

Article Submission Guidelines

Journal of Military Conflict Transformation

Submission Policies

When an article is submitted to the Journal of Military Conflict Transformation (JMCT), we understand that it is original and has not been previously published in another journal. If a similar or related work has been submitted elsewhere, a copy of that published article must accompany your submission to the JMCT.

Provide a written statement of permission from any person who is quoted in your article based on a personal conversation. Permission by email is acceptable.

We reserve the right to reject a paper even after it has been accepted if it becomes apparent that there are serious problems with its content, or our publishing policies have been violated.

Acceptance of a full article for review is not a guarantee the article will be published in the JMCT.

All submissions, including articles, op-eds, book reviews, negotiation stories, artwork, and photographs must be unclassified, non-sensitive, and releasable to the public.

Editorial Workflow

The workflow is divided into 4 stages:

Submission

New submissions are assigned to the editor where they are reviewed and considered for moving into the Review stage. Some submissions (including abstracts) are deemed inappropriate and never make it beyond the submission stage.

Review

A peer review is initiated. Revisions may be required by the author in this stage. Some submissions will not pass review and end here. Those submissions that are accepted move to the next stage of Copyediting.

Copyediting

Articles are improved by the work of a copyeditor. Authors are invited to review the copyedits.

Production

Once the copyedits are completed and approved, the submission moves to production where copyedited files are converted to a format for inclusion in the journal – such as HTML, pdf, etc. The author is provided an additional opportunity to proofread their article. Once everyone is satisfied, the submission is scheduled for publication in a future issue.

Template

The following template is provided for authors to use when submitting articles for publication in JMCT. The Guidelines are based on *The Chicago Manual of Style*¹ and Air University Press Publication AU-1, *Style and Author Guide*. Please refer to the JMCT website for current and archived issues at <https://www.airuniversity.af.edu/AFNC> for additional examples of article format and expectations.

Document Format

All documents require one-inch margins on the top, bottom, and sides. Paragraphs are indented one-half inch. Double-space the article and use the 12-point Bookman font. Do not use desktop publishing features or built-in templates. JMCT word limits for feature articles are in the range of 5,000 to 6,000 words, Film reviews are limited to 1,500 words and book reviews are limited to 3,000 to 5,000 words. JMCT requires a statement from the author that the article is original, has not been previously published, or is currently submitted for publication elsewhere.

Classification

Articles submitted to JMCT must be unclassified, nonsensitive, and releasable to the public.

Front Matter

Title/Author(s)

Make sure the title of your article will intrigue your audience as it describes precisely what your article will discuss. Include precise keywords for main points featured throughout the article. The name of the author(s) and service affiliation should follow the title in a standard font.

Biography and Abstract

Submit a two-to-three sentence biography that includes the authors' academic credentials (see example at end of article). Also include an abstract that is attention-getting, clearly states the thesis, includes your recommended resolution, describes results, and summarizes conclusions.

Keywords for Web Searches

Included after the abstract, keywords are precise and simple and will help researchers with internet searches to find your article online.

Introduction

The introduction includes a thesis statement, brief solution and results that will be further described in the article. The introduction should be about 10 percent of the article's total word count.

Body of Article

Transitions/Conclusion

The body of the article should provide a smooth flow between main points and key ideas. Use transitions create a logical connection between sentences, paragraphs, and sections of your article. Make sure you vary your transition words so that your writing does not sound redundant. End the article with a short conclusion that restates key points.

Headings/Subheadings

Each section of an article provides an opportunity to highlight key concepts and supporting ideas for the reader. You can use up to three levels of subheadings: centered (first level), flush and hang (second level), and run-in (third level). Use headline-style capitalization for centered, flush and hang subheadings; use sentence -style capitalization for run-in subheadings.² See an example below:

Centered [first level]

Flush and hang [second level]

Run-in subheadings [third level]

Quotations

For block quotations and epigraphs:

Use a block quotation for passages that are easily set apart from the text, eight or more typed lines, 100 words or more, or exceeding one paragraph. Indent from both sides and single-space. Do not use quotation marks to enclose the block quotation. Use double quotation marks to enclose a direct quotation within a block quotation. Do not indent the first paragraph but do indent subsequent paragraphs. The block quotation should reflect the paragraphing of the original.³

An epigraph – a pertinent quotation that can be used at the beginning of a chapter or section – should not be enclosed in quotation marks. Set the font to italics in the same-sized font as the text. Do not place an endnote number at the end of an epigraph to identify the source in a list of notes, as in the following:⁴

Negotiation and mediation are similar activities. It is essential to accept that negotiation is a core leadership function, while mediation is a management activity.

