OPERATIONAL ENVIRONMENT WATCH ("OE WATCH")

SUBMISSION GUIDELINES

Foreign Military Studies Office
6 June 2017

"OE Watch" Guidance for Contributors

Background: The Foreign Military Studies Office is a US Army Training and Doctrine Command G2 (Intelligence) organization. Its electronically-produced Operational Environment Watch (*"OE Watch"*) journal presents non-American perspectives regarding unique aspects of defense and security issues. *OE Watch* is a forum for experts like yourself to call special attention to non-US media and issues that you believe would be useful and interesting to senior leaders in the defense, security, and academic communities. This document provides you with general guidelines and a simple submission format, an example of how it all comes together, and a more detailed style manual.

The OE Watch Audience: The *OE Watch* audience includes three groups:

- Civilian or military area experts who may share your depth of career and regional expertise.
- Civilian and military security affairs specialists who may not be experts in your particular area or topic.
- Informed and intelligent readers, including busy policy-makers and senior military leaders, who will take a genuine but general interest in your topic.

As a contributor to OE Watch, your topic and material selection, writing style, and accompanying visual aids should be clear, informative, and compelling to this combined audience.

Guidance
1. Choose unclassified, non-American sources that reflect a unique aspect of a security or defense-related topic.
2. Translate and provide only a short, representative portion(s) of the key part(s) of the article(s). Provide all relevant source reference data, including publication information, titles and references using non-American language scripts/fonts if possible (Cyrillic, Arabic, etc.). Also identify a key quote from the article.
3. Provide about three brief paragraphs of your own commentary that present a short background of the topic and your explanation of why these articles are interesting and valuable. Also make up an interesting title for your submission. *Your short commentary is **not** designed to be deep analysis, rather it is a short piece to orient intelligent readers and convince them that the article and topic are interesting and important.*
4. Include a picture or other visual material that helps to illustrate your topic. This material needs to be copyright free/with permission in .jpeg or .gif format; 100-300kb. Use the correct image attribution citation! (Its easier than it sounds: See FMSO Image Attribution Guidelines at the back of this booklet.)
5. Check out the Example on the next page. Also look at past issues at *http://fmso.leavenworth.army.mil/*
6. Send your submissions to karen.kaya.ctr@mail.mil, including the following submission responsibility statement: "Regarding my OE Watch submissions, I understand that I am responsible for the veracity, accuracy, and source documentation of the material, including no use of classified material and conformity to copyright and usage permissions."

Do:
- Provide the non-American perspective.
- Provide aspects of an enduring security issue or current event that will be interesting but not widely known.
- Provide crisp, clear and brief commentary for the audience described above.
- Reference the article or author's opinions in your commentary; establish your view from a neutral position ("The accompanying article suggests that…," "As the author states…," etc.)

Do Not:
- Provide subjective or vague analysis, critique or criticism, polemical or inflammatory editorial.
- Pontificate, recommend, or advise on national policy issues (particularly US policy).
- Imply, insinuate, or infer references to anything about US policies and activities. (The foreign perspective may be about US activities and policies, but other than quoting that from the foreign source, you should not comment.)
- Provide an 'answer' when the original article is ambiguous.
- Use first person ("I think that…").

A Note on Editing: FMSO will try to work with the authors to edit their submissions, but *ultimately FMSO reserves the right to publish submissions without the contributor's approval of editing adjustments in order to meet organizational standards and publication deadlines. Similarly, FMSO may reject or defer articles.*

Style Manual for *OE Watch* Commentaries

1. *You should review previous issues of the OE Watch to get a taste for the format and content: (http://fmso.leavenworth.army.mil/). Please use Word format (.doc or .docx) and provide the precise citation where the reader can find the selected article.*

2. Avoid using inflammatory editorial characterizations, unless these come from the article(s) upon which you are commenting. For example, do not refer to the leader of a country as "the evil leader of the country" unless the author of the article has done so, in which case you need to make that clear ("The author of the article, referring to the leader of the country as evil,...")

3. Because this is a commentary and **not** an analytical study, footnotes/endnotes should be kept to a minimum, if used at all. Notes should be indicated by Arabic numerals, not Roman.

4. When referring to articles, maps, pictures, etc. that are optionally included with your commentary, avoid using "spatially specific" phrases such as "the article below," "the adjacent map," etc. Since we do not know what the final formatted *OE Watch* will look like, such phrases can be misleading. Instead, use "spatially neutral" phrases such as "the accompanying map shows..."

