of their manuscripts. The *Review* reserves the right to reject any submission without elucidation. Manuscripts that are accepted on condition of revision may be subject to a second review after revisions are received. Viewpoints are reviewed less vigorously, usually by one blind peer reviewer and the editors. Book reviews and correspondence do not fall under the peer-review process.

Criteria for acceptance

Reviewers are asked to judge submissions upon four criteria: relevance, originality, clarity, and support.

Relevance
The editors welcome submissions on any topic related to weapons proliferation, especially concerning chemical, biological, radiological, and nuclear weapons.

Possible topics include activities and developments in international nonproliferation regimes; the effects of proliferation on strategic stability, society, or environment; new information about the policies or weapons programs of specific countries; the spread of knowledge, materials, or technologies with potential destructive applications; the influence upon strategic stability of emerging technologies, *e.g.,* additive manufacturing, cyber operations, or counter-space weapons; measures to control proliferation, either existing or proposed; the causes of proliferation or nonproliferation; and the relevant activities of non-state actors, such as nongovernmental organizations or terrorists.

This list is not all-inclusive; authors are free to submit manuscripts on other topics that may be of interest to the nonproliferation community.

Originality
Submissions must contribute new information, ideas, or insights.

Showing familiarity with relevant earlier work helps to establish the originality of a manuscript. While authors do not need to include an entire section dedicated to a literature review, readers should be able to understand how an article relates to previous publications on the same topic.

The editors will *not* consider manuscripts under simultaneous submission elsewhere.

Verbatim repetition of an author's own previously published material is discouraged. Authors may submit manuscripts containing *some* material that has already been published elsewhere, if proper disclaimers are included and any necessary permissions have been obtained.

Plagiarism (*i.e.,* copying of any other author's work or ideas without proper citation) is grounds for rejection.

Clarity
The thesis of a manuscript should be readily apparent, and manuscripts should not rely excessively on jargon.

The editors strive to produce an interdisciplinary journal that can be read and understood by scholars and policy makers alike. Specialized terms that will not be familiar to most readers should be used only where needed, and with brief definitions or explanations, either in the text or in endnotes.

Support
Readers should be able to identify both the source materials that support a claim and the reasoning that connects the source materials to the claim.

Where appropriate, the *Nonproliferation Review* will publish articles with technical appendices or other supplementary materials, which will be made available online.

Style guidelines

The *Nonproliferation Review* follows in-house style guidelines based on the *Chicago Manual of Style* (sixteenth edition).

Endnotes
The *Nonproliferation Review* now uses endnotes for citations. Endnotes callouts should appear at the end of sentences (unless doing so enhances clarity), and never in titles or headers. Endnotes should include complete source citations. Keep in mind that the goal of an endnote is to allow the curious reader to easily locate the referenced material; to that end, notes should include the author, title, publication, date, and page number and/or URL (if possible). Below are some examples.

The *Review* does NOT use "op. cit." or "idem." If a citation is identical to its predecessor, use "ibid." The second time a source is cited (nonsequentially), a shortened note including author last name, title, and page number is sufficient (e.g., Kotkin, *Steeltown USSR*, p. 209). If an acronym has been spelled out in the text of the article, it is unnecessary to spell it out again in the endnotes.

The *Review* strongly prefers all sources to be named. If anonymity must be granted, the author should be prepared to share the name of the source with the editor and give a description of the source's qualifications for print. In the absence of a name, authors should identify their source based on their expertise or job qualifications relevant to the article and include the date and city of interview(s).

Book, single author
Stephen Kotkin, *Steeltown USSR* (Berkeley, CA: University of California Press, 1991), pp. 210–12.

Book, multiple authors
Charles D. Ferguson and William C. Potter, with Amy Sands, Leonard S. Spector, and Fred L. Wheling, *The Four Faces of Nuclear Terrorism* (London: Routledge, 2005), pp. 112–15.

Chapter in an edited volume
Robert Levgold, "Soviet Learning in the 1980s," in George W. Breslauer and Philip E. Tetlock, eds., *Learning in US and Soviet Foreign Policy* (Boulder, CO: Westview Press, 1991), p. 25.

Conferences and symposia papers
Julian Whichello and Davide Parise, "Novel Technologies for the Detection of Undeclared Nuclear Activities," paper delivered at the Symposium on International Safeguards: Addressing Verification Challenges, Vienna, Austria, October 16–20, 2006.