-Thomas G. Matyók, Ph.D.

Illustrations and Tables

Illustration Quality and Use

Illustrations include the use of photos, maps, charts, graphs, diagrams, line drawings, and artwork. Illustrations should be presented for publishing in no less than 300 dpi resolution and must be fully cited.⁵ If the illustrations have are copyrighted, they require documentation (an email would suffice) from the original author granting permission for use in your article.

Numbering

Number illustrations (also called figures) consecutively throughout the article and refer to them by those numbers (fig.1) or as part as the text in this example: The chart in figure 2 shows how civ-mil, mil-mil, IA, HNs, and PNs connect with military negotiation. The illustration/figure or table should be placed following the text in which it is referenced, ideally, immediately following the paragraph where first mentioned.⁶

Tables

Tables provide for the useful presentation of large amounts of data. All tables should be numbered and referred to in the text by those numbers, either directly or parenthetically. Tables should be numbered separately from illustrations unless they are also to be presented as graphics.

Table number/title: The title of the table identifies the table and provides applicable facts. Place the table number and title above the table in sentence-style capitalization and in boldface, flush left.

Table format. A table must have at least two columns. Headings at the top of each column will identify the information in the columns. Do not use vertical rules to separate the columns. Headings should be in Sentence-style capitalization. List the names of items in the left-hand column of your table, use sentence-style capitalization, and put information about them in the remaining columns. If the table is reproduced, cite the source(s) below the table.

Follow this example:⁷

Table 1. Military Negotiation Phased Approach Example:

Education Phase	Suggested Concepts	Objectives	Exercise	Possible Forums	Benefits
1 - Initial	Define Negotiation Terms, Introduce Building Blocks	Knowledge, Comprehension	Personal Finance Negotiation	BMT, Officer Accessions	Negotiation Foundations, Lowest Level Problem Solving, Money Smart Airman
2 - Tactical	Distributive Theory, Interest Based Theory Introduction, Intercultural Introduction	Knowledge, Comprehension, Application	Distributive, One-on-One, Intercultural Communications	SOS, ALS, eSchool	Basic Application of Distributive Negotiations, Deployment Preparation, Squadron Resources, Combat Readiness Management
3-Operational	Interest-Based Negotiation, Multiparty, Intro to Diplomatic and Contract Negotiations	Comprehension, Application, Analysis	Interest-Based, Multiparty, Pre-Negotiation Planning	ACSC, NCOA, FSA, Sq CC Course	War Fighting Leadership, Combined, and Joint Operations Effectiveness, Interest Identification, Solving Complicated Problems
4- Strategic and Beyond	Wicked and Complex Problem Sets	Comprehension, Application, Analysis	Regional Conflict, Strategic Engagement	AWC, SNCOA, Chief's Course, Wing/Group CC	Integration of Value Negotiations, Leadership in a

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- Each phase has an opportunity for distance learning or specialty courses within the continuum of learning. Specialty courses might include mediation education, acquisition, and contract negotiation, military support to diplomatic negotiation, end-state planning, pre-negotiation planning, etc.
 - Concepts developed from Air Force Negotiation Center strategic planning guidance.
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Reprinted from The Air University Journal of Military Conflict Transformation, In Col David O'Meara, A Force Multiplier: The Air Force Needs Military Negotiation Education (Maxwell AFB, AL, February 2020).

Section 508 Compliance

The Rehabilitation Act of 1973 requires “federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities.”⁸ To comply with Section 508, additional alternative (alt) text is required with each illustration (not table if it is not a graphic) *if* it is not already described in the text. In such a case, simply put “described in the text.” If not, supply a concise description of the figure that would be helpful for readers who cannot see it, as in the following example:

Caption: Figure 1. Mediation Process

Alt Text: Facilitative v. Evaluative Models of Mediation.

