

Guidelines for Authors

Manuscripts should be submitted in English to the editorial office in two double-spaced copies and should be accompanied by an indicative abstract of 100 to 200 words.

The text should be structure by numbered subheadings. It should contain (a) an Introduction, giving an overview and stating the purpose, (b) a main body, describing in sufficient detail the materials or methods used and the results or ideas developed, and (c) a conclusion or summary.

Criteria for acceptance will be appropriateness to the field of the journal Scope and Aims, taking into account the merit of the contents and presentation. The manuscript should be concise and should conform to professional standards of English usage and grammar. Manuscripts are received with the understanding that they have not been previously published, are not being submitted for publication elsewhere, and that if the work received official sponsorship, it has been duly released for publication. Submissions are referred, and authors will usually be notified within 6 to 8 weeks. Unless specifically requested, manuscripts and illustrations will not be returned.

Electronic manuscripts. Authors are encouraged to submit a computer disk (3.5 or 5.25-in. HD/DD disk) containing the accepted version of the paper along with the manuscripts to the Editorial office. Please observe the following criteria: (i) send computer disk together with hard copy of your paper: (ii) when your paper has been refeed, revised and accepted, send a disk containing the final version with the final hard copy. Make sure that the disk and hard copy match exactly; (iii) specify what software was used, including which release.

Title page. The title page should list (1) the article; (2) the author's name and affiliation at the time the work has conducted; (3) corresponding author's address, telephone and FAX numbers and e-mail address, if available; (4) a concise running title.

Abstract. An abstract should be submitted that does not exceed 200 words in length. This should be typed on a separate sheet following the title page.

Reference citations with the text should have the following form: (author, year). For example, (Kent, 1949). Specific page numbers are optional e.g. (Kent, 1949, p. 56). A citation with two authors would

read (Shulsky & Godson, 1991); three or more authors would be: (Smith et al., 1995). When the author is mentioned in the text, only the date and optional page number should appear in parenthesis - e.g. According to Kent (1949),...

References should be listed alphabetically by author at the end of the article. Journal names should not be abbreviated. Multiple citations by the same author should be listed chronological and should each spell out the author's name. Articles appearing in the same year should have the following format: Smith, M. (1995a) ..., Smith, M. (1995b) ...

Examples:

* Journal reference: Alexander, M. S. (1988). Introduction: Knowing Your Friends, Assessing Your Allies - Perspectives on Intra-Alliance Intelligence. *Intelligence and National Security*, 13(1). 1-17.

* Edited book reference: Gries, D. D. (1995). *New Links Between Intelligence and Policy*. In H. B. Westerfield (ed.). *Inside CIA's Private World*. New Haven and London: Yale University Press.

* Book reference: Andrew, C. (1985). *Secret Service: The Making of the British Intelligence Community*. London: Sceptre.

* Conference paper reference: Habsburg, O. v. (1998). A Security Policy for Europe. In M. Sopta & M. Marnika (eds.). *Croatia as a Stabilizing Factor For Peace In Europe: Proceedings from an International Symposium Held in Zagreb, Croatia 11 - 14 April 1996*. Zagreb: Croatian Centre of Strategic Studies. 27-34.

Book reviews should be preceded by full publication details including price: eg. Adams, J. (1998). *The next World War: The warriors and weapons of the new battlefields in Cyberspace*. London: Hutchinson. Pp. 366, biblio., index. L 18.99. ISBN 0-09-180232-6.

Footnotes should be kept to a minimum. They should be indicated in the text with numbered superscripts, and the corresponding notes should be collected at the end of the article, before the references, under the heading Notes.

Illustrations should be kept to the necessary minimum. Graphs and diagrams should be supplied as black and white drawings suitable for reproduction. Half-tone illustrations should be sharp, well-contrasted

glossy prints. Illustrations should be numbered lightly with a soft pencil on the back, and a numbered legend should be attached on a separate sheet. Clear copies of the illustrations should accompany the submitted manuscript, but camera-ready originals should not be sent until requested by the editor. Tables should contain a number and a title at the top, and all columns and rows should have headings. All illustrations should be cited in the text as Figure 1, Figure 2, etc. or Table 1, Table 2, etc.

Upon acceptance of a manuscript for publication, authors must provide a one-paragraph biographical sketch. Authors will receive from the publisher 25 reprints of their articles free of charge. Additional reprints may be ordered before publication.