

GENERAL EDITORIAL GUIDELINES FOR AUTHORS

1. PURPOSE OF THE EDITORIAL GUIDELINES

These guidelines establish the editorial and technical framework applicable to manuscripts submitted for publication in the journals edited by the Institute for Political Studies of Defence and Military History (IPSDMH), namely *Review of Military History*, *Strategic Monitor* and other publications of the Institute.

The purpose of the guidelines is to ensure a common editorial standard for the preparation, submission, assessment and publication of scholarly contributions by setting out the requirements concerning text structure, academic style, citation, critical apparatus, graphic presentation, the verifiability of sources and authors' responsibility. Through the application of these guidelines, IPSDMH seeks to publish texts that are clear, coherent, rigorously argued and relevant to its fields of interest: military history, security studies, international relations, geopolitics, geostrategy, defence policies, international political-military relations, conflict analysis, the evolution of military doctrines and of the contemporary strategic environment, etc.

The IPSDMH editorial team and authors who submit manuscripts for publication undertake to observe the principles of academic integrity, editorial responsibility and good conduct in scientific research. In this respect, these guidelines apply in conjunction with the [Code of Ethics and Professional Deontology for IPSDMH personnel carrying out scientific research activities](#), and with international standards of academic publishing. Authors are required to comply with these principles at all stages of preparing and submitting a manuscript, including documentation, the use of sources, citation, writing, declaration of their own contribution and acceptance of responsibility for the content submitted.

According to the IPSDMH Code of Ethics, research activity must be carried out with professionalism, objectivity, honesty and loyalty, while the institution assumes European and international values and quality standards, including the diversity of academic viewpoints.

These guidelines are intended for persons wishing to publish articles/contributions in IPSDMH publications. They do not replace the scientific assessment of the manuscript, but set out the minimum requirements for drafting, presentation and editorial compliance necessary for the text to enter the editorial review process and, where applicable, scientific assessment.

2. TYPES OF MATERIALS ACCEPTED

Depending on the scientific profile of each publication, the following **types of contributions** may be included in the journals edited by IPSDMH:

- original scientific articles based on documentary research, theoretical analysis, historical analysis, case studies, archival research or comparative analysis;
- military history studies concerning topics in national and international military history, the evolution of military doctrines, the history of conflicts, military institutions, personalities, campaigns, operations, memoirs, documentary sources and military historiography;
- analyses of security and defence concerning security and defence policies, national and international security, geopolitics, geostrategy, international political-military relations, doctrinal developments and contemporary challenges;
- studies on international relations, with an emphasis on the political-military, strategic,

institutional or regional dimension;

- reviews of recent volumes or volumes relevant to the thematic scope of the journals;
- accounts of scientific events, conferences, colloquia, book launches, debates or research projects;
- scientific or professional interviews conducted with specialists, researchers, military personnel, experts or personalities relevant to the fields covered by IPSDMH publications;
- commented documents, archival sources, maps, photographs or memoir materials, accompanied by historical contextualisation, a critical apparatus and rigorous indication of the source.

The list above is indicative and not exhaustive; other types of contributions may also be accepted for publication, provided that they fall within the thematic scope, academic standards and editorial policy of IPSDMH publications.

3. ELIGIBILITY CONDITIONS

Manuscripts proposed for publication must fit the scientific and editorial profile of the journal for which they are intended. Thus, *Review of Military History* primarily considers contributions in the fields of national and international military history, international political-military relations, conflict analysis, the evolution of military doctrines, military structures and defence institutions, military campaigns and military historiography. *Strategic Monitor* focuses on topics such as security and defence policies, national and international security, geopolitics, geostrategy, the theory and practice of international relations, analysis of the current security context, and contemporary trends and challenges.