Source Citation

Credit Sources

All sources for quoted passages and other specific information in the article must be accurately and thoroughly cited. Failure to cite appropriately constitutes plagiarism, and a serious breach of academic and professional standards. Using another author’s exact words is not a problem when appropriately cited and identified using opening and closing quotation marks. Paraphrasing another writer’s ideas with different words is also permissible if appropriately cited.

Use Endnotes

JMCT, along with the Air University Press's other academic journals, uses endnotes versus footnotes or in-text parenthetical citations. The endnote allows authors to include references, comments, or explanations at the end of an article. All endnotes should be formatted according to AU-1 guidelines.⁹ Use embedded (linked) endnotes by including a URL for the resource or a permanent/persistent link if available.

Full versus shortened citation. After fully citing a reference on first use, you may then use a shortened citation: author's last name, shortened title (if needed, using title's keywords in the same order), and page number(s).

1. Guhan Subramanian, *Dealmaking: The New Strategy of Negotiauctions* (2nd Ed.) (New York: W. W. Norton & Co., Inc, 2020), 124.
2. Subramanian, *Dealmaking*, 155.

Shortened form versus *ibid.* use. For references just cited in the previous note, use the shortened form versus *ibid.* in the subsequent note, as in this example (per *Chicago Manual of Style*, 17th ed.):¹⁰

1. Subramanian, *Dealmaking*, 155.
2. Subramanian, 165.
3. Maccoby, *Strategic Intelligence*, 36.
4. Maccoby, 37.
5. Deutschman, *Change or Die*, 167.

Superscripts. Place only one note number in the superscript at the end of a sentence or clause. However, the endnote itself may include multiple references separated by a semicolon. Pattern your endnotes after the following sample citations (see appendix A, AU-1):

Endnote Examples

Books

Lawrence Susskind, *Good For You, Great For Me: Finding the Trading Zone and Winning at Win-Win Negotiation* (New York: Public Affairs, 2014), 120-136.

Online Articles

Eric Min, “Talking While Fighting Understanding the Role of wartime Negotiation”, Cambridge University Press, 10 June 2020, doi:10.1017/S0020818320000168.

Journal Articles

Bryan Early, “Exploring the Final Frontier: An Empirical Analysis of Global Civil Space Proliferation.”, *International Studies Quarterly*, 58, no. 1 (March 2014) pp. 55-67, <https://doi.org/10.1111/isqu.12102>

Multiple Sources

Anthony H. Cordesman, “China Space Strategy and Developments,” Center for Strategic & International Studies, 19 August 2016, <https://www.csis.org/>; and Office of the President, *National Security Strategy of the United States of America* (Washington, DC: The White House, December 2017), <https://www.whitehouse.gov/wp-content/uploads/2017/12/NSS-Final-12-18-2017-0905.pdf>.

Interviews

Gen Horatio Baltimore (Commander, USCYBERCOM), interview by the author, Washington, DC, 29 November 2016.

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Share your stories, research, commentary, and lessons learned on negotiation and conflict transformation in the battlefield or the workplace! We support the advancement of all topics within conflict transformation, negotiation, mediation, and facilitation and encourage scholars at all levels to engage on our platform.

Notes

1 AU-1, *Style and Author Guide* (Maxwell AFB, AL: Air University Press, 2015), <https://www.airuniversity.af.edu/AUPress/Texts/>. Air University students and faculty may access the online version of the 17th edition of CMOS through the Air University Library database.

2 AU-1, 21-22.

3 AU-1, 137.

4 AU-1, 122.

5 AU-1, 210.

6 AU-1, 9-10.

7 AU-1, 22-25.

8 US General Services Administration, “Section 508 of the Rehabilitation Act of 1973,” November 2018, <https://www.section508.gov/manage/laws-and-policies>.

9 AU-1, 145-67.

10 Ibid. (in the same place). Refer to AU-1, 42, section 2.211 for guidance.