**Title (Region/Country/Functional Topic/Case Study/or Book Review):** Titles Should be No More than 7 Words, preceding the colon should identify the main country or issue area the article is addressing. Title should be bold and in navy font (above).  For book reviews, titles will be limited to the book title, while for case studies the author will also be limited to 7 words or less (above). [Examples: China: Combating Intellectual Property Theft in American Institutions, Special Operations: Mitigating the Wagner Group in Libya, Book Review: The Soviet Afghan War, Case Study: Maria Butina]

Ready Room article submissions will be accepted in three length formats. Articles focusing on current events should be 100-250 words, articles addressing analytic or research topics will either be considered medium form (between 250-650 words), or in depth (650-1000 words). Please indicate in the submission the length of the article and its intended format.

Margins will be set at narrow .5”, paragraphs will not be indented, line spacing will be set at 1.5, and authors will use 11.5 pt. Georgia font throughout. Articles (in all three lengths, but at differing detail) should generally identify the issue of importance, discuss why it is important, and describe the potential implications for national or international security. While active voice is preferred, some allowances for passive voice will be considered.

* Bullets will be used to articulate specific supporting evidence to the authors argumentation or to enumerate examples of topics or ideas discussed in leading paragraphs. No numerical lists will be accepted. Bullets will be circular, indented at .25” from left margin, and in 11.5 pt. Georgia font. Bullets will be limited to 3-4 per topic paragraph.

In addition to the three article formats described (above). The Ready Room will also accept book reviews and case studies. Book reviews and case studies will follow the same template guidance as articles for font, spacing, margins, bulleted text, and sub headings. Content requirements for case studies and book reports are detailed in the below sub-bullets.

* Case Study submissions will be no more than 1,000 words and will lay out the historical context behind the event being discussed, the details of the event being discussed in the study, and then provide the authors analysis of events and their importance to either history or current events.
* Book review submissions will also be no more than 1,000 words. Book reviews will detail the scope of the book and walk the reader through its content. Additionally, the author should detail the books organization, its sourcing, and its place among the historiography of the subject covered. The author should conclude by detailing the books successes (or limitations), and enumerate audiences best suited to benefit from the book’s material.

Please spell out all acronyms on the first use within paper followed by their abbreviation in parentheses, the acronym may then be used throughout the remainder of the article.

**Sub Headings:** (Please limit sub headings to 5 words or less)

Authors can break up the layout of text with the inclusion of sub headers. Sub headers will be in the maroon coloring (above), bolded, 11.5 pt. Georgia font, and not indented.

Graphics will accompany all Ready Room articles and submissions absent cogent justification from author for non-inclusion. Graphics can range from pictures of individuals or terrain, to simple or complex maps. All graphics must enhance the story being told in the article.

All Ready Room articles will utilize endnotes.[[1]](#endnote-1) Authors will be responsible for providing sufficient sourcing for all articles and submissions from reputable, academic sources.

1. Endnotes will be in Chicago style, 10 pt. Georgia font. [↑](#endnote-ref-1)