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## Notes for Contributors

Space and Defense

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## Notes for Contributors to *Space and Defense*

*Space and Defense* seeks submissions that will contribute to the intellectual foundation for the integration of space into overall security studies.

Indeed, the emergence of space as a unique and critical element in national security, economic security, homeland security, cyber security, environmental security, and even human security has persuaded us that this line of inquiry is vital to innovation for international security.

Contributions are welcome from academic scholars and policy analysts at think tanks and research institutes; senior management and policy officials from international and governmental agencies and departments relevant to space and security issues; senior management and policy officials from organizations responsible for critical national and international infrastructures that rely upon space; major aerospace corporations; scientists and engineers interested or involved in space and security policy issues; military officers and operators in relevant units, commands, and in staff colleges and service academies.

The journal welcomes submissions of scholarly, independent research articles and viewpoint essays. There is no standard length for articles, but 7,500 to 10,000 words, including notes and references, is a useful target for research articles, and viewpoint essays should be in the range of 2,500 to 5,000 words. The opinions, conclusions, and recommendations expressed or implied within *Security Studies Inquiry* are those of the contributors and do not reflect those of the Eisenhower Center for Space and Defense Studies, the Air Force Academy, the Air Force, the Department of Defense, or any other agency of the United States Government.

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Details of the author's institutional affiliation, full address, and other contact information should be included in a separate file or cover sheet.

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All manuscripts submitted to *Space and Defense* need to be double-spaced with margins of 1 inch or 2.5 cm, and all pages, including those containing only diagrams and tables, should be numbered consecutively. It is the author's responsibility to

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## **TABLES AND FIGURES**

All maps, diagrams, charts, and graphs should be referred to as figures and consecutively numbered and given appropriate captions. Captions for each figure should be submitted on the same page as the figure to avoid confusion. Tables should be kept to a minimum and contain only essential data. Each figure and table must be given an Arabic numeral, followed by a heading, and be referred to in the text. Figures and tables are not to be embedded in the text. Each table and figure should be clearly labeled. In the text, make sure and clearly explain all aspects of any figures or tables used.

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Authors are responsible for ensuring that their manuscripts conform to the style of Space and Defense. The editors will not undertake retyping of manuscripts before publication. Please follow the Chicago Manual of Style.

Listed below are some additional style and writing guides:

- Dates in the form: 1 January 2009.
- Headings (bold, ALL CAPS, title case and centered).
- Subheadings (bold, italic, title case and centered).
- Acronyms/abbreviations should always be spelled out in full on first use in the text.
- The 24-hour clock is used for time, e.g., 0800, 1300, 1800.
- Use percent rather than % except in figures and tables.

- For numbers, spell out numbers less than 10.
- Make use of 21ststyle where appropriate.
- Keep capitalization to a minimum.
- Concise paragraphs and sentences are desirable.
- Avoid a paper that is just descriptive; rather engage the literature and provide analytical rigor and assessment.
- Avoid policy recommendations in the analysis part of paper; leave this, if applicable, for a separate section at the end of the paper. Define all new terms used in paper.
- Avoid hyphenated words when possible (e.g., low Earth orbit).
- Avoid the use of passive voice when possible.
- Footnotes, numbered consecutively with a raised numeral in the text, use the Insert-Preference-Footer function of Word.