

The ISSA Journal Submission Guidelines

The *ISSA Journal* welcomes submissions by information security professionals that will inform and educate their peers about issues and trends in the industry. Articles are peer-reviewed, based on the following criteria:

- **Relevant** – suitable for a security practitioner, our chief audience (does include C-level)
- **Timely** – in sync with current trends, technologies, and industry issues
- **Useful** – leans toward practical insights rather than general perspectives
- **Credible** – carefully cites sources, knowledgeable of industry thinkers, demonstrates scholarly awareness
- **Innovative** – covers subject matter that piques the curiosity of our readers

Please adhere to the following guidelines:

1. The *ISSA Journal* will not accept articles promoting one company, business, or piece of software. They must be vendor-neutral – *describing technologies and trends* – not selling a product.
2. All articles must be the original work of the author, and cannot have appeared in other publications. You will be asked to sign an affidavit to that effect.
3. Major articles run between 1,500 and 3,000 words, unless otherwise specified by the editor.
4. Where appropriate, articles should be written for an international audience.
5. Articles will be peer-reviewed by a panel of experts in the security field to insure the quality, accuracy, and relevance of the work.
6. All accepted manuscripts are edited for adherence to *Journal* format and style, clarity, succinctness, syntax, and punctuation. Please write clearly and concisely (see Style Guide).
7. Authors are encouraged to supply relevant artwork (charts, diagrams, and maps) that help to clarify points in the article. Please include the artwork as separate .tif, .jpg or .eps files (300 dpi @ 100% or greater resolution).
8. The *ISSA Journal* requires proper references so readers can locate the key information sources used when writing the article. Cite foundational books, articles, or URLs of publicly accessible information sources used and footnote in text or include at the end of the document (see Style Guide).
9. It is the *ISSA Journal's* policy to include the author's email address so that readers may contact him or her directly with questions or comments. If this is a problem, please contact the editor.
10. Please include a short biography at the end of your article – just a couple of lines saying who you are and what you do is fine. See past issues for examples.
11. Please send articles via attached files to editor@issa.org. DOC or RTF is best. Please do not send article as PDF. Include Submission Checklist with your article.
12. All articles become the property of the *ISSA Journal* for a period of 12 months, after which copyright reverts to the author. Author will be required to sign copyright release (page 3).

Please follow Style Guide on page 2.

Thank you for your submission and your support of the ISSA Journal!

ISSA Journal Style Guide

The *ISSA Journal* ascribes to *The Chicago Manual of Style* for standard American English usage, mechanics, grammar, and publishing conventions.

Citations:

Footnotes:

1. Branden R. Williams, "Data Flow Made Easy," *ISSA Journal* (March 2008).
2. Albert J. Marcella, Jr. and Doug Menedez, *Cyber Forensics: A Field Manual for Collecting, Examining and Preserving Evidence of Computer Crimes* (New York: Auerbach Publications, 2008), www.taylorandfrancisgroup.com.

References at end (alphabetical):

— Marcella, A. J. and Menedez, D. 2008. *Cyber Forensics: A Field Manual for Collecting, Examining and Preserving Evidence of Computer Crimes*. New York: Auerbach Publications, www.taylorandfrancisgroup.com.

— Williams, B. R., March 2008. Data Flow Made Easy. *ISSA Journal*.

Mechanics

American English spelling and punctuation:

Organization not organisation; authorization not authorisation

Double quotes: found at the "bottom of the well."

Commas and periods *inside* quote marks: evil doers, "bad actors," and bad guys

Semi-colons and exclamation marks *outside* quote marks: evil doers and "bad guys"; "halt"!

Serial comma: this, that, and the other (before the *and*)

No contractions: do not use don't; I'll => I will; exception "Let's"

Grammar

Pronoun agreement will be enforced:

A user and *his*; a user and *her*; a user and *his or her*; but not a user and *their*

Correct: *Users* find *their* computers the most vulnerable.



The ISSA Journal Copyright Release Form

Please FAX completed form to: +1 206 299-3366

The ISSA Journal is published by ISSA, Inc., the Information Systems Security Association (the "Association").

Author: _____

Title (hereinafter the "Work") : _____

Description _____

I agree to contribute this article to *The ISSA Journal* for publication. I warrant that I am the author of the Work, that the Work is original, that all the information I provide, including but not limited to examples of code and/or modules of code, illustrations, charts, and graphs, is freely and completely available for publication without restriction or limitation. I consent to the copying and/or modification of the Work by the Association, its employees, members of the Association and their employees (if applicable), and the creation of derivative works based thereon. I agree to indemnify and hold harmless ISSA, Inc. for any breach of the foregoing warranties.

I understand that ISSA, Inc. will be the copyright owner of the entire publication of *The ISSA Journal* in which the Work will be published, and I hereby consent to such registration under the Copyright Act of the United States, 17 United States Code § 101, et seq. I hereby grant to Association a perpetual worldwide license to publish and distribute reprints of the Work as published and portions thereof.

I hereby represent that the Work has not been published in any form (except in company newsletters or internal company documentation), and has not been submitted to and/or accepted for publication elsewhere within the last 12 months. However, if the Work has been published previously, I agree to fully disclose the nature of the publication and agree to revise the Work as directed to make the Work unique to this publication in *The ISSA Journal*.

Disclose and describe any previous publication: _____

If accepted and published in *The ISSA Journal*, I agree not to submit, release, or circulate the Work for any type of publication or reproduction (including, but not limited to, reprints, articles stored on fax servers, web servers, email systems, etc.) for a period of 12 months without the express written consent of ISSA, Inc. This agreement applies to all copies of the Work, including reprints and PDFs. (Author may post PDF of the Work to personal or company website and may share PDF of the Work with a limited number of friends and colleagues.)

Author Signature: _____ Date: _____

If Author is employed by a company that requires company authorization for publishing works outside the company, an authorized officer or representative of the company who has the authority to enter into this agreement must sign below.

Authorizing Name: _____ Title: _____

Authorizing Signature: _____ Date: _____

If you have any questions, please contact editor@issa.org.
– www.issa.org –

The ISSA Journal Submission Checklist

The *ISSA Journal* welcomes your submissions.

Please ensure your article adheres to the following criteria by checking the boxes:

Content:

- Short, concise abstract (approx. 100 words)
- Suitable for a security practitioner
- In sync with current trends, technologies, and industry issues
- Leans toward practical insights rather than general perspectives
- Cites sources, knowledgeable of industry thinkers, scholarly awareness
 - References
 - Footnotes
- Covers subject matter that piques the curiosity of our security professionals
- Vendor-neutral, does not promote one company, business, or piece of software
 - Must not be marketing materials
- Word count between 1,500 and 3,000 words unless specified by editor
- Relevant illustrations, images, charts, diagrams

Adherence to ISSA Journal format and style:

- Standard American English spellings and usage
- Standard American English mechanics and punctuation

Author info:

- Short bio (40 words or less)
- Photo (2"x3" 300 dpi min.)
- Contact email

- Signed copyright release form