To be eligible for editorial and scientific assessment, manuscripts must meet the following **general conditions**:

- a. be original and not have been previously published in the same form; substantially revised and updated versions of previously published texts may be considered only if the previous version is acknowledged and explicitly mentioned in the material → in this case, the author is required to obtain permission for publication from the initial publisher;
- b. articles previously published in a language with limited circulation may be accepted in English translation, subject to the author obtaining the agreement of the initial publisher → the translation shall be provided by the author;
- c. clearly formulate the object of the research, the research question, the hypothesis or the main line of analysis;
- d. be based on documentation appropriate to the field, through the use of relevant, verifiable and correctly cited sources;
- e. use concepts, terms, data and information rigorously, consistently and appropriately to the field of research;
- f. distinguish explicitly between facts, interpretations, hypotheses, opinions and conclusions;
- g. propose a relevant analytical, documentary, interpretative, methodological or critical contribution;
- h. observe citation rules, academic writing requirements and the principles of scientific integrity;
- i. be written in an appropriate scientific style that is objective, coherent, sober and well argued;
- j. comply with the structure, formatting and submission requirements established by the editorial team.

The scientific character of an article is determined by the clarity of the research approach, methodological rigour, the quality of the documentation, the appropriate use of the critical

apparatus and the author's ability to formulate a logical, verifiable and relevant argument. The article must go beyond the level of a descriptive exposition or opinion commentary by critically integrating sources, precisely defining the concepts used and formulating conclusions supported by the analysis undertaken.

In stylistic terms, the scientific character of the manuscript presupposes clarity, terminological precision, objectivity, coherence, concision and verifiability. The text must use concepts consistently, avoid ambiguities, unsupported generalisations, excessive rhetoric and polemical language, and rigorously distinguish between description, analysis and interpretation. Scientific style does not exclude the formulation of the author's own perspective, but that perspective must be supported by arguments, data, verifiable sources and an appropriate critical apparatus.

Originality does not exclusively mean the discovery of an entirely new topic; it may also consist in the reinterpretation of an established problem, the use of new or insufficiently exploited sources, the critical integration of the specialist literature, the formulation of an original synthesis, the application of a distinct theoretical perspective or the recontextualisation of an issue within a comparative, interdisciplinary or updated framework. Relevance, rigour of construction, coherence of ideas, the correct use of concepts and originality are benchmarks of a scientific work.

Works must be written in an academic register, avoiding speculative, partisan, polemical or biased expressions. The opinions and conclusions formulated must be supported by arguments, data, verifiable sources and bibliographical references compliant with academic publishing standards. In the case of controversial topics, the author must indicate the existence of the scientific debate and avoid presenting a unilateral perspective as consensus.

The relevance of the manuscript is assessed in relation to the profile of the publication, the state of national and international research, the importance of the topic addressed and the potential of the text to contribute to academic debate in IPSDMH's fields of interest. The novelty of the perspective, the consistency of the argument, the quality of the sources used and the significance of the conclusions formulated are also taken into account. Exceptionally, IPSDMH may invite established specialists to submit contributions on topics of interest to the Institute's publications.

The materials submitted are subject to a peer-review scientific assessment process. Materials that do not comply with the profile of the journals, do not meet the minimum writing requirements, lack an adequate critical apparatus, contain major documentation errors or present suspicions of plagiarism, self-plagiarism, data falsification or improper use of sources shall be rejected for publication.

The criteria mentioned are indicative and not exhaustive. The editorial team and reviewers reserve the right to apply other relevant assessment criteria, in accordance with international standards of academic publishing and IPSDMH's editorial policy.

After a favourable decision has been obtained within this process, manuscripts enter the internal editing stage carried out by the IPSDMH editorial team. Any interventions relating to form, language, style, structure or technical editing shall be marked in the document and communicated to the authors. Authors shall check the editorial interventions and express their agreement regarding the final form of the article before publication.

4. STRUCTURE OF ARTICLES

Articles submitted for publication in the journals managed by the IPSDMH editorial team must be written in Romanian or English. Translation into English (text + footnotes/endnotes) is the author's responsibility.

