

NOTES FOR CONTRIBUTORS

Intelligence and National Security is a refereed journal.

Articles submitted to *Intelligence and National Security* should be original contributions and should **not** be under consideration for any other publication at the same time. If another version of the article is under consideration by another publication, or has been, or will be published elsewhere, authors should clearly indicate this at the time of submission.

Each manuscript should be submitted in duplicate. Articles should be typewritten on A4/Letter paper, on **one side only, double-spaced including the notes** and with ample margins. All pages (including those containing only diagrams and tables) should be numbered consecutively.

The *maximum* length for articles is 10,000 words (including endnotes and figures). The article **must begin with an indented and italicized abstract of around 100 words**, which should describe the main arguments and conclusions of the article. Short notes and documents of particular interest may also be published and correspondence is welcome.

Details of the author's institutional affiliation, full address and other contact information should be included on a separate cover sheet. Any acknowledgements should be included on the cover sheet as should a note of the exact length of the article.

All diagrams, charts and graphs should be referred to as figures and consecutively numbered. 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.

Following acceptance for publication, articles should be submitted on **high-density 3½ inch virus-free disks** (IBM PC or Macintosh compatible) in **Word for Windows** or in **rich text format** (.RTF) together with **an exactly matching double-spaced hard copy**. To facilitate typesetting, notes should be grouped together at the end of the file. Tables should also be placed at the end of the file and prepared using tabs. Any diagrams or maps should be copied to a separate disk separately in uncompressed .TIF or .JPG formats in individual files. These should be prepared in black and white. Tints should be avoided, use open patterns instead. If maps and diagrams cannot be prepared electronically, they should be presented on good quality white paper. If mathematics are included 1/2 is preferred over ½.

Each disk should be labelled with the journal's name, article title, lead author's name and software used. It is the author's responsibility to ensure that where copyright materials are included within an article the permission of the copyright holder has been obtained. Confirmation of this should be included on a separate sheet included with the disk.

Authors are entitled to 25 free offprints and a copy of the issue in which their article appears.

Copyright in articles published in *Intelligence and National Security* rests with the publisher.

Style

Authors are responsible for ensuring that their manuscripts conform to the journal style. The Editors will not undertake retyping of manuscripts before publication. A full guide to style and presentation is obtainable from the publisher.

Style should be consistent with that used in the journal [-ize endings, US spelling retained in US contributions but British punctuation]. Capitals should be used sparingly, principally for proper titles. Quotations should be in singled inverted commas, double within single. Long quotations of several lines should be indented without quotation marks. Dates should be given in the form 3 September 1939; 1939-45; 1930s. Spelling style includes, Sigint, Ultra, Humint, Operation 'Overload', one-time pad, cipher. Numbers 11 and above are rendered as figures.

Subheadings should be clearly marked in capitals, ranged to the left above the section and not be numbered. Sub-subheadings, with capitals only for major words, should be in *italics* and ranged left.

Notes should be numbered consecutively throughout the article with a numerical corresponding to the list of notes at the end. Authors should ensure that all notes are present and correct and set out in the style of the Journal.

Biographical details

- (a) Books: Given author, title (in italics), place, **publisher**, and year of publication and page reference, e.g. David Kahn, *The Codebreakers: The Story of Secret Writing*, 2nd ed. (NY: Scribner's 1996) p.42.
- (b) Articles: Place title of article between single inverted commas and underline the book or journal in which it appears. Give journal volume, number and part and year of publication.
 - e.g. C.M. Andrew 'Déchiffrement et diplomatie; le cabinet noir du Quai d'Orsay sous la Troisième République', *Relations Internationales* 3/5 (1976) pp. 3-64.
 - Jean Stengers, 'Enigma, the French, the Poles and the British, 1931-1940' in C. Andrew and D. Dilks (eds.) *The Missing Dimension: Government and Intelligence Communities in the Twentieth Century* (London/Champaign, IL: Macmillan 1984) pp.126-37.
- (c) Book reviews should be preceded by full publication details including price:
 - e.g. Kathleen Burk (ed.), *War and the State: The Transformation of British Government 1914-19* (London: Allen & Unwin, 1982). Pp. 189, biblio., index. £12.50. ISBN.