



## **“Guidelines, formats and citation rules for publications in the Journal for Intelligence, Propaganda and Security Studies” (JIPSS)**

### **General guidelines for contributions (14.06.2022)**

Thank you very much for agreeing to contribute to our journal. In order to ensure the best possible cooperation, please first send an e-mail with a short presentation of your planned contribution (title, subject area, sources and research relevance) to the editorial team ([journal@acipss.org](mailto:journal@acipss.org)).

In this guide you will find all the necessary guidelines and information for the preparation and formatting of your manuscript. Please take these into account when preparing your manuscript – this will make the further processing of your contribution considerably easier and faster and will also save you from having to make revisions that would otherwise be necessary.

- **Length of the contribution (characters incl. blanks):** Between 15,000 and 60,000, preferably around 40,000 (article), 3,500 to 6,000 (review), 6,000 to 30,000 (documentation, forum post).
- **Language:** German or English.
- **Summary (for articles):** Approximately ½ page (approx. 1500 characters incl. blanks), language alternating with the language of the article (English for German articles and vice versa). Please also translate title and subtitle of your essay and put them at the top of the summary. **CV (curriculum vitae) of the author:** Each author is requested to provide a short CV (maximum 200 characters incl. blanks) with his or her most important functions and cornerstones of the scientific career, research focus, a photo and e-mail address.
- **Page format:** A4 portrait.
- **References:** By means of an endnote apparatus (endnote function MS Word, collected at the end of the paper, please do not cite sources or literature in the text!), for the first citation use full citation, for further citations use short citation, please observe the citation guidelines (see below).
- **Literal quotations in the text:** Please mark with quotation marks ("...") at the beginning and end of the quote. Please translate the quotations used into the language of the text. Cite the original quotation in the original language into the endnote of the corresponding source. Exception for translation: puns or untranslatable terms, please place an approximate translation in parentheses after the quote.
- **Spelling of place, person and other proper names:** These are to be written in the orthography and language currently customary.
- **Shortcuts:** Please write out the first name in the text and then the abbreviation in brackets. Subsequently, only the abbreviation can be used (e.g., Central Intelligence Agency (CIA), afterwards only CIA).

## Copyright aspects

We kindly ask you to submit only contributions that have not yet appeared in other publications or are not currently in the editorial/printing stages of preparation for other publications. For materials to be used in the contribution (photos, statistics, tables, facsimiles, interview excerpts, etc.), the author must provide the necessary source and copyright information. In case of unclear/missing information, the editors or the chief editor will contact you.

## General format requirements

<b>Software:</b>	Microsoft Word
<b>Standard:</b>	
Font:	Times New Roman
Type size:	12
Line spacing:	1.5 lines
Move in:	None
Distance before a paragraph:	None
Alignment:	Block
Page numbers:	None
<b>Headings:</b>	Standard + bold + left-aligned + All Caps
<b>Endnotes:</b>	
At the end of the article	
Numbering:	Continuous with Arabic numerals
Font:	Times New Roman
Type size:	10
Line spacing:	Simply
Move in:	None
Tab by footnote number:	None
Alignment:	Block
<b>Illustrations/graphics:</b>	
As a separate file, with placement reference in the manuscript text (e.g.: around endnote XY).	
Indication of the source (archive holdings, photographer/creator, publication, website).	
Indication of the copyright (owner, licensor, image license).	
File format:	Jpeg, tif
Resolution:	At least 300 dpi on A4

## Citation of secondary literature

### Monograph

#### **Full citation:**

David Kroegl, Ireland and Europe, 1919-1989. A Diplomatic and Political History (Dublin 1989), 10-15.

Brigitte Timmermann, Frederick Baker, The Third Man. On the trail of a film classic (Vienna 2002), 88.

*Please note:* Multiple authors separated by comma, comma after author(s), dot between main title and subtitle. Place and year of publication in round brackets, no indication of the publisher and any series! Then comma, page number(s) without "p.", in case of two consecutive pages use "f.", in case of several pages use hyphen ("-").

#### **Short citation:**

Kroegl, Ireland, 10-15.

Timmerman, Baker, Man, 88.

*Please note:* In case of short citation: surname of the author, 1st noun of the main title, page number(s).

### Contribution in anthology

#### **Full citation:**

Günter Bischof, Prague lies to the west of Vienna. International crises in 1948 and their influence on Austria, in: Günter Bischof, Josef Leidenfrost (eds.), Die bevormundete Nation. Austria and the Allies, 1945-1949 (Innsbruck 1988), 315-345, here 315f.

*Please note:* Before "in" comma, then colon. Page numbers: First the extent of the entire essay (from-to), then, when quoting, exact page numbers with "here" prefixed.

#### **Short citation:**

Bischof, Prague, 315f.

