

CDA INSTITUTE SUBMISSION GUIDELINES



The CDA Institute accepts submissions on a rolling basis. All submissions are thoroughly peer-reviewed. We welcome authors from any background: students, scholars, serving or retired military personnel etc. We encourage those authors to focus on their core areas of expertise. The CDA Institute's mission is to encourage the widest possible discussion of issues in defence and security. Nonetheless, the CDA Institute reserves the right to edit contributions to our portfolio of publications for coherence and space. Authors are responsible for the content of their papers. The views expressed do not necessarily represent those of the Institute or its staff.

How to submit:

To submit your work and/or discuss a proposal for any of our publications, please contact our editors at submissions@cdainstitute.ca. Authors are welcome to submit their full body of work. Proposals/abstracts are also welcome for review before full submission.

When submitting, please ensure that you include your C.V. and/or bibliography that demonstrates that you are qualified to write authoritatively on the subject matter you propose to explore.

General Guidelines:

Any of the following submission types outlined below should follow these general guidelines in order to be considered.

- All articles should be the author's original work and be succinct, well written, and fully referenced.
- All contributors are asked to read and follow the Institute's in-house style guide. Please also pay attention to the CDA Institute's preferred referencing style. Failure to follow these guidelines will cause delay or rejection of the submission. Authors can find this guide below.

- Text should be double-spaced and set in 12pt Times New Roman. Authors are also asked to submit work as a word document.
- Visual aids and figures are encouraged. Any graphs should not be embedded in the text but should be attached separately when submitted.
- The submission of any content to other publications must be indicated.
- All submissions are anonymously and thoroughly peer-reviewed by specialists in the selected field.

Policy Paper Series (Previously titled Vimy Papers)

The CDA Institute's Policy Brief Series is a forum for in-depth discussion of the critical defence and security issues impacting Canadians today.

Policy briefs speak to current issues and seek to provide substantive commentary on current debates are given priority. Historical pieces that draw lessons learned from recent operations or experiences will also be considered. Policy Briefs are published regularly throughout the year and featured on the CDA Institute's website and all social media platforms.



Articles should be between 2,500-10,000 words and be properly referenced.

Threat Assessments:

Threat Assessments are regularly released written publications that identify and detail a traditional, ongoing, emergent, and/or future threat to Canadian national security with the purpose of encouraging and increasing public awareness, knowledge, and informed debate.

Within this new report series, experts across various disciplines provide comprehensive overviews of issues that they believe to be threatening to Canada and Canadians, followed by their analysis of existing policies and responses, and



recommendations for action-oriented solutions.

Stipends ranging from \$500 - \$2,000 may be provided as payment for authorship.

publication and payment subject to successful peer-review process.

- Articles should be 3,000-4,000 words and be properly referenced.
- Reports must include a policy analysis, and propose action-oriented approaches/ solutions to the issue presented.
- Threat Assessments are timely and relevant. Historical pieces will not be accepted.
- Threat Assessments are educative. Authors are encouraged to use readily accessible language to ensure readability by a wide audience.
- Please use subheadings to help guide readers throughout your report.

ON TRACK

ON TRACK is the CDA Institute's official journal published on a quarterly basis. It is intended to promote informed public debate on the role of the armed forces and to explore debates in defence and security.

The journal facilitates this mandate through a range of articles and book reviews. While ON TRACK focuses on Canadian defence and policy issues, research papers on international issues will be considered.



- Articles should be 2,000 words, and be properly referenced.
- The executive summary and any introductory remarks should not surpass 1000 words.

Edit a volume of ON TRACK:

Anyone wishing to lead the coordination of an ON TRACK publication and act as the 'Lead Editor' of the volume is encouraged to send a proposal. This entails determining the topic and subtopics of the edition and recruiting 3-5 expert contributors to author 2000-word articles that will be featured in the volume. Lead Editors author the Executive Summary and Introduction of the ON TRACK and ensure the quality and consistency of the content and lines of argumentation forwarded by the co-authors. A rigorous double-blind peer-review process among experts in the field will be facilitated by the CDA Institute.

To apply to be a Lead Editor of ON TRACK submit to submissions@cdainstitute.ca the following:

- A short proposal that outlines the topic of the edition you wish to lead.

- C.V. and/or biography that demonstrates your qualifications to act as the lead editor of the edition you are proposing.
- To apply you must be a Canadian citizen, permanent resident, or currently on a Canadian student or work visa.

Blog Entries:

The CDA Institute's blog is a more informal platform to present an argument that builds on your own perspective. They demand a singular, focused argument and a strong writing voice—the author should have something original and significant to say in readily accessible language.

- Articles should be between 700-800 words.
- Authors should keep paragraphs short and use hyperlinks to reference sources.
- In writing a blog entry, please keep the following in mind. What is your main argument? Is your opinion or analysis original in some way? Is the article easy to understand for a lay audience? How is your piece relevant?

CDA Institute In-House Style

Please take note of the in-house style below. Manuscripts that are not sent in this format will be automatically rejected.

- **Acronyms and Abbreviations** — All acronyms must be fully spelled out when they first appear.
- **Canadian Spelling** — Use Canadian spelling (-ize for words like organize and -re for words like centre)
- **Capitalization** — Capitals should be used for specific references only. For example, Prime Minister Trudeau is capitalized; a meeting of prime ministers is not.
- **Contractions** — Avoid use of contractions like don't, can't, shouldn't
- **Currency** — Write out in number form: \$200, \$2,000, \$2 million
- **Dates** — 1 October 2018; 2000-2018; the 2000s; the twenty-first century
- **Foreign Words** — Italicize unfamiliar foreign words and phrases.
- **Names** — Double-check the spelling of all names.
- **Numbers** — Write out numbers below twenty and write out ordinals up to 10th (first, second, third etc.)
- **Percentages** — Use percent. For example, 10 percent.
- **Quotation Marks** — Use double quotation marks, but use single quote marks for a quotation within double quotes.

Referencing

CDA Institute publications use endnotes that are fully referenced in the first instance and include the author's name and short title in subsequent notes.

The CDA Institute requests that authors use Chicago style endnotes and referencing for all of our publication platforms. Blog entries represent the only exception and should include hyperlinks to the relevant source material. Examples of Chicago style formatting can be found [here](#).

Contact

For any questions on how you can write for us, please contact Jane Leakey, Manager of Academic Programmes — jane@cdainstitute.ca