5. Avoid using acronyms. These commentaries are short pieces and really do not require them. However, if you do use them, make sure the first time they appear you give the full form as well. Do not use an acronym if it is going to appear only once in your commentary.

6. If your entry is sent back because of problems dealing with clarity, please address those questions in the edited version, but do not attempt to completely rewrite the analysis or submit different material.

7. Quotation marks combined with other punctuation marks: commas and periods are placed inside the end quote; colons and semi-colons are placed outside the end quote.

8. Footnote/endnote numbers: these numbers are placed after punctuation marks. They are also placed outside quotation marks.

9. There is a difference between the abbreviations "i.e.," and "e.g.": i.e. (Latin *id est*), literally "that is" is used when the phrase after i.e. is equivalent to the phrase before the i.e. For example: "Ivan was brought up in the Soviet Union, i.e., his formative years were spent under Communist rule." On the other hand, e.g. (Latin *exempli gratia*) means for example, and is used when the phrase after e.g. is a subset (an example) that illustrates the phrase before e.g. For example, "The Arctic region is rich in many natural resources, e.g., hydrocarbons, natural gas, etc." Note: both these abbreviations are always preceded and followed by commas.

10. Ranks or official positions are capitalized when accompanied by the name of the person to whom the rank/position refers, but are lower case when not accompanied by such. For example, "US Secretary of State Kerry recently visited Turkey," but "The US secretary of state recently visited Turkey." "Lieutenant Colonel Petrosian, Commander of 153rd Motorized Rifle Battalion, was born in Armenia" but "The commander of 153rd Motorized Rifle Battalion is traditionally a lieutenant colonel."

11. Numbers from 1-10 are spelled out; Arabic numerals are used for the rest. There are two exceptions:
    a. If the number is part of a hyphenated adjective, the Arabic numeral is used (e.g., a 5-km section of pipeline)
    b. If there are a series of numbers in a sentence, then they are all either spelled out or given as Arabic numerals (e.g., 5 tons of corn, 15 tons of wheat, and 20 tons of rye; or five tons of corn, fifteen tons of wheat, and twenty tons of rye).

12. For each foreign source used, use a few descriptive words to give the reader an idea of the source and where it is from.

13. Proof-read your submissions and fix all typos, consistency of names, etc. When the draft is sent re-proof your pieces again.

14. The key quote must be included in the excerpted passage.

15. Submit each entry as a separate Word document.

Revolutionary Guards Take Part in Russian Military Games (you come up with title for your entry; keep it short)

Source: "Avalin Tasavir az Hazur Takavuran-e Artesh va Sepah dar Rusiya (The First Photos from the Presence of Army and IRGC Rangers in Russia)," *Tasnim.ir*, 27 July 2016. https://www.tasnim.ir/2016/27/07//1259779/ال-شعب-ال ح شد-مع-نواعتن-ی
غرب ال-تخدمی س -الإرهاب یا ن-ید أداة ک (note use of foreign language title; provide detailed citation)

OE Watch Commentary: In Western policy circles, Iran's relationship with Russia is often discussed in terms of arms purchases or Russia's willingness to give diplomatic cover at the United Nations for Iranian ambitions. However, even as the Russo-Iranian diplomatic relationship has achieved a warmth not seen in more than 500 years, many Iranians retain their historical distrust of Russia, arguing that Russia will drop its support for Iran in an instant should it become in Moscow's interest to do so.

Perhaps this is one reason why Russia is sponsoring—and the Iranian military participating fully in—the International Army Games, a sort of military Olympics. While almost a couple dozen countries are participating, Iran's participation is relatively broad and not simply symbolic. Indeed, Iran is competing in more events than any other country beside Russia, China, Belarus, Kazakhstan, and Venezuela. In the excerpted article, the hardline Tasnim online portal close to the Islamic Revolutionary Guard Corps outlines seven competitions. While some—like the sniper competition might be self-evident, other events are less clear: The tank biathlon involves individual and relay races in T-72 tanks over obstacles courses and with requirements to fire on targets along the way. Suvorov attacks involve similar exercises, but in BMP-2 infantry fighting vehicles. The Airborne Platoon competition involved BMD-2 airborne fighting vehicles or BTR-82A armored personnel carriers, D-10 series parachute systems, and Arbalet parachute systems and requires parachute landings, races, target competition with small arms and grenade launchers, overcoming water obstacles, and relays. The Depth competition tests swimming, underwater orientation, and underwater search and rescue, and the Elbrus Ring competition is a mountaineering and climbing competition.

