



INSTITUTE FOR HOMELAND SECURITY

INSTRUCTIONS FOR AUTHORS

Quick Guidelines

Please refer to these quick style guidelines when preparing your paper, rather than any published articles or a sample copy.

1. Every report **MUST** include a section on **PRACTICAL APPLICABILITY**
2. If possible Include Texas perspectives
3. Use easily digestible/readable language
4. Provide 3-10 key words below the abstract for indexing purposes.
5. Please use American spelling style consistently throughout your manuscript.
6. Footnotes are permissible. No endnotes. No headers or footers.
7. Use abbreviations and acronyms sparingly.
8. Include the digital object identifier (DOI) with all periodicals citations in the reference list.
9. If not noted above manuscripts style should default to the Publication Manual of the American Psychological Association, 7th ed. (<http://www.apastyle.org>).
10. Where applicable please supply all details required by your funding and grant-awarding bodies.

Word Limits

A typical report for this website should be between 3,000 and 5,000 words, not inclusive of:

- Abstract
- Tables
- References
- Figure(s) or table captions

Electronic Formatting

Papers should be submitted in Word format. Figures and Tables should be saved separately from the text. If you are not able to use Word (or if you have any other template queries) please contact us.





INSTITUTE FOR HOMELAND SECURITY

Checklist: What to Include

Author details. All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCiDs and social media handles (Facebook, Twitter or LinkedIn). One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF (depending on the journal) and the online article.

- Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors moves affiliation during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your work is published.

Disclosure statement. This is to acknowledge any financial or non-financial interest that has arisen from the direct applications of your research. If there are no relevant competing interests to declare please state this within the article, for example: The authors report there are no competing interests to declare.

Biographical note. Please supply a short biographical note for each author. This could be adapted from your departmental website or academic networking profile and should be relatively brief (e.g. no more than 200 words).

Data availability statement. If there is a data set associated with the paper, please provide information about where the data supporting the results or analyses presented in the paper can be found. Where applicable, this should include the hyperlink, DOI or other persistent identifier associated with the data set(s).

Supplemental online material. Supplemental material can be a video, dataset, fileset, sound file or anything which supports (and is pertinent to) your paper.

Figures. Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size). Figures should be supplied in one of our preferred file formats: EPS, PS, JPEG, TIFF, or Microsoft Word (DOC or DOCX) files are acceptable for figures that have been drawn in Word.

Tables. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. Please supply editable files.

Equations. If you are submitting your manuscript as a Word document, please ensure that any equations are editable.

