

Issues & Insights Submission Guidelines

Issues & Insights welcomes policy-oriented articles related to Indo-Pacific security, diplomacy, economics, military affairs, or other related areas. We do not publish pieces that are focused on culture, sociology, or other similar disciplines unless there is a clear security or strategic angle.

Issues & Insights are published on a rolling basis. All submissions are handled electronically and can be emailed to rob@pacforum.org. Papers are published on Pacific Forum's [Issues & Insights page](#).

Review/Editing Process

Papers generally take between 2-6 weeks to undergo a review and editing process once a submission has been accepted by the editor. To expedite the process, please ensure that your paper conforms to the style guide below. For authors who are not fluent in written, academic English, the editor may request that you have your article proofed by an independent copy-editor at your own cost.

During the editing process, we utilize the Track Changes feature of Microsoft Word to make edits and comments. When your article is returned with suggested edits, we request that authors take the time to individually accept/reject edits and take time to read comments, as opposed to accepting all edits without review.

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Submission Format

Completed manuscripts should be formatted in Times New Roman, 12-point font with 1.5-line spacing and both left and right justified for the main text. Footnotes should be formatted in 10-point font, left and right justified, and conform to Chicago Manual of Style in-text citation formatting. The article should run between 4,000 to 12,000 words, including footnotes. Submissions should be sent as a Word document.

Each manuscript must include:

- (1) Title page: include only the article title, author's name, and a short biographical statement (under 50 words) that lists the author's e-mail address.
- (2) Executive Summary of approximately 800 words that includes an explanation of the main argument and key conclusions and policy implications

The Executive Summary should NOT include citations.

- (3) The Introduction should not exceed two pages in length and should plainly describe:

- the specific question that the paper seeks to answer
- the policy importance of the question
- the main argument/findings of the paper

(4) In-text citations and references: All references need to be made using footnotes formatted to Chicago Manual of Style in-text citation guidelines (for examples see Purdue OWL's site on referencing [web sources](#) and [periodicals](#)). Do not include a reference page or bibliography at the end of the manuscript.

Referencing

At Pacific Forum, we prefer all of our references to be made as footnote citations conforming to [Chicago Style Footnoting](#), without a bibliography or final reference page. It is advised to use a referencing program such as EndNote to ensure quality and consistent references. When continually making changes to a draft, it is easy for references to get deleted or misplaced, please double **check all your references** before submitting.

Here are some of the issues we run across most frequently:

- Put a **space between the name of the publication and the date** and shorten months when they come with days and years (ex. "*Korea Times* (Dec. 15, 2001)"). Exceptions to the month rule are March, April, May, June, and July.
- **Italics** are only for book or movie titles. Quotation marks are used around articles.
- When referencing a secondary source (i.e. a quotation within your source) you must reference both sources. For example, 'Professor Fukuyama, as quoted in McKinley's work, argues, "...'. In the bibliography you must also fully cite Professor Fukuyama's work, write 'cited in', and then fully cite the source you found it in.
- In references, commas go inside the quotations, example: "Name of an Article," date published.
- Upon your first mention of the source, you must cite it in full. Your second mention of the source can be abbreviated to: Author, Book Name, page number. Refer to the Chicago Manual for further information.

Grammar

Standard American English grammar rules apply. Be careful not to use, or overuse, commas and hyphens. Generally, periods and commas go within quotation marks.

Comma Usage

Use commas to link two independent clauses joined by a conjunction (ex. they like to go to the cinema, but they do not like scary movies)

Always use an Oxford Comma for lists.

Apostrophes

For **plural nouns ending in 's'**, add only an apostrophe (ex. the students' grades, states' rights)

For **singular common nouns ending in 's'**, add 's' (ex. the hostess's invitation, the witness's answer)

For **singular proper names ending in 's'**, use only an apostrophe (ex. the United States' mission)

For **singular proper names ending in 's' sounds** such as x, ce, and z, use 's' (ex. Marx's theories)

Do not use 's' for plurals of numbers or multiple letter combinations (ex. the 1960s, USEMs)

Hyphens

Hyphenate compound adjectives (ex. ‘capacity-building projects’), do not use a hyphen when the compound adjective occurs after the verb (ex. ‘the actor was well known’ versus ‘the well-known actor’)

Also hyphenate when it affects certain terms such as ‘post-Cold War’ or the ‘Asia-Pacific region’.