All articles must comply with the following **formatting rules**:

- The text of the article shall be in Word format, Times New Roman font, 12 pt, justified, 1.5 line spacing.
- The summary of the paper (abstract) should be approximately 200 words (1,500-2,000 characters, including spaces).
- The body of the paper must contain between 30,000 and 40,000 characters, including spaces and the related critical apparatus, with references to the authors studied and cited in the paper.
- Emails must be named as follows: (Title and journal issue number) (title of the paper) (author's name).
- Page settings: 2 cm margins, A4 format.
- Tables, figures, charts and images shall be numbered in the order in which they appear in the text. To ensure their optimal publication, **they shall also be sent to the editorial team separately, together with the article, in .jpeg / .png / .tiff format.**
- In the case of materials written in English, it should be noted that the writing rules accepted for IPSDMH publications are those of British English.
- **For materials written in Romanian, only articles written with Romanian diacritics are accepted.**

Manuscripts shall have the following **structure**:

- **Title** (centred, in capitals, bold, font size 24). Excessively general, metaphorical or journalistic titles should be avoided. As far as possible, the title should indicate the topic, period, area, case analysed or central research problem.
- **A concise presentation of the author/authors**, including the following elements, as applicable: military rank, teaching/research title, academic title, forename, surname, position held at the main institutional affiliation; in the case of doctoral candidates – the field of research and the university; city, country of residence, email/contact details.
- A relevant **abstract** of approximately 200 words (italics), written in English. The abstract must present the object of the research, the question or problem addressed, the methodology used, the main ideas and the relevant conclusions. The inclusion of quotations, bibliographical references or general formulations without informative content is not recommended.
- **6-8 keywords** (italics). These must reflect the central concepts, geographical area, period and field of research.
- **Introduction/Preliminary considerations** (not numbered). This must specify the topic, the relevance of the research, the scientific context, objectives, research question, methodology, sources used, limits of the analysis and structure of the article. The introduction must guide the reader as to the direction of the argument and indicate the author's contribution.
- **Body of the paper**: two to four chapters, possibly with subchapters. The structure must be logical, progressive and appropriate to the argument. Each section must have a clear function within the article and contribute to supporting the demonstration.
- **Conclusions** (not numbered). These must synthesise the results of the research, answer the research question, indicate the contribution of the article and, where appropriate, open up future directions of analysis. The conclusions must not introduce new topics, sources or arguments that have not been addressed in the body of the article.
- **Bibliography**. The bibliography shall include the sources and works cited in the text or in the footnotes. Depending on the specific nature of the article, the bibliography may be structured into archival sources, official documents, specialist works, academic articles, press, online sources and other resources.

The IPSDMH editorial team recommends the use of a uniform style of citation and bibliographical drafting, compatible with international standards in the social sciences and humanities. Authors

may use established styles, such as Chicago, APA or other academic systems appropriate to the specific nature of the contribution, provided that the same style is applied consistently throughout the manuscript.

Indicative examples:

Book: [Surname, forename], *title of the work*, publisher, place of publication, year.

Chapter in an edited volume: [Surname, forename], *title of the chapter*, in ed. [forename, surname], *title of the volume*, publisher, place of publication, year, pages.

Journal article: [Surname, forename], *title of the article*, in *title of the journal*, vol., no., year, pages.

Archival document: Name of the archive, collection, file, folio, recto/verso, as applicable.

Online source: Author/institution, title of the document, link, date accessed.

The final bibliography shall be arranged alphabetically by the author's surname. Where there are several works by the same author, they shall be arranged chronologically. Where several works by the same author were published in the same year, distinguishing letters may be used: 2024a, 2024b, etc.

- **Footnotes/endnotes** shall be written in Times New Roman, 10 pt, single-spaced, and numbered automatically and continuously throughout the article, using Arabic numerals. They are used to indicate the sources of quotations, factual information, archival documents and statistical data, as well as for short explanations necessary for understanding the text. Footnotes/endnotes must not take over the main argument of the article and must not contain extensive parallel developments. All titles cited in the footnotes/endnotes must appear in the final bibliography.

