



**ABOUT US:** The Security Distillery is a non-partisan think tank founded by the first cohort of the International Master in Security, Intelligence and Strategic Studies (IMSIS), a 24-month Erasmus Mundus Joint Master Degree (EMJMD) jointly run and awarded by a consortium of four European universities: University of Glasgow, Dublin City University, University of Trento and Charles University in Prague. Each IMSIS cohort is comprised of students with diverse academic and professional experiences from countries in every region around the world. The Security Distillery is thus intended to be a space for post-graduate researchers of various backgrounds both within and outside of IMSIS cohorts to bring forth their perspectives on security-related issues.

Given the dynamic nature of the field of security studies, the Distillery intends to distill complicated contemporary issues into digestible articles, without compromising their nuance or depth. In doing so, the Distillery hopes to better understand and provide access to international security and foreign policy trends in real time and spark meaningful dialogue among young professionals.

**AUDIENCE:** The Security Distillery targets young researchers and students who are critically engaged with the field of security studies and its associated developments. The Security Distillery therefore adheres to the highest of academic standards—its published content is characterized by accuracy, integrity, criticality, and depth of research.

## **EXPECTATIONS:**

- (1) Conformity with the following style guidelines and the proper use of the English language is the independent responsibility of every author. While the Editing Team may assist in rectifying minor grammatical errors (should there be any) and will likely suggest alternative phrasings for particular sentences or sections, it is not an editor's job to completely revise an article to be consistent with standard conventions of English grammar. Contributing authors should take care to correct any solecisms prior to their submitting an article draft.
- (2) The proposed editing schedule and process (as outlined below) shall be followed by all participating authors and editors. In order to maintain the professionalism of the Security Distillery and to respect the personal time of editors, articles which have been approved for editing shall be revised in a timely manner. Frequent output is a primary goal.

## STYLE:

### Acceptable Article Types:

- Reflections on Security Distillery events, current security-related challenges (embedded with research), or an interview with an expert.
- Briefing on a security situation as it develops, or an intelligence briefing using techniques such as OSINT, for example.
- Analytical articles based in relevant theories used within the field of security studies.
- Predictive pieces based on intelligence, theory, or similar historical events.
- Other critical articles about contemporary security challenges.
- *Note:* regardless of their type, articles are accepted for editing on a case-by-case basis.

### Topics:

- Avoid topics which are general—the more specific the topic, the better.
- Find an interesting issue/challenge that is emerging in a specific area, region, country, or sector of study and evaluate its potential security implications OR choose a well-known topic which requires further explanation or could be evaluated from a different angle (e.g., the consequences of Amazon deforestation for Brazilian sovereignty; the confluence of American Christianity and far-right ideology as a national security threat for the United States, ramifications of a no-deal Brexit for the European Union).

### Sources:

- Please use relevant academic sources, as you would for a standard university assignment or research project.
- Only cite when necessary and avoid using full quotations from academic sources unless you are directly engaging with and/or contesting it—paraphrasing is welcomed, but in an analytical piece, your writing should also consist of your own thoughts and synthesis.
- While it may be tempting to discuss developing security challenges using online news sources alone, use these only to provide context against broader, pre-existing academic discussions. Ensure their reputability when used.

### Word Count:

- Most published articles are between 900-1100 words.
- Longer pieces may be accepted after discussion with the editing team, but these should still follow the Distillery's style guidelines and should not merely be essays haphazardly trimmed down for publication.

### General Text Format:

- Single-spaced, justified text with standard margins
- Submit your draft as a Google Docs link
- References should be saved as endnotes

## Citation Style

- The Security Distillery uses an adapted version of the Chicago Notes and Bibliography style for our publications. For reference, see: [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)
- Endnotes should be used in lieu of in-text parenthetical citations or footnotes and a bibliography. Within the text, indicate an endnote using a bracket and the respective number of the note in the Reference list in chronological order (e.g., Animal agriculture is a leading cause of climate change [3]. In particular, beef production in the Amazon region is a critical threat [4].).
- For styling your endnotes, use the Chicago Notes and Bibliography style's "Notes" guidelines in the link above. If a source is used more than once (avoid this when you can), subsequent endnotes may use the "Shortened Notes" style.

**STRUCTURE:** Submitted articles should have an interesting and relevant title, author(s) name(s), a concise abstract (2-3 sentences maximum), a list of key words, an introduction (it is not necessary to label this), specific sub-section headers, a conclusion, and a references list.

