

IAC JOURNAL

AUTHOR GUIDELINES & CHECKLIST

IAC JOURNAL OVERVIEW

The U.S. Department of Defense (DoD) Information Analysis Centers (IACs) contain three centers—Cybersecurity & Information Systems (CS), Defense Systems (DS), and Homeland Defense & Security (HD). Each IAC publishes biannual journals that showcase articles exploring new ideas and emerging trends in science, technology, and engineering relevant to the broader defense community. These articles relate to any of the following 22 focus areas:

Cybersecurity and Information Systems (*CSIAC Journal*)

- Cybersecurity
- Knowledge Management & Information Sharing
- Modeling & Simulation
- Software Data & Analysis

Homeland Defense and Security (*HDIAC Journal*)

- Alternative Energy
- Biometrics
- Chemical, Biological, Radiological, & Nuclear (CBRN) Defense
- Critical Infrastructure Protection
- Cultural Studies
- Homeland Defense & Security
- Medical
- Weapons of Mass Destruction

Defense Systems (*DSIAC Journal*)

- Advanced Materials
- Autonomous Systems
- Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR)
- Directed Energy
- Energetics
- Military Sensing
- Non-Lethal Weapons
- Reliability, Maintainability, Quality, Supportability, & Interoperability (RMQSI)
- Survivability & Vulnerability
- Weapons Systems

Critical Technology Areas

Articles covering the following 14 areas deemed vital to maintaining the United States' national security are also welcome:

- Advanced Computing and Software
- Advanced Materials
- Biotechnology
- Directed Energy
- Future Generation Wireless Technology (FutureG)
- Human-Machine Interfaces
- Hypersonics
- Integrated Network Systems-of-Systems
- Integrated Sensing and Cyber
- Microelectronics
- Quantum Science
- Renewable Energy Generation and Storage
- Space Technology
- Trusted Artificial Intelligence and Autonomy

The goal of the IAC journals is to help researchers, engineers, and technical managers by providing a forum in which to share their expertise and lessons learned throughout the community and minimize redundant research. We publish original and high-quality articles covering the latest developments in

engineering and/or technologies. All articles are published in print and electronic form, assigned an ISSN through the Library of Congress, and indexed and cataloged in the Defense Technical Information Center (DTIC) Research and Engineering (R&E) Gateway.

ARTICLE OVERVIEW

Audience

Articles should be written from a general DoD perspective (i.e., not a company-specific sales pitch). The intended audience is the larger defense community. The topic need not be overly complex; however, technical competency is expected. All journal articles are intended for public release; therefore, please ensure that **ALL** content is appropriate for distribution in this context.

Formatting

Articles should include only essential formatting. A single font (such as Times New Roman or Calibri) in a single size (e.g., 12 pt) is recommended for easier editing. Paragraph spacing should be consistent, such as single space or multiple spacing at 1.15. Use two spaces after a period in the body text. Section

headings are encouraged and should be delineated appropriately and clearly (i.e., bold for primary headings, italics for subheadings, etc.); avoid using subheadings past three levels. Minimize technical jargon, acronyms, abbreviations, etc., that may be unfamiliar to some readers. If using acronyms, define them at first use.

Originality

Our journals do not publish reprints of previously published articles. All articles must be original and contain proper sourcing and citation information.

Length

The recommended word count for journal articles is approximately 3,000 words.

ARTICLE SUBMISSION CHECKLIST

Abstract

- ✓ Have you submitted a short abstract (approximately 200 words or less) that provides an overview of your intended topic and its relevance to the defense community?
- ✓ Has your abstract been reviewed and approved by one of the IACs?

Biographies

- ✓ Have you provided a brief biography (less than 100 words) for each author?

Article Sections

- ✓ Do you have multiple, titled sections throughout the article (e.g., "Introduction," "Problem," ..."Conclusion")?
- ✓ Does your article have a clearly written Introduction?
- ✓ Have you written a Conclusion or Summary section for the article?

Tables

- ✓ Have you provided the original table and not one from an image?

