

All written materials submitted to The Air Force Negotiation Center's *Journal of Military Conflict Transformation* must be unclassified, non-sensitive, and releasable to the public.

## Formatting and Length

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- Documents must be in Microsoft Word (.doc, or .docx)
- One inch margins on sides, top and bottom.
- Use Times or Times New Roman 12 pt. font.
- Left-justified text and double spaced.
- Use a 1/2" indent for paragraph beginnings, block quotes.
- Adhere to appropriate word counts
  - Articles: 5,000 – 6,000 words
  - Book Reviews: 500 – 1,000 words
  - Film reviews up to 1,500 words

## References

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References should be complete and formatted in accordance with *AU-1, Air University Style and Author Guide* (pages 139-61).

- Use footnotes within the submission, not endnotes or author-date citations in the body of the article. For advanced clarification, authors may use *The Chicago Manual of Style, 17<sup>th</sup> Edition*. Articles and other writing improperly formatted, or those that contain incomplete footnotes, will be returned to the author for editing.
- Use only one note number at the end of a statement or clause. An endnote may include multiple references separated by semicolons.
- Do not include bibliographies, lists of works reference.
- Pattern your endnotes after the following sample citations of (1) book, (2) journal article, and (3) website content references.

## Tables and Illustrations

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- Ensure all tables, figures, charts, or other graphics (300 dpi required) are either your own original creations or reproduced from non-copyrighted sources. Reproduction of complete graphical units from a copyrighted source requires permission.

## Email Submission Requirements

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- A cover letter or brief statement about your submission and why you wish to be considered for publication, email [jmct@au.af.edu](mailto:jmct@au.af.edu)
- Written materials that follow the formatting and length guidelines, a title (12 words or less), an abstract (50 – 100 words), and the full names, credentials, and affiliations of authors; names should be in the order you wish them to appear in the publication.
- 3 to 5 keywords/search terms.
- A statement by the author(s) that ensures the written works are contributed solely to *The Journal of Military Conflict Transformation* for publication.

**BOOK REVIEWS:** Brief summary of the book; its strengths or weaknesses; its applicability to the Military; and your recommendations and conclusions. In-text citations are highly discouraged.

**Cover Page:** 1) Cover Page Title: Book Review of [*Book Title*]. Author. City, State: Publisher, Year. Number of pages. Cost. 2) Reviewer's name and credentials. 3) Two to three sentence bio of the reviewer, including his/her affiliations.