



## Submission and Publication Process Guidelines

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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?

### 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](mailto: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 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 a double-blind peer review. Peer reviewers are selected based on their expertise in the proposed publication's research/topic area and are subject matter experts.

7. Peer reviewers analyze the manuscript and provide feedback as outlined in the [JSOU Press Peer Review Process](#). Peer reviewers provide one of the following four recommendations:
  - **Publish:** Author is notified about next steps, and manuscript moves to editorial review.
  - **Publish after minor modifications:** Author is notified. Peer review feedback is provided; authors revise and resubmit.
  - **Resubmit after major revisions:** Author is notified. Peer review feedback is provided; authors revise and resubmit.
  - **Reject:** Author is notified. Peer review feedback is provided.
8. Once a manuscript is approved, it moves into the editorial workflow. A JSOU Press editor is assigned and begins direct communications with the author. The editor completes a comprehensive editorial review, ensuring proper grammar, spelling, sentence structure/flow, and adherence to JSOU Press House Style Guide and the *Chicago Manual of Style, 18th Edition*. The editor returns the manuscript (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.
9. After the manuscript is finalized, the editor prepares the manuscript for design and publication.
10. The editor sends the author the design file for final review/approval.
11. Once the design file is approved, it is published on the JSOU Press website. If the piece is being printed, the editor and designer work to finalize the file and send to print.
12. Once the publication is live on the website, the JSOU Press notifies the author.