Delegate Statements
Statement by Kamal Kharrazi, foreign minister of Iran, to the Conference on Disarmament, CD/PV.796, June 4, 1998.

Directives/guidelines
IAEA, "The Physical Protection of Nuclear Material," INFCIRC/225/Rev.3, September 1993.

Dissertations
Steven Flank, "Reconstructing Rockets: The Politics of Developing Military Technologies in Brazil, India, and Israel," PhD diss., MIT, 1993, pp. 67–71.

Interviews/personal correspondence
Amy Smithson, senior fellow, James Martin Center for Nonproliferation Studies, email correspondence with author, August 3, 2010.

Journal article
Mustafa Kibaroglu, "Turkey's Quest for Peaceful Nuclear Power," *Nonproliferation Review*, Vol. 4, No. 2 (Spring–Summer 1997), p. 33.

Journal article, no volume number
Ivan T. Boskov, "Russian Foreign Policy Motivations," *MEMO*, No. 4 (April 1993), p. 6.

Magazine article
Bonnie Jenkins, "Adapting to the Times," *Arms Control Today*, January/February 2011, <www.armscontrol.org/act/2011_01-02/Jenkins>.

Mustafa Kibaroglu, "Turkey Says No," *Bulletin of the Atomic Scientists*, July/August 2003, pp. 22–25.

Newspaper article
Ian Hoffman, "Bush Presses Lab Nuke Research," *Oakland Tribune*, December 11, 2003, p. C3.

Peter Baker, "For Obama, Syria Chemical Attack Shows Risk of 'Deals with Dictators,'" *New York Times*, April 9, 2017, <www.nytimes.com/2017/04/09/us/politics/obama-syria-chemical-weapons.html>.

Newspaper article, wire service (no author listed)
Associated Press, "Head of U.S. Nuclear Agency Leaving Under Pressure over Security Lapses," January 5, 2007, <http://usatoday30.usatoday.com/news/washington/2007-01-04-nuclear_x.htm>.

Non-English sources
Translate important citation information in brackets. Transliteration is preferable to non-Latin script.

Henri Pac, *Le droit de la défense nucléaire* [The legal dimension of nuclear defense] (Paris: Presses Universitaires de France, 1989), pp. 79–80.

Resolutions
UN Security Council Resolution 687, S/Res/687, April 3, 1991. [Include the issuing body and resolution number and the date of adoption (rather than the document issue date).]

Testimony or hearings
Robert Jordan, prepared statement for the Senate Committee on Foreign Relations, "Famine in Africa: Hearing before the Committee on Foreign Relations," 99th Cong., 1st sess., January 17, 1985, p. 12.

Treaties
To cite treaties in endnotes, give the common treaty name (see below), the date it was signed, and section and paragraph numbers if necessary: Treaty on the Non-Proliferation of Nuclear Weapons, March 5, 1970, Article IX, para. 2.

Unnamed sources
Decontamination and radiation expert at the Department of Energy and EPA (name withheld by request), personal interviews with author, Washington, DC, July 13, 2005.

Web citations, URLs
For web-only items, provide author, title, date, and as full or complete a URL address as is likely to remain stable over time; do not include URL information whose content changes, as in the locator for the current edition of a newspaper. Include the URL in <angle brackets>.

Page van der Linden, "A Curious Tale of Uranium Bricks," *Arms Control Wonk*, February 4, 2011, <vanderlinden.armscontrolwonk.com/archive/146/a-curious-tale-of-uranium-bricks>.

Grammar and punctuation

Commas. Use the serial comma: place a comma after the final word in a series before "and," "nor," and "or." *Example*: I like oranges, apples, and grapefruits. Commas and final punctuation should be placed inside quotation marks. As per the *Chicago Manual of Style*, "The title of a work that ends in a question mark or exclamation point should now be followed by a comma if the grammar of the sentence would normally call for one or, in source citations or in an index, if a comma would normally follow the title."

Centuries. Spell out—twenty-first century.

Ellipses. Follow the "three-or-four-dot method" as described in the *Chicago Manual of Style*. Use three dots ... when material has been omitted from the middle of a sentence in a quote. When material has been deleted after a full sentence that does not end the quotation, be sure to use four dots. ... The first dot is the period ending the sentence. Insert a space before and after the ellipses.

Em dashes. Do not put a space on either side of an em dash (Mac: shift + option+ hyphen). Thus, if you use an em dash—and we do not discourage it—please follow the usage in this sentence.

