

Important Information for Contributors to the *RUSI Newsbrief*

This brief guide contains some useful information for contributors to *RUSI Newsbrief*, RUSI's online current affairs magazine. It provides an outline of our editorial process and our in-house style guide.

Submission Process

Email your submission, as a Word doc, to the Editor of *RUSI Newsbrief*, [Dr Jonathan Eyal](#), and the Assistant Editor, [Tom Sayner](#).

Editorial Process

All submissions for *RUSI Newsbrief* must be approved by the periodical's Editor, in consultation with the Assistant Editor. If your piece is accepted, then you will be informed by the Editor. In the event of rejection, the Editor's decision is final; although we always try to give constructive feedback. Simultaneous submission to other publications must be declared.

Once the article has been accepted, your article will go through the copy-editing process within the RUSI publications department. This may lead to various iterations of the piece. You will have the final say on all changes made to your article.

Style Guide

- Articles should be between 1,500–2,500 words.
- The *Newsbrief* tone is not as academic as the *RUSI Journal*, but more analytical than an op-ed. Assertions can be made without extensive referencing, but must be part of a well presented argument.
- Please use British English spelling and follow RUSI house style (see below).
- Feel free to use sub-headings.
- To provide evidence for your argument use hyperlinks. You should place the hyperlink on the verb phrase (e.g. The Atlantic [gives advice](#) about writing op-eds).

House Style

This is a concise summary of the most important style rules to consider when writing for RUSI. Application of these rules will enhance consideration of the submission, and ensure accuracy during production.

Acronyms and Abbreviations	Always spell out fully on first mention. Well known ones, like ASEAN, AU, AWACS, CIA, CD, DNA, DVD, EU, FBI, GCHQ, IMF, MI5, MI6, NASA, NATO, NGO, OPEC, OSCE, PC, RAF, RUSI, UAV, UN, US, USB, USSR, VIP, WMD, WTO, do not need to be spelt out.
Ampersands	Do not use &, only 'and'.
British English	Unless a proper noun (like Department of Defense), use British spellings. Use –ise spelling (organisation, analyse, organise) Use –re and –mme spellings (centre, metre, programme)
Capitalisation	Keep to a minimum: the basic rule is <u>capitals for specific references to specific things</u> . The Manager is capitalised; a group of managers is not, nor is government.
Commas	Commas are not needed before 'and' in a list: <u>Red, white and blue</u> .
Contractions	Do not use contractions such as don't, shouldn't, can't.
Currency	Write in number form: £5, £5,000, £5 million. Use pound, dollar, euro symbols.
Dashes	Use to indicate a related remark – like this. Use en-dash (–), with space before and after. A dash is different from a hyphen. Its code is alt+0150.
Dates	1 January 2007; 2006–07; 1996–2006; the 2000s. Twenty-first century.
Foreign Words	Al-Qa'ida, Ba'ath, Daesh, <i>glasnost</i> , Hizbullah, mujahedeen, Osama Bin Laden, <i>perestroika</i> , Qadhafi, Qu'ran, Shia. Italicise uncommon foreign words or phrases (but not commonly known French or Latin), so <i>mukhtar</i> but laissez-faire, jihad, ad hoc, de facto.
Full Stops	<u>US</u> , not U.S., likewise <u>Washington DC</u> , not D.C. Do not place stops after headlines, titles or bullet points, but use them at the end of captions or references.
Hyphenation	Use in all instances where the prefix 'non' or 'self' is used (e.g. non-proliferation). Use for most gerunds (e.g. state-building), but not peacekeeping, information sharing. No hyphen in most instances of 'bi' or 'multi': multilateral. Coordinate, cooperate, counterterrorism/-insurgency, peacekeeping, policymaker, state-building. <u>Do not use hyphens with an adverb</u> : 'quickly built'
Names	Be careful spelling names, domestic or foreign: <u>always double check</u> .
Numbers	Write out numbers 20 and above: nineteen, but 20, 172, 100,000. Write 1 million. • Ordinals are written out as first, second, until 10th. • Use American billion (1,000,000,000). • Centuries are spelled out (twentieth century, twenty-first century)
Percentages	Use % but <u>percentage point</u> . Always use % with a number: <u>5%</u> .
Quotation Marks	Use <u>single quotes</u> , but use double marks for a quotation within single marks: 'What does "corrigible" mean?' <u>Punctuation falls outside the quote</u> unless it is part of it.
Title Case	Title case should be used for all headings and subheadings. Use initial capitals on most words. However, use lower case for conjunctions).

