Authors interested in submitting proposals for the Mitchell Institute Policy Papers series should refer to Mitchell’s website to examine previous editions for content, style and tone. All submissions should be sent electronically to the director of publications. Authors wishing to send a proposal or manuscripts to Mitchell for consideration should contact Publications Director Marc Schanz at mschanz@afa.org, or at (703) 247 5837.

MIPPs are occasional papers, which showcase new thinking and specific policy proposals that respond to or answer 21st century security and aerospace power challenges. These papers should have a sound and well-reasoned theoretical framework, and analysis should provide new empirical insights and policy suggestions.

These papers are a venue to forward one of Mitchell’s core missions—to articulate well-defined policy insights and perspectives on the modern application of military aerospace power. The MIPP series is written for lawmakers and their staff, policy professionals, business and industry, academics, journalists, and the informed public, thus they must demonstrate good scholarship and insight as well as language that is approachable and minimizes "jargon" commonly associated with academic journals and internal military service publications. The policy insights and perspectives are ideally informed not only by the scholarship of the author, but the author’s experiences. Thus, this series is aimed at soliciting and cultivating writers who are national security professionals, either as civilians or in uniform.

This series accepts submissions that are either proposals or completed manuscripts.

**Basic Proposal:** A concise proposal should identify your interest in Mitchell and the MIPP series, and why you think your topic is appropriate. Concisely describe the issue, problem, or challenge you will analyse, as well as its policy significance and the novel perspective you will provide. Also indicate the date by which your manuscript will be ready for review. Mitchell staff and its senior leadership will review the proposal to determine its suitability for this series.

**Manuscripts:** A manuscript is ideally no more than a 12,000-14,000-word paper, accompanied by a one page abstract, which sets out the issue, problem, or challenge analyzed, its policy significance, and the novel perspective the paper will provide in addressing it. Mitchell staff and its senior leadership will review the manuscript and abstract, and if it is considered suitable for the series the author(s) will be contacted.

Submissions must be original and not published elsewhere. The Mitchell Institute will have copyright over material published in this series. Authors should also provide a CV indicating relevant qualifications, and any previous publications.

**Manuscript Elements:** Submissions should adhere to the guidelines listed above. The manuscript should clearly lay out the main points of the paper, why the issue has policy significance, the supporting argument, the conclusions, and recommendations. It should demonstrate sound
intellectual rigor, consistent methodology, and effective presentation of information. The author is responsible for the accuracy of facts, quotes, and citations.

Elements of the paper should include a working title, a draft summary of around 170 words or so for the title page (this summary is not counted towards the word count for the paper), a main body with endnotes where applicable, text for boxes/sidebars, and charts and graphs in separate files from the main body of the report. Include source information and caption material with charts and graphs (contact the publications director for image file requirements).

A brief author’s bio should also be provided for the end of the paper, nominally no more than 150 words.

Following review of the paper, we may invite the author to revise certain sections taking into account the perspectives, editorial direction, and series requirements — such as rigid publication length and non specialist audiences. Mitchell may request the author to make changes before resubmission. Upon publication, the author will have the option of presenting their paper at a future Mitchell-sponsored roll out event, either an open on-the-record public presentation, a background roundtable, or other venue depending on time, availability and the preference of the author and the Mitchell Institute. The paper will be hosted on the Mitchell Institute’s website and available to the public following a rollout/presentation event.

**Style:** All Forum papers adhere to the *Chicago Manual of Style* also known as *Turabian* style. Authors should use the serial comma, spell out numbers less than 10, use standard units of measure, and use American spelling. The Mitchell Forum allows for endnotes only due to space constraints (no footnotes or bibliography). Endnote citations should have full reference and follow Chicago guidelines for works without a full bibliography.

For further questions or inquiries, contact Director of Publications Marc Schanz at mschanz@afa.org or at (703) 247 5837.