En dashes. For number ranges, use an en dash (Mac: option/alt + hyphen): 1996–98; pp. 326–28; $2 million–$5 million, pp. 101–8).

Hyphens. Hyphens are not used with prefixes unless it separates two vowels or otherwise enhances the clarity to do so, e.g. anti-intellectualism, meta-analysis, nonproliferation, nongovernmental, socioeconomic, online. Hyphens are used in compound phrases that act as modifiers, e.g. national-security strategy, nuclear-weapon program, uranium-enrichment process.

Italics. Use for books, radio and television show names, vessel names (USS *Cole*), and for uncommon foreign words. Use sparingly for emphasis. Missile names (e.g., Agni) are not italicized.

Periods. Unnecessary in acronyms and abbreviations: PhD, US (as an adjective), DC, IAEA.

Quotations. Authors should identify the origin of all quoted material in a numbered endnote. Material reproduced from other sources *must* be credited. Do not alter or edit quotations.

Quotation marks and apostrophes. Use "smart," not straight, quotation marks and apostrophes. Do not use an apostrophe before the "s" in 1950s, 1980s, etc. For possessives ending in s, use two s's, (i.e., John Gaddis's biography of George Kennan is exceptional.)

Numbers

In general, for non-measurements/nontechnical contexts, spell out numbers from zero through ten and use numerals for 11+; use numerals for all measurements (e.g., twelve experts, 12 kilograms). This applies also to ordinal numbers. Exceptions include very large whole numbers in nontechnical contexts, which may be spelled out.

Currency should be expressed in numerals ($8 billion).

Elements on first reference: polonium-210; on second reference abbreviated: Po-210. (Abbreviate only with isotope number; spell out otherwise, i.e., 20 kilograms of plutonium.)

Fractions less than one should be spelled out (one-half, three-eighths).

Percentages always use numerals and never the percentage symbol: 6 percent.

Measurements should use numerals: The 5-kiloton warhead flew 1,250 kilometers.
Spell out units of measurement on first use and abbreviate on subsequent uses: The bomblet weighed 70 kilograms (kg), but the casing weighed only 5 kg.

Capitalization
In general, use a minimum of capitalization. Capitalize "Cold War" but not seasons or centuries (twenty-first century). Capitalize national legislatures, but not their adjectival forms: Congress, congressional. Use lower case for government (i.e., Ukrainian government) and administration (i.e., Clinton administration). Titles of individuals are capitalized, as are institutional departments (the Ministry of Foreign Affairs; the Department of Defense).

Foreign phrases
Italicize uncommon foreign phrases. If it is necessary to translate parenthetically (as opposed to contextually), follow this example: De Gaulle believed in a strategy of *dissuasion du faible au fort* (weak-to-strong deterrence).

Long quotations/excerpts
Set off and indent any quotation that is longer than five typed lines. Do not italicize the quote. Shorter quotations remain within the paragraph in which they appear.

Proper names/transliteration
Standardize transliteration when possible (Hussein instead of Hussayn); when spelling is in question, the predominate style used in the *New York Times* is preferred. For South Korean names, use only two initial capitals followed by a hyphen (Ban Ki-moon); for North Korean names, omit the hyphen and capitalize each initial (Kim Jong Un). For Chinese, Japanese, and Korean names, the first name listed is the family name (for Kim Jong Il, use Kim). Exception: The personal preference of the person whose name it is. For Spanish names, use the first of the two last names on second and subsequent references (for Carlos Pastora de Fiello, use Pastora). For Brazilian names, use both last names (for Fernando Collor de Mello, use Collor de Mello).

Abbreviations
US, UK, EU, and UN are to be used as adjectives only, never as nouns (use United States, United Kingdom, European Union, or United Nations as nouns): "The UN representative traveled to the United States." "US-China relations soured." (Note if "Sino" is the preferred adjective, then "American" must be its counterpart, never "US-Sino".)

Dates
Use month, day, year format: "December 4, 1992." When referring to September 11, 2001, use the full date on first mention; "9/11" is acceptable thereafter.

Titles
Spell out fully and capitalize: Ambassador Thomas R. Pickering, Senator Lugar; Hillary Clinton, the Secretary of State. Give state and party affiliation for US politicians: Senator Dick Durbin (Democrat of Illinois). Note also that use of the word "former" or "then" is not needed if the person held that title during the action described: "Emperor Nero fiddled while Rome burned," and not "Then-Emperor Nero fiddled…". However, "In a meeting with former President Barack Obama, Democratic nominee Hillary Clinton described the problems she was facing."

