



Manuscript Submission Format Guidance

Overview

The first step toward JSOU Press publication is to complete the [JSOU Press Submission Form](#). Authors should then email their completed manuscript; any images, tables, and figures; author bio and image; and [Classification and Public Release \(C&PR\)](#) documentation to press@jsou.edu. If preliminarily approved, the manuscript is sent for a double-blind peer review. Once final approval is determined, the manuscript enters the editorial and design workflow. ***All manuscripts must be submitted in the simplest format possible and be free of applied styles (e.g., colored text, word art, automatic formatting).***

Per the [JSOU Press Author Submission and Publication Process Guidelines](#), the JSOU Press reserves the right to reject manuscripts with major formatting issues and return for correction.

Text Preparation

All manuscripts MUST be formatted as follows:

- File type: Microsoft Word (editable/full permissions)
- Typeface: Simple font (such as Times New Roman or Calibri)
- Font size: 12-point (headers may be larger to denote hierarchy)
- Body: Double-spaced
- Paragraphs: Indent at beginning of first sentence
- Page size: Standard (8.5" x 11")
- Page numbers: Numbered at the bottom of each page (left, center, or right)
- Title page: The title page should include the full title of the manuscript and names of the author(s) and/or editor(s), with desired credentials, listed in the order they should appear on the final product.

Support Files

- **Images.** Media/images, including cover images, should ideally derive from the public domain, or (if the image is sourced elsewhere) include permissions/copyright information as required. While the JSOU Press can help locate stock images as needed and as time allows, the JSOU Press does not cover the costs for image use rights. Please ensure provided images are high resolution (300 dpi or better) and submitted as a JPG or PNG file type. Include captions and source information (with link, if possible). Avoid using acronyms in captions.

- **Figures and Tables.** Ideally, figures should be saved as high-quality JPEG files (300 dpi or better) to ensure adequate resolution. Ensure all figures and tables are referenced in the text *prior* to where you would like them to appear (e.g., “See Figure 1”). Do not add callouts like “below,” or “on opposite page.” Label figures and tables by chapter and order of appearance within that chapter (e.g., Figure 3.1., 3.2., 3.3. for Chapter 3). Avoid using acronyms, if possible. Otherwise, provide a key. *Note: All figures and tables developed by the author must be provided in Microsoft PowerPoint.*
- **Author Bios.** Most JSOU Press products include a brief (200–300 words) author bio. Please aim to keep bios relevant to the work presented. Avoid copying/pasting a résumé or CV verbatim. Include a high-resolution (300 dpi or better) professional headshot image framed on the face and shoulders of each author/editor/contributor included. If desired, provide link(s) to author and/or professional profiles (e.g., LinkedIn).

Structure and Style

- **Writing Style.** The JSOU Press adheres to the editorial guidance in the [JSOU Press House Style Guide](#) and the *Chicago Manual of Style, 18th Edition*. In the event of a disagreement, the JSOU Press House Style Guide takes precedence.
- **Acknowledgement/Foreword/Afterword.** These are not required but may be included if desired.
- **Table of Contents.** The table of contents (TOC) should include only the chapter/section titles. Please **do not** include page numbers, as these change when the document is designed. Additionally, please avoid using automatic or smart functionality for the TOC.
- **Acronyms.** Use acronyms that appear in the [DoD Dictionary](#) or are otherwise widely known in other fields (e.g., SAT, NASA, the NFL). Any term used as an acronym must be expanded on its *first use only*, followed by the acronym in parentheses—for example, “United States Special Operations Command (USSOCOM).” Through the remainder of the text, use the acronym only (e.g., “USSOCOM”). If a term is used only once, do not introduce the acronym. Furthermore, all submissions must include a list of all acronyms with descriptions.

Citations

- **Endnotes.** Only endnotes are acceptable. For edited volumes, the notes should be numbered and supplied separately per chapter, not compiled at the end of the volume. Whenever possible, include a DOI or other electronic identifier with each note. All citations and references must adhere to the formatting style set forth in the *Chicago Manual of Style, 18th Edition*.
- **Bibliographies.** Bibliographies are not required but may be included if desired.