Soft power is important, and Russia's International Army Games seem a means to promote personal relations between elite troops not only between Russia and Iran, but also among a broader array of countries which increasingly form a pro-Russian even if informal axis in opposition to the United States. **End OE Watch Commentary (Rubin)**

Key Quote: *"Forces drawn from the best of the best of the army, Revolutionary Guard, and Basij…will participate in Russia's International Army Games"* (provide a brief quote from excerpted article)

Iranian Military in Russia's 'Military Olympics' (provide short, pertinent excerpt from article)
The exercises of our country's premier armed forces in an international military competition in Russia have begun. From our country, seven teams will participate in the tournament: frontier snipers, tank biathlon, Suvorov attacks, airborne platoon, Elbrus ring (mountain unit), Seaborne assault, and depth. It was declared that these forces were drawn from the best of the best from the army, Islamic Revolutionary Guard Corps, and Basij. The members of the teams dispatched by Iran trained for six months to achieve physical fitness, and for ten days before they departed, they also boarded in the Islamic Revolutionary Guard Corps' Imam Hussein University. The International Army Games for the leading countries of the world held in Russia and Kazakhstan are now in their second iteration. The games were previously held in 2015. Until now, 23 countries have confirmed that they will participate… These games will begin on August 1 and conclude on August 14, and will take place in several cities in Russia and Kazakhstan.

Provide a copyright-cleared image and caption to include source info. See FMSO Image Attribution Guidelines.

"A Russian soldier checks an Iranian participant's weapon"
Mashregh News, http://mashreghews.ir/718157, CC BY-SA 4.0.

MIDDLE EAST

Iran: Revolutionary Guards Take Part in Russian Military Games

"Forces drawn from the best of the best of the army, Revolutionary Guard, and Basij…will participate in Russia's International Army Games."

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"A Russian soldier checks an Iranian participant's weapon"
Source: Mashregh News, http://mashreghews.ir/718157, CC BY-SA 4.0.

Source: "Avalin Tasavir az Hazur Takavuran-e Artesh va Sepah dar Rusiya" ("The First Photos from the Presence of Army and IRGC Rangers in Russia.") *Tasnim.ir*, 27 July 2016. https://www.tasnim.ir/2016/27/07/ان تعاون/1259779-مع-

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Standardized Attribution of Images in FMSO Publications

1. SUMMARY of RESPONSIBILITIES

Anyone contributing articles, or any other material, to and on behalf of the Foreign Military Studies Office (FMSO) is responsible for its academic and legal sufficiency. This includes articles submitted to the OE Watch, monographs posted on the FMSO website, books, etc. In particular, images must be thoughtfully chosen and accurately attributed. The following guidelines are given to help the author to find, select, and attribute images for his or her work.

Work that is copyrighted must be used with author/creator permission. Always assume that any image you come across online is copyright protected unless you find out otherwise. Not all copyrighted images will have the copyright © symbol or legal text with it.

In many cases images can be used without having to ask for permission because the image is public domain, copyright free, or has the permission built-in ("Openly Licensed"). This is the recommended way to proceed to alleviate the work of tracking down the original owner of a copyrighted image. Use of photos will range from permissive to restrictive and each comes with its own set of rules. It is important to familiarize yourself with the permissions granted in each photo you use. These are conveniently linked with each photo in many cases. **Also, never use any image in which the copyright or licensing status is unknown.**

This entire process is not hard and does not take long.

Recommend you build and maintain your own catalog of images along with the attribution statements for future use.

2. STANDARD ATTRIBUTION STYLE

The image attribution scheme FMSO will use will be as follows:

"TITLE" (if available, or your caption if needed), AUTHOR/CREATOR/SPONSORING WEBSITE, URL OF WHERE I CAN FIND THE IMAGE, and LICENSE/PERMISSION (e.g. CCA-SA 3.O [which stands for Creative Commons Attribution-Share Alike 3.0], Public Domain, or By Permission, etc...)

Here is an example of FMSO standard; there are more in Section 6:

"Vladimir Putin", Kremlin.ru, https://commons.wikimedia.org/wiki/File%3APutin_with_flag_of_Russia.jpg, CC BY 4.0.

3. GENERAL CATAGORIES of IMAGES

Openly Licensed images: This is the option most often used by FMSO analysts and in FMSO products. Openly licensed images are those that are protected by copyright, but whose owners have granted certain permission to use them. The most common way an owner openly licenses his or her image is to apply for a "Creative Commons" license. Terms under the "Creative Commons" license can vary from restrictive to permissive. This information is usually conveniently attached or linked to the image itself in a highly readable/understandable form. There are only a few Creative Common licensing conditions that will apply to your FMSO work. Therefore, this is not as onerous as it sounds. You will quickly get familiar with them. Some media collection sites, such as Wikimedia, use Creative Commons, but not exclusively. For more information on using Creative Commons images refer to: https://creativecommons.org/use-remix/.