### Article in journal

#### **Full citation:**

Trevor McCrisken, Christopher R. Moran, James Bond, Ian Fleming and intelligence. Breaking down the boundary between the „real“ and the „imagined“, in: Intelligence and National Security 33, No. 6 (2018), 804-821, here 812.

*Please note:* For journals, please provide all relevant information on the issue (year, volume, year, consecutive numbering if applicable). Issue or number within a volume is only necessary if there is no consecutive pagination in the volume, but each issue or number begins with 1.

**Short citation:**

McCrisken, Moran, James Bond, 812.

**Newspaper article****Full citation:**

Moscow names square after British double agent Kim Philby, in: The Guardian, 8.11.2018, 2.

*Please note:* Title+subtitle of the article, then comma, after "in:" name of the newspaper, date of issue, page number(s).

**Short citation:**

Moscow, Guardian, 2.

**How to cite from websites**

Experience report by Timothy Smolka. At: <http://www.centropa.org/de/biography/timothy-smolka> (accessed on 26.7.2020).

*Please note (I):* First the title of the post/page, then the full URL and the date of last access.

*Please note (II):* Due to the impermanence of many online sources, we request that you archive them using a free service. For this purpose, the Internet Archive Wayback Machine is recommended, which can be reached at the following address: <https://archive.org/web/>. There, under the field "Save Page Now", the respective URL must be entered and then the automatically generated Wayback URL must be inserted into the citation of the source. The first citation of the above source will then read:

Experience report by Timothy Smolka. At: <http://www.centropa.org/de/biography/timothy-smolka> (accessed on 26.7.2020; archive link: <https://web.archive.org/save/http://www.centropa.org/de/biography/timothy-smolka>).

**Citation from written sources****Full citation:**

Kreisky an Weissenberg, 12.7.1978. Bruno Kreisky Archive Foundation Vienna (StBKA), Box V/3, 1, 3.

*Please note:* Information in this order: name of the document (usually: sender and recipient), date in numbers (European format without zero), full name of the archive (abbreviation in round brackets) and its location, archive signature, e.g., carton/box, folder (if applicable), file number, page number(s).

**Short citation:**

Kreisky to Weissenberg, July 12, 1978, 3.

## **Citation of oral sources**

### **Full citation:**

Interview Timothy Smolka, March 27, 2019.

### **Short citation:**

Interview Smolka, March 27, 2019.

*Please note:* If an interview partner is to be made anonymous (which should only happen in exceptional cases): Use "anonymous interview partner" instead of "Aleksandr Orlov".

## Supplementary general guidelines

- Differentiation between **dash** (between two separate words, e.g.: Graz – Vienna) and **hyphen** (between two connected words, e.g. double names or page numbers).
- **No** "and" or "a." between individual page numbers, **but** a comma (e.g. Andrew, Gordiewski, KGB, 108, 115, 123.)
- In endnote: **Do not** place a tab, space, etc. between the endnote number and the text! Text ties directly to the endnote number! Place a full stop at the end of the endnote.
- The individual quotations in an endnote are to be separated from each other by semicolon (and **no** dot before the semicolon, as is usually the case with a full or short quotation! **Exception:** e.g. p. 12f.) e.g.: Rauchensteiner, Der Sonderfall, 18-25; Andrew, Gordiewski, KGB, 108f.; Beer, Karner, Krieg, 95.
- If no place or year of publication or date is known: n. p., n. y., n. d. [with spaces].
- When cited for the first time: Full citation. From the 2nd time on: short citation according to the above rules.
- Date in the source reference with date between the numbers no omission sign: e.g: 1.12.1945. In the text, write out month: e.g: On December 1, 1945...
- Mark omissions in quotations with square brackets and three dots: [...].
- Amendments and remarks in the quote also in square brackets, but without "author's note" and the like. If something is to be highlighted: [sic!].
- Separate several authors or editors in quotes with a comma. E.g.: Beer, Karner, War, 76.
- Publisher with "ed." or "eds." if there are several publishers.
- Several places of publication must be connected by a hyphen. E.g.: Vienna-Klagenfurt 2002.
- Diploma thesis or dissertation cited as "Phil. DA" or "Phil. Diss." + university, college etc.
- **No** naming of publishers.
- Please end the endnotes and full citations with a full stop.
- **Do not** break down abbreviations in endnotes, but as mentioned above when they are first cited in the text.
- Abbreviate "volume" or "volumes": Vol.
- When quoted from the same source in the following footnote: Ibid.
- Abbreviate "edition" and quote it before the publication date: ed. (Example: ... 3rd ed. Vienna 2000.)
- If several pages are cited: please quote from-to, **not** ff. (Example: ..., p. 10-15).
- If 2 pages are cited: use f. e.g.: .... p. 19f.
- Thousands of characters: Only five-digit numbers or more contain a thousand point (e.g. 10.000); seven-digit numbers or more contain a comma: e.g. 5,000.000.