Do not use a hyphen to denote an abrupt change in a sentence—use a dash.

Quotation Marks

Double Quotation marks should *only* be used when quoting a source or person (ex. Professor Fukuyama said, “...”) or in reference to an article (ex. In Professor Fukuyama’s article, “...”)

As mentioned before, all punctuation should go within the quotation (ex. Professor Fukuyama said, “this apple is delicious.”)

Single Quotation marks should be used to indicate words or phrases that are descriptive but are new and unusual (such as ‘trustpolitik’), or when invoking a colloquial, ironic, humorous, or metaphoric intent (ex. The PLA’s interpretation of ‘freedom’ of navigation is expansive.)

Spelling

Make sure to manually **double-check spelling**; an effective way of doing so is reading your piece aloud as you are much more likely to catch mistakes

Be on the lookout for incorrect use of **homonyms** (ex. aloud vs. allowed)

Use **Americanized spelling** as opposed to British-English (ex. defense not defence), UNLESS it is a name (ex. British Defence School)

Specific ways Pacific Forum spells our words – this is a list of how you must spell certain words, even if the way you spell it is technically correct. It creates uniformity across our publications:

- US (note, not U.S.); Washington, D.C. (not DC)
- Indo-Pacific (with the hyphen)
- Please spell as follows: policymakers, lawmakers, decisionmaking, nonproliferation, and counterterrorism, refer to the prefixes section for general rule of thumb

Numbers: spell out numbers below ten, use figures for numbers above. For example, this should be written as ‘five apples’ NOT ‘5 apples’ or ‘150 apples’ NOT ‘one-hundred and fifty apples’

‘Dollars’ vs ‘\$’: use ‘\$’ when there is a number attached, even if the number is partially spelled out. This rule applies to all currencies and their symbols. For example, this should be written as ‘\$12 billion’ NOT ‘12 billion dollars’

Dates: Should be formatted as month-day-year (ex. June 12, 2019; 06/12/19) as opposed to day-month-year.

Capitalization

Capitalize formal titles that come before a name, such as Gen. Wilson or President Obama.

Do not capitalize job titles or majors in school like 'international studies' or 'public relations and outreach coordinator'.

Titles: only capitalize the first letter of a title, proper nouns should always be capitalized

Correct: Economy plummets as US housing drops

Wrong: Economy Plummets as US Housing Drops

Prefixes

Most prefixes are not hyphenated, such as "non" or "co". There are exceptions.

Specific prefixes:

Co- Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: co-author, co-pilot, co-signer. However, don't use the hyphen in other combinations: coed, coexist, cooperate, coequal.

Pre- Hyphenate when the word being prefixed starts with an "e": pre-election, pre-exist, pre-empt. Otherwise, no hyphen. Exceptions are pre-convention and pre-noon.

Non- Generally, no hyphen is necessary if the word can be understood with "not" before the base word instead. Example: "not existent" -> "nonexistent". However, use a hyphen before proper nouns and awkward combinations, such as "non-nuclear" and "non-American".

Un- Follow the general rule of prefixes.

Specific Style Issues

Passive voice: Eliminate as many instances of "was" from your article as possible. Make your subject do the action, not the receiver of the action.

No hyperbole – Beware of exaggerating claims of cause and/or effect.

No fluff – condense phrases like "which resulted in" to "in which" and remove unnecessary words like "in order to".

Always introduce an acronym before you use it. You must first spell out the acronym, in its entirety, and then provide its abbreviated form in parentheses following it (ex. 'the Association for South East Asian Nations (ASEAN)')

Always italicize words in different languages, this includes terms like: *vis-à-vis*, *ad hoc*, etc.