- ✓ Have you numbered each table?
- ✓ Is each table clearly captioned (please use brief, phrase-style captions, not sentence style)?
- ✓ If the table is not your own, have you labeled the source to each table at the end of the caption (e.g., "Source: XXX")?
- ✓ Did you provide an in-text reference to each table (e.g., "...as shown in Table 1-1...")?

Figures

- ✓ Do you have permission from the image owner to publish this in our journal? If the image is copyrighted, we will need written permission from the owner to publish it. (Tip: Use "site:*.mil" and/or "site:*.gov" in a Google search to find images on .mil and/or .gov webpages—these images are all cleared for public release and publication in our journals and are in the public domain.)
- ✓ Have you numbered each figure?
- ✓ Is each figure clearly captioned (please use brief, phrase-style captions, not sentence style)?
- ✓ Have you labeled the source to each image at the end of the caption (e.g., "Source: XXX")?
- ✓ Did you provide an in-text reference to each image (e.g., "...as shown in Figure 1-1...")?
- ✓ Have you delivered each image as a separate high-quality file? Raster files (e.g., jpg, png, etc.) at least 1000px wide or high work best. Please provide any images or figures taken from a PowerPoint file. You can also provide the link to the image if it is available online.

References

- ✓ Did you use bracketed numbers for references, with a corresponding list at the end of the article? (References must be listed in

numerical order in text and match the Reference list at the end of the article.)

- ✓ Is your list of references numbered correctly (not listed alphabetically)?
- ✓ Have you properly cited each reference? Here are some example reference formats:
 - **Journal Article:** [1] Smith, J. R., and J. W. Brown. "The Effects of Carbon on Explosive Material Degradation." *Journal of Advanced Materials*, vol. 5, no. 4, pp. 11–19, January 2011.
 - **Technical Report:** [2] Jones, M., M. Klein, and P. Kettering. "Non-Lethal Weapon Solutions for Today's Asymmetrical Battlefield." TR-42-2011, Defense Advanced Research Projects Agency, Washington, DC, September 2011.
 - **Book:** [3] Austerland, R. *Charting New Courses in Reliability*. New York: Oxford Press, 2001.
 - **Website:** [4] Defense Science Board. "Assessment of Directed Energy Technology." <https://www.dsc.mil/detechnology>, accessed on 24 March 2009.

NOTE: References not cited in text can be added to a Bibliography section at the end of the article. They should be formatted the same way as those in the Reference list. However, they are not numbered but listed in alphabetical order.

Acknowledgments (Optional)

- ✓ Have you included an Acknowledgments section if appropriate or required by your sponsoring institution?
- ✓ Does the statement properly attribute work and recognize the correct people/institutions for their contributions to the article? Please ensure proper spelling of all names.

WHAT HAPPENS NEXT?

After the abstract/topic is approved, the next step is to begin working on a draft article. This will be submitted by the relevant deadline, or a date agreed upon by the IAC journals' editor-in-chief, using the set of guidelines and checklist provided. Once the draft is submitted, IAC staff will conduct a technical review to ensure the following:

- The content is relevant to at least one of the 22 IAC technical focus areas and/or 14 critical technology areas.
- The article discusses the relevance of the topic to DoD or the broader defense community.
- The content is scientifically and technically sound.
- The article does not appear to be marketing or sales oriented.

The IAC technical leads and editor-in-chief will provide comments and suggestions to the lead author as needed and request the article be revised and resubmitted, typically within 2 weeks.

After the updated version has been received by IAC staff, it will be reviewed by the technical editor for grammar, syntax, style, formatting, and consistency. There will be additional revisions following this review, and the technical editor will communicate directly with the lead author to complete necessary changes. All articles supported by government funding or written by government authors MUST receive appropriate approvals (e.g., respective DoD agency) prior to final publication in any of the IAC journals.

Once the article is finalized, it will be placed with other articles and laid out by the graphics team in journal format. The journal will then get a final check and approval from IAC staff and submitted to DTIC and/or the DoD for review and approval. All IAC journals are intended for public distribution and will be reviewed by a Public Affairs Officer to ensure the content is appropriate for a wide distribution. Once this process is complete, and any other edits are addressed, the journal will be available for public release and published online and in print as appropriate.

IAC JOURNAL PUBLICATION PROCESS