Indicative examples:

Book: [Forename, surname], *title of the work*, publisher, place of publication, year, page/pages.

Chapter in an edited volume: [Forename, surname], *title of the chapter*, in ed. [forename, surname], *title of the volume*, publisher, place of publication, year, page/pages.

Journal article: [Forename, surname], *title of the article*, in *title of the journal*, vol., no., year, page.

Archival document: Name of the archive, collection, file, folio, recto/verso, as applicable.

Online source: Author/institution, title of the document, link, date accessed.

The examples above are indicative and illustrate a customary model for drafting bibliographical references and footnotes/endnotes; they do not exclude the use of other established citation styles, provided that the chosen style is applied uniformly and consistently throughout the manuscript.

- Optionally, insofar as they are useful for the argument, **tables, charts, maps, photographs, schemes, diagrams or other visual representations** may be included in the article, with an explicit reference to them in the text. Each visual element shall be numbered with Arabic numerals, in the order in which it appears in the text, and shall be accompanied by a title and, where applicable, by a source, legend or additional explanations.

Tables are indicated according to the model "Table no. X: Title", and figures – which may include charts, schemes, diagrams or other visual representations – according to the model "Figure no. X: Title". In the case of charts and diagrams, the axes must be clearly indicated, and the legend must

explain, where applicable, the symbols, abbreviations, scale, variables and units of measurement used. The visual representation must be legible and allow the correct interpretation of the data.

If a table, figure, image or chart is reproduced, adapted or produced on the basis of data originating from other sources, the source must be mentioned explicitly. Authors are responsible for complying with the copyright regime for reproduced or adapted visual materials.

Schemes and graphic representations produced in editing or drawing applications must have their elements grouped or converted into a format that prevents accidental modification during technical editing. For the production of graphic representations, authors may use current applications that are compatible with publishing standards, such as Microsoft Excel, GraphPad Prism, SigmaPlot or other specialised data analysis and visualisation programs.

For optimal publication, **images and photographs** must have an adequate resolution and shall be sent to the editorial team as separate files, together with the article, in .jpeg, .png or .tiff format.

Spelling recommendations:

- Manuscripts submitted in **Romanian** must comply with the standards applicable to university-level academic writing. Authors are required to observe the spelling, orthoepic and punctuation rules established by the Romanian Academy and by the relevant normative works of the Romanian language.
- Manuscripts submitted in **English** must comply with the norms of British English. Authors are required to use British English spelling, punctuation and stylistic conventions consistently throughout the text.

5. SUBMISSION OF MATERIALS

Manuscripts intended for publication in IPSDMH journals shall be submitted in Word format (.docx) to redactie.ispaim@yahoo.com or ipsdmh@yahoo.com. The email shall state the title of the material, the name of the author/authors, the publication for which the article is intended – *Strategic Monitor* or *Review of Military History* –, the institutional affiliation and the contact details of the author/authors.

In correspondence with the editorial team, the subject line of the email shall have the following form: [Name of publication] [issue number, if known] [title of article]_[author's name]; for example: Strategic Monitor_no. 1-2_Article title_Popescu Ion or Review of Military History_Article title_Popescu Ion.

Upon submission, the author shall include the manuscript in Word format, any visual materials used in the article, where applicable, also sent separately in a format suitable for publication, the institutional affiliation and contact details, as well as a brief biographical presentation, required for contributions proposed for publication in *Strategic Monitor*.

Authors assume full responsibility for the content of the materials submitted. Proposed works must not simultaneously be under assessment for publication in another journal and, where part of the manuscript has been published previously, the author is obliged to inform the editorial team.

The editorial team shall confirm receipt of the materials and shall maintain contact with the authors

throughout the assessment and editing process. For questions concerning the editorial process or the publication schedule, authors may contact the editorial team before submitting the final manuscript.