Public Domain images: An image whose copyright has expired or by law falls under public domain. If something was published prior to 1923, or it was published prior to 1964 and the copyright has not been renewed, it will fall under the public domain. These images, which will often have a notice, such as "this work is dedicated to the public domain," can be used without permission. Other examples include the free use of certain state government images for which the government has determined to be copyright free (Russian and US governments are examples).

Images subject to Fair Use: Sometimes, logos and product images can be used without seeking permission from the manufacturer. This is covered under the U.S. Copyright Fair Use Doctrine. More information on Fair Use can be found at https://www.copyright.gov/fls/fl102.html

Be careful of photobanks: There are photobanks that advertise "copyright-free" images. However, it is important to carefully read the conditions before using any of these images. Copyright-free does not necessarily mean it is free and there will often be a fee associated with using these images. (An example of this is https://www.shutterstock.com/home. Shutterstock offers various subscription packages. One tell-tale sign of a subscription/fee-based photo source is a watermark across their photographs.)

4. HOW to FIND and WORK with IMAGES (BEST OPTIONS)

For purposes of FMSO products, two of the best websites in which to find images are Wikimedia Commons: https://commons.wikimedia.org/wiki and Wikipedia: https://www.wikipedia.org/. This section offers a step-by-step instruction on how to use each site and key elements within them.

Finding and Working with Images in Wikimedia Commons
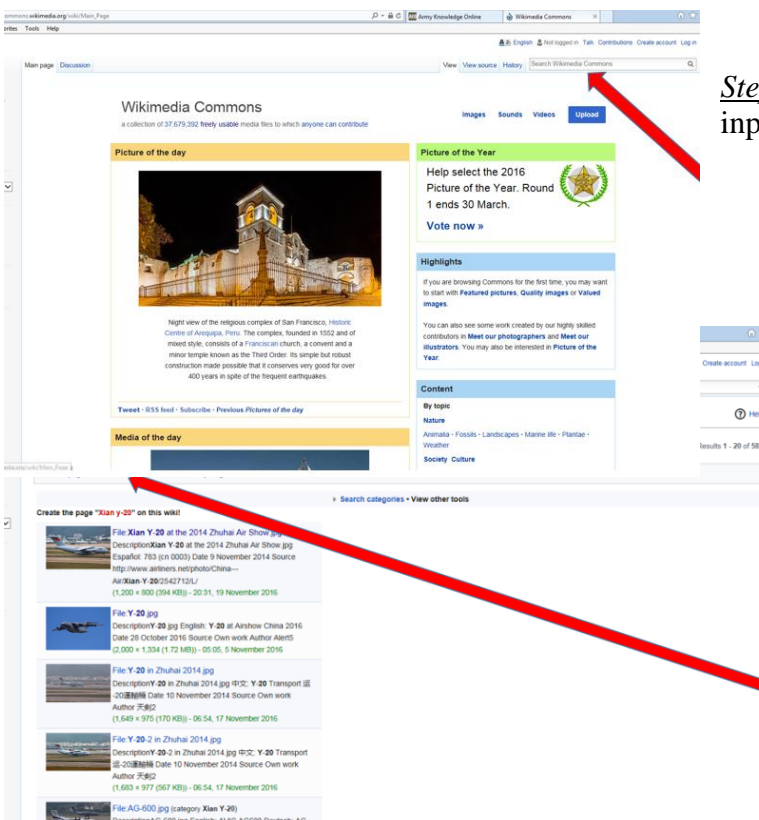
Step 1: Bring up the https://commons.wikimedia.org/wiki website, input key terms into the search box, and press enter.
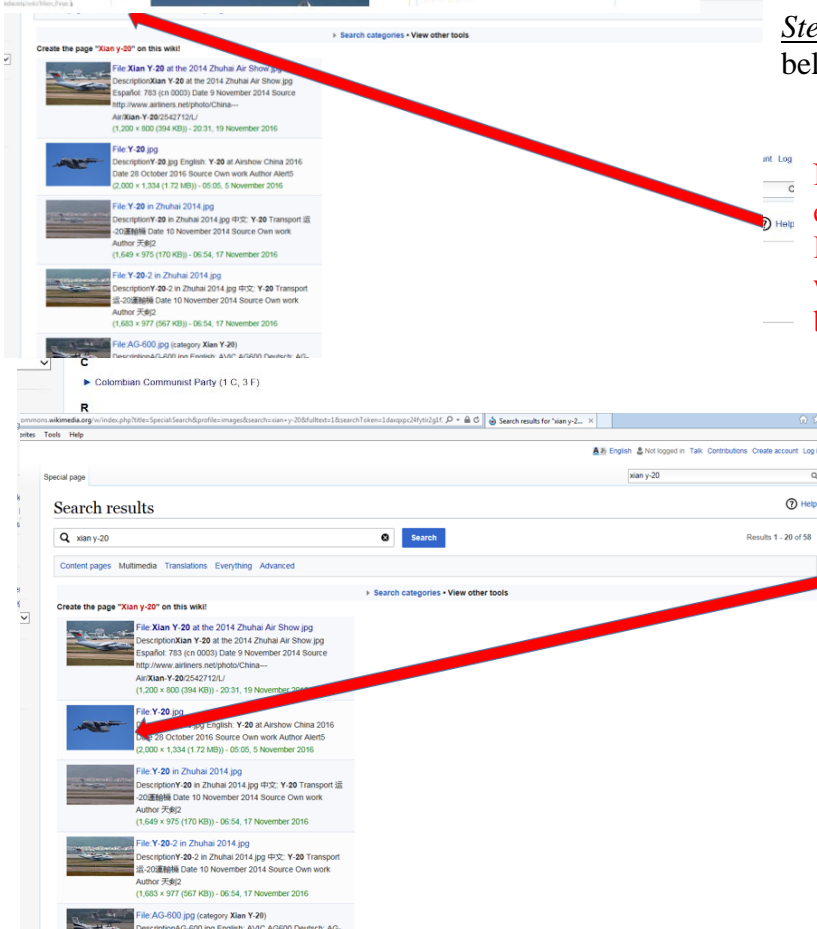
Step 2: If Present, select the "Multimedia" link. (See NOTE below).