## STYLE RULES WITHIN THE TEXT:

- The Security Distillery uses British English for spelling. The underline and bold attributes should not be used; use italics for emphasis, book and magazine titles, and non-English words.
- Use commas to link two independent clauses joined by a coordinating conjunction (e.g., Putin has invaded Ukraine, but Ukrainians continue to fight against Russian occupation). The Security Distillery always uses an Oxford comma for lists (e.g., Iran, Iraq, Saudi Arabia, and Kuwait).
- In quotations, the full stop or comma always goes inside the quotation marks and quotations will be marked with single quotation marks (e.g., 'quoted material'). All quoted material must have an endnote citation before the full stop (e.g., As Hindu nationalist leader XYZ has stated, 'India is a Hindu nation' [1].) Quotations are placed on an indented line only when they exceed four lines of regular text—if a quote is indented, do not use quotation marks to start or end the quote, but skip a line before and after. Double 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 (e.g., the PLA's interpretation of "freedom" of navigation is expansive).
- For possessive plural nouns ending in an 's', add only an apostrophe (e.g., the states' rights). For possessive singular nouns ending in 's', add ' s' (e.g., the hostess's invitation). For singular proper nouns ending in 's', use only an apostrophe (e.g., the United States' mission). Do not use ' s' for time periods or acronyms (e.g., the 1960s, ICBMs).

## STYLE AND CONCEPT GUIDE FOR THE SECURITY DISTILLERY

- Hyphenate when two words function together as an adjective *before* the noun they are describing. If the noun comes first, leave out the hyphen (e.g., the post-Cold War era). Do not use a hyphen to denote an abrupt change in a sentence—use a dash.
- All acronyms must be spelled out during their first usage, even if they are common—e.g., the United Nations (UN), North Atlantic Treaty Organisation (NATO), etc.
- Names of military operations should be capitalised (Operation DESERT STORM), NATO code words should be included with military equipment numerical designations (MIG-29, Su-27, etc.). Non-NATO code names in non-English languages should be italicized (e.g., *SSM Prithvi-150*, *IRBM Agni*).
- During the first mention of an individual within the text, the full name should be used in addition to any titles (e.g., then U.S. Secretary of Defense Donald Rumsfeld, Indian Prime Minister Narendra Modi; thereafter, Secretary Rumsfeld, Prime Minister Modi).
- Numbers, except those indicating a unit of time (years, months, weeks, days, hours) are spelled out when they are less than 10 (e.g., nine soldiers, 40 soldiers). Use a currency symbol when there is a number attached, even if the number is partially spelled out; this rule applies to all currencies and their symbols (e.g., the controversial \$12 billion dollar program).

**RULES FOR IMAGES:** Do not use copyrighted images. Pezzles is a good site for downloading copyright-free images. Include the original image as a separate file. Accepted file types are .jpg, or .png. Indicate where the publisher should place the image by stating [IMAGE 1] in the text. Ensure that the file name of the image matches the name in the text. The images currently selected for article headers are from a non-royalties website such that copyright issues are mitigated.

### **SCHEDULE AND EDITING PROCESS:**

- Article drafts and/or proposals may be submitted through The Security Distillery’s website or social media pages or be sent to the Editing Coordinator (EC) directly.
- Submitted drafts are reviewed by the EC or another editor to assess their readiness for peer review. Articles may be rejected before an editing process if the team determines that the submitted draft has not yet been written at a level of sophistication suitable for revision by The Security Distillery’s Editing Team.
- Once an article has been accepted for editing, the EC will send an email to the respective author(s) and two assigned editors. Once the first editor has completed their edits, they will ‘Reply all’ to the email chain, informing the author that they may begin their first round of revisions. The author(s) should do the same when they have finished, as should the second editor, and the author(s) once again at the conclusion of their second revision. The EC will then review the article to determine its readiness for publication. The EC may

provide their own comments/suggestions, recommend an additional round (or rounds) of edits, or submit the article for publication.

- The editing process should generally be completed within two weeks.

### **EXPECTATIONS FOR THE EDITORS:**

- Authors can expect their editors to provide thoughtful and fair feedback to them in a timely manner (several days).
- Authors can expect editors to answer questions about specific suggestions and work collaboratively to improve the article.
- Authors may contact the EC with any concerns throughout the process.

**DISCLAIMER:** The Security Distillery's Editing Team reserves the right to refuse publication at any point in the process. A refusal may be made for the following (or other) reasons:

- Determination that the content is not consistent with the values and goals of the Security Distillery or any of the supporting four universities.
- A qualified judgment that the article's quality does not meet expected standards and cannot be (or has yet not been) sufficiently improved through a reasonable amount of editing.
- The author does not engage constructively with the editors.