

***SAIS Review* Author Guidelines**

The *SAIS Review* requires three items from the author:

- The **manuscript**, including endnotes
- An **abstract** of paragraph length
- A brief author **biography** – a few sentences will suffice

Manuscript length should be 3000-5000 words, not including endnotes. Use subheadings only to emphasize substantive divisions within the article.

The Editorial Process

Manuscripts are edited according to the *Chicago Manual of Style*, 14th edition, and *Webster's New Twentieth Century Dictionary* (Unabridged). The editorial process focuses on organization, flow, clarity and consistency, but also reviews grammar, punctuation, spelling and style.

Once articles have been edited, authors will receive a hardcopy for approval and any necessary clarifications or updates. Our office may be reached by calling (202) 663-5766 or by e-mail at saisreview@jhu.edu.

Please note that *SAIS Review* relies on the author to verify the factual accuracy of his or her article.

Endnote Format

SAIS Review follows *The Chicago Manual of Style* format for endnotes in the traditional “humanities” style. Specifically, we use standard numerals in the text (i.e., “4” instead of “iv”), and citations are listed in a “Notes” section at the end of the article. No additional bibliography is required. We do not use parenthetical citations.

Below are a few examples of properly formatted endnotes:

1. Christopher Andrew, *For the President's Eyes Only: Secret Intelligence and the American Presidency from Washington to Bush* (New York: HarperCollins, 1994), 34-46.
2. Laurie Garrett, “The Nightmare of Bioterrorism,” *Foreign Affairs* 80, no. 1 (January/February 2001): 88-89.
3. Molly J. Hall, Anne E. Norwood, Robert J. Urbana, and Carol S. Fullerton, “The Psychological Impacts of Bioterrorism,” *Biosecurity and Bioterrorism* 1, no. 2 (2003): 142.
4. Glenn Simpson, “Big Brother-in-Law: If the FBI Hopes to Get the Goods on You, It May Ask ChoicePoint—U.S. Agencies’ Growing Use of Outside Data Suppliers Raises Privacy Concerns,” *The Wall Street Journal*, 13 April 2002.

Web citations should be formatted in the following style:

5. Jeremy McDermott, "Zapatistas set up self-rule councils," *Jane's Intelligence Review*, 21 August 2003 <<http://jir.janes.com>>.
6. Eduardo Medina-Mora, written transcript of the press conference given by the CISEN Director General on the results of the Center's evaluation process, Mexico City, 19 July 2001, <http://www.cisen.gob.mx/html/discurso_inap.htm>, 4.