Submission and Publication Process Guidelines

The following outlines the roles, responsibilities, and steps for submitting a manuscript; preparing a completed, approved manuscript for publication; and promoting a product post-publication.

Before submitting, please review all relevant JSOU Press guidance for information about product definitions, procedures, peer review process, and style as needed. Also consider the following:

- Does the topic relate to the SOF enterprise?
- Is there a gap in the research/knowledge about this topic?
- Does my contribution aim to help fill that gap?
- Did I review the JSOU Press Product Definitions to determine which type of publication I am interested in?
- Am I familiar with the manuscript submission guidelines for publishing with the JSOU Press?
- Does this submission relate to any of JSOU's Special Operations Research Topics?

Submitting Requests

To submit a request for publication:

1. Ensure classification of the manuscript complies with the author's parent organization's Classification and Public Release (C&PR) policy (see JSOU's C&PR Memorandum as an example).
2. Complete and submit the online JSOU Press Publication Manuscript Form.
3. Email the completed manuscript and C&PR documentation to press@jsou.edu.
4. JSOU Press staff will review the manuscript and may reach out with follow-up questions.
5. JSOU Press staff will email the author in a timely manner with their decision to either preliminarily accept or reject the submitted manuscript. If the manuscript is accepted, staff will provide more information about about next steps. *Note*: Provisional acceptance does *not* guarantee publication through the JSOU Press.
6. For most submissions, JSOU Press staff will send the manuscript out for peer review. Peer reviewers are selected based on their expertise in the proposed publication's research/topic area as subject matter experts. Note: The peer review process remains anonymous for both authors and reviewers to ensure unbiased feedback.
7. Peer reviewers analyze the manuscript and provide feedback as outlined in the JSOU Press Peer Review Process. Peer reviewers provide a recommendation to publish,

publish after minor modifications, resubmit after major revisions, or reject along with comments, questions, and suggestions. If necessary, a summary of this information is sent to the author for review.

8. Once a manuscript is approved, it moves into the editorial workflow. A JSOU Press production editor completes a comprehensive editorial review, ensuring proper grammar, spelling, sentence structure/flow, and adherence to JSOU Press and Chicago Manual of Style.

9. The production editor returns the edited manuscript to the author (with tracked changes and comments/queries) for review/approval of edits and clarification of questions. The author works back and forth with the editor as necessary.

10. The production editor prepares the manuscript for design and sends to the JSOU Press in-house layout designer.

11. The editor works back and forth with the designer to ensure accuracy and consistency of text, design elements, style, images, tables/figures, and branding elements.

12. The editor sends the author the designed file as a PDF for final review/approval.

13. Once the designed piece is approved, it is added to the JSOU Press website as a publicly accessible and downloadable PDF. If the piece is being printed, the editor and designer work to finalize the file and send to print.

14. Once the publication is live on the website, the JSOU Press notifies the author and promotes the piece via social media.