

<b>Punctuation &amp; Style</b>	
Limit titles of articles to no more than ten (10) words	
For universality, save manuscript as .doc rather than .docx	In other words, save in Word 2003 vs. Word 2007.
Use the Chicago Style Guide	
Correct all quotation marks	
Correct use of em dash, en dash, hyphen per Chicago Style	
Write numbers like this: \$100 million	No space between the \$ sign and the numeral that follows, and no capitalization of the m in million. Not Million or M
Serial comma required	
Commonly seen and referenced foreign words like “jihad” do not need to be italicized. Words that do need to be italicized include <i>madrassa</i> and <i>fatwa</i> , for example. All uncommon terrorist groups should also be italicized. Exceptions would be al-Qaida and Hizbollah.	Italicized words and phrases should be italicized consistently throughout the text.
Only a single space is required after a period.	
Numbers, per Chicago Style: The following are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence.	twenty-nine forty thousand two hundred and fifty thousand one million
Journal endnotes: Italicized URLs are introduced by the phrase "available at:" which is not standard Chicago Style.	
Avoid all in-line annotations and use footnotes ONLY. (If an in-line annotation is deemed necessary and appropriate, provide author name and year of publication in parentheses.)	e.g., (Bell, 2009)
<b>A</b>	
ad hoc	Two words, not italicized

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al-Qaida	Lower case a, upper case Q and hyphenated.
As-Sahab	Caps, with hyphen
<b>B</b>	
bio-weapons	
breakeven	One word
<b>C</b>	
coalition forces	No caps
commonsense	As an adjective, keep it as one word. As a noun, make it two words. For example, “She has a commonsense approach.” but “She has a lot of common sense.” Do not ever hyphenate like this: common-sense.
counterproductive	One word
coordination	
counter-piracy	Hyphenated term
counterinsurgency, counterterrorism	No hyphen
<b>D</b>	
<b>E</b>	
email	
<b>F</b>	
<i>fatwa</i>	Italicized, no lead cap
face-to-face	
fly-by-night	Hyphenated as an adjective.
<b>G</b>	
government	Lead cap when it refers to a specific government. For e.g., U.S. Government
<b>H</b>	
Hizbollah	Lead cap, no italics

<b>I</b>	
Internet	
<b>J</b>	
jihad	No need for lead cap, no italicization
<b>K</b>	
knowhow	One word
<b>L</b>	
long-term (also, short-term)	Hyphenated as an adjective.
<i>Lashkar-e-Tayyiba</i> (LeT)	Full name italicized.
<b>M</b>	
<i>mudrassa</i>	Italicized, no lead cap
multinational, multilateral	Single word
mujahideen	No lead cap
<b>N</b>	
nation-state; nation-states	
<b>O</b>	
online	One word. For example, “We met online.” Or, “I like her online presence.”
ongoing	One word
<b>P</b>	
Ph.D.	With periods
policymakers	One word
proactive	One word, not hyphenated
<b>Q</b>	
<b>R</b>	
real-world	Keep the hyphen when the term is used as an adjective.
redefine	Not hyphenated
<b>S</b>	
shar'ia	No lead cap, apostrophe as shown
skillset, skillsets	One word; never hyphenated as skill-set
subject matter expert	Not subject-matter expert

Somalia/Somali	The country is Somalia but as an adjective it is Somali. For e.g. Somali pirates (not Somalia pirates or Somalian pirates)
straightforward	One word
<b>T</b>	
<b>U</b>	
Usama bin Ladin or ibn Ladin	Not Osama bin Laden or any other variants. It should be “ibn” when there is not first name, like “Usama.” “Ibn” should be capitalized at the beginning of a sentence and lowercase in the middle. “Bin” is used only when the full name is provided.
<b>V</b>	
<b>W</b>	
War on Terror(ism)	Capitalized
website	One word
Web	Not web
worldwide	Always one word
<b>X</b>	
<b>Y</b>	
<b>Z</b>	