

SUBMISSION GUIDELINES FOR ‘CONTRIBUTED PERSPECTIVES’

1. General Style and Tone.

(a) **Audience.** CASS publications are aimed at policymakers, defence professionals, academics, diplomats, and subject-matter experts in aerospace and security studies. They are also intended for stakeholders in emerging technologies, strategic foresight, and economics. Contributors are expected to write in a manner that is formal, analytical, and accessible to a multidisciplinary readership.

(b) **Tone and Voice.** Submissions must maintain a formal, objective, and evidence-based tone. Authors should avoid personal opinions unless they are supported by structured reasoning and relevant evidence.

(a) **Spelling and Formats.** British English must be used consistently across the document, e.g., defence (not ‘defense’), militarisation (not ‘militarization’) etc.

Other CASS formats include:

(i) Date: 17 April 2025 (not ‘April 17, 2025’ or ‘17-04-2025’).

(ii) Currency: USD (not ‘\$’).

(iii) Italics may be used for book titles, foreign phrases, or selective emphasis.

2. Article Structure.

(a) **Title.** The title should be concise, informative, and engaging. Avoid vague or overly broad phrasing.

(b) **Introduction.** The opening section should clearly establish the article’s relevance, context, and argument. It should encourage further reading and set expectations for the article’s structure.

(c) **Main Body.** Develop the argument logically and support it with data, historical context, case studies, or theoretical frameworks where appropriate.

(d) **Conclusion.** The closing section should summarise key points and reiterate the significance of the argument. Where applicable, provide policy recommendations or a call to action.

(e) **Word Count.**

(i) Commentaries: 700-900 words

(ii) Analytical Briefs: 1,500-2,500 words

3. Sources and Citations.

(a) All data, statistics, factual claims, and external references must be hyperlinked to reputable and publicly accessible sources. Do not use footnotes for citations.

(b) Hyperlinks should be embedded within the relevant text/data.

(b) Authors are expected to verify the accuracy and reliability of all sources before submission. Submissions with broken or unverifiable links are not accepted.

4. **Visual Elements - Tables, Figures and Images (optional).**

(a) Include only visuals that directly support the text.

(b) Provide high-resolution files with appropriate titles and source attributions.

(c) Do not include copyrighted materials unless prior permission has been obtained.

(d) Authors are responsible for securing rights for all third-party visuals.

(e) A caption and proper citation must accompany all tables, figures, and illustrations.

5. **AI and Plagiarism Policy.** Submissions will be screened for plagiarism and AI-generated content through Turnitin. A Similarity Score Index above 19 per cent will lead to automatic rejection. CASS permits limited use of AI tools for language editing, formatting, and research support. However, AI must not generate core arguments, analysis, or conclusions, and cannot be credited as an author.

6. **Conflict of Interest.** Disclose any potential conflicts - financial, professional, or institutional - that may influence the objectivity of the content.

7. **Indemnity and Author Warranties.** The author shall indemnify and hold harmless CASS against any claims, losses, liabilities, or expenses arising from breach of the author's warranties. *The author warrants that:-*

(a) The submission is original and has not been previously published (if any part of the Work has been presented or published in another form, this must be fully disclosed).

(b) It is not under consideration for publication elsewhere during CASS's review process.

(c) It does not infringe the intellectual property or other rights of any third party; is not defamatory, libellous, or otherwise unlawful.

(d) It does not contain any confidential, proprietary, or classified information, unless the Author has obtained and provided all necessary written permissions.

(e) The core arguments, analysis, or conclusions have been generated without the use of AI tools. Any use of AI tools has been limited to language

editing, formatting, or research support. The author(s) remain solely and fully responsible for the accuracy, originality, and integrity of the work.

8. Submission Format.

- (a) Submit your article in Microsoft Word format (.doc or .docx) via the form available on the CASS website.
- (b) Include a short author bio (20-30 words), institutional affiliation, and email address.
- (c) Include an abstract (20-30 words) summarising the article's main argument and key insights.

9. Editorial Review.

- (a) All submissions will be reviewed. The process may take up to three working days. If no acknowledgement is received within this timeframe, authors are at liberty to pursue publication elsewhere.
- (b) Authors may be required to revise the draft before acceptance.
- (c) The Editorial Office reserves the right to make such editorial revisions as may be necessary to improve clarity, coherence, grammar, style, formatting, and conformity with the CASS's editorial standards and research mandate.
- (d) CASS reserves the right to reject submissions that do not meet its quality, relevance, or ethical standards.

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