Acronyms/abbreviations
Spell out the first reference to any acronym or abbreviation, followed by the acronym or abbreviation in parentheses if it is referred to again in the article. Keep use to a minimum to avoid "alphabet soup." Be mindful of possessives and spell out to avoid confusion. For plurals, add *s*, not apostrophe *s* (ABWRs, FBRs.)

Frequently used examples*:*
advanced boiling-water reactor (ABWR)
boiling-water reactor (BWR)
confidence-building measures (CBMs)
Department of Defense (DOD)
electromagnetic isotope separation (EMIS)
fast breeder reactor (FBR)
heavy-water reactor (HWR)
high-temperature gas-cooled reactor (HTGR)
instrumentation and control (I&C)
intercontinental ballistic missile (ICBM)
International Atomic Energy Agency (IAEA)
light-water reactor (LWR)
Magnetic Laser Isotope separation (MLIS)
non-nuclear-weapon state (NNWS)
nuclear-weapon-free zone (NWFZ)
nuclear-weapon state (NWS)
Operational Safety and Rescue Team (OSART)
pressurized heavy-water reactor (PHWR)
pressurized water reactor (PWR)
research and development (R&D)
surface-to-air missile (SAM)
weapons of mass destruction (WMD)

Common treaties and conventions
1972 Anti-Ballistic Missile Treaty (ABM Treaty)
1972 Biological and Toxin Weapons Convention (BWC)
1993 Chemical Weapons Convention (CWC)
1997 Comprehensive Nuclear-Test-Ban Treaty (CTBT)
1990 Conventional Armed Forces in Europe Treaty (CFE)
Fissile Material Cutoff Treaty (FMCT)
1987 Intermediate-range Nuclear Forces Treaty (INF Treaty)
2010 New Strategic Arms Reduction Treaty (New START)
1972 Strategic Arms Limitations Talks (SALT I, 1979 SALT II)
1991 Strategic Arms Reduction Treaty (START I, 1993 START II, START III, 2010 New START)
2002 Strategic Offensive Reductions Treaty (SORT, or the Moscow Treaty)
1968 Treaty on the Non-Proliferation of Nuclear Weapons (NPT)
2017 Treaty on the Prohibition of Nuclear Weapons (TPNW)

Common in-house usages
al-Qaeda (not Al Qaeda or Al Qaida)
antisatellite
coauthor
confidence-building measures
Cuban Missile Crisis
de facto, inter alia (no italics)
decision makers, decision making; decision-making process
downblend, downblending
email
entry into force (unless used as a modifier, then "entry-into-force proposal"); enter into force
Final Document (of a specific conference; if in the abstract—e.g., a potential future conference outcome—then use "final document")
fiscal 2011 (not fiscal year 2011 or FY2011)
flight-test, flight-tested (n. and v.)
geostrategic
grand bargain
Group of Eight (G-8)
hardline, hardliner
Hussein, Saddam (full name preferred on all references, but Saddam is acceptable on second reference)
Iraq war
juche
low Earth orbit
member states
mutual assured destruction
National Security Strategy (the US document)
NATO (OK on first reference)
Non-Aligned Movement
NPT Review Conference, 2005 NPT Review Conference, review conference
Nuclear Posture Review
nuclear-weapon program, nuclear-weapon state (singular)
Osirak (not Osiraq)
Oslo Process
policy makers, policy making; policy-making process
Qaddafi, Muammar
shutdown (n.), shut down (v.)
six-party talks
State Department
state party, states parties
Tehran (not Teheran)
track-two diplomacy
underway
war-fighting plans
weapon-grade (as a modifier)
weapons-usable (as a modifier)
white paper (capitalized if part of a proper name)

Tables, figures, and photographs

Authors are responsible for obtaining permission to reprint previously published tables, figures, or photographs. All tables and figures should have suggested titles. Tables and figures should be created in

Microsoft Word or Excel without shading or special formatting. Tables should have references in the text in chronological order and should be referred to as "Tables" (Table 1, Table 2, etc.). Any graphical elements, such as graphs, pictures, illustrations, and photographs, should be referred to in the text as "Figures" in chronological order.

All tables, figures, and photographs should be submitted in a separate file (not embedded in the text) labeled with the name of the element (Table 1, Table 2 or Figure 1, Figure 2). Endnotes for tables and figures should be attached to the table or figure in its own file. These endnotes should *not* be commingled with those of the body of the article.