NOTE: In some cases, "Multimedia" might not appear. For example, if you do a search for Revolutionary Armed Forces of Colombia, Instead of seeing "Multimedia," you will see "Subcategories" of the FARC and images will be below, as you scroll down.
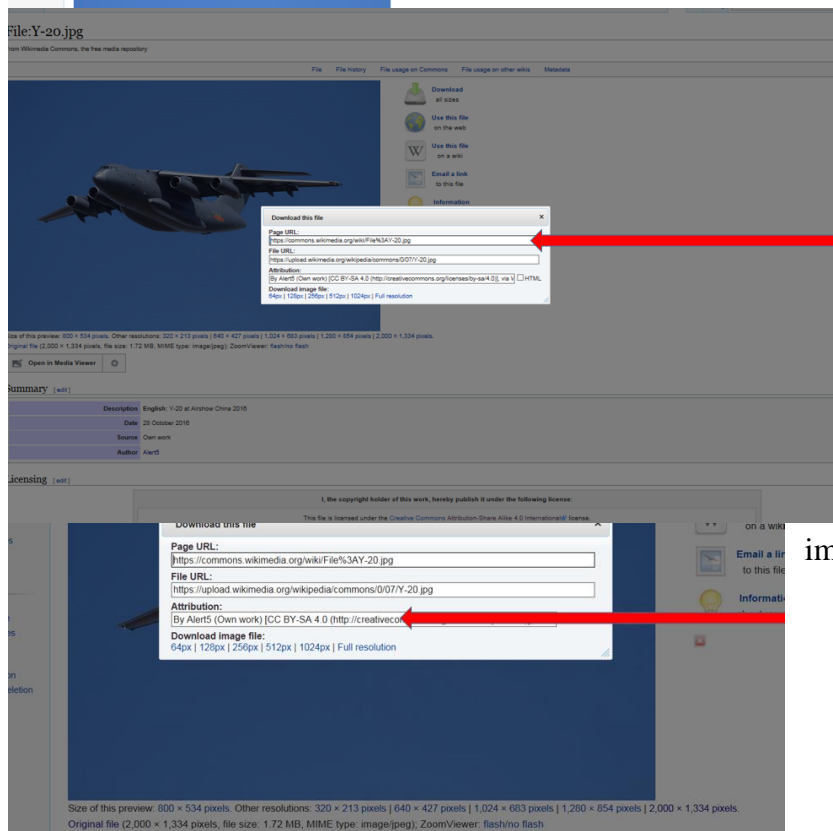
Step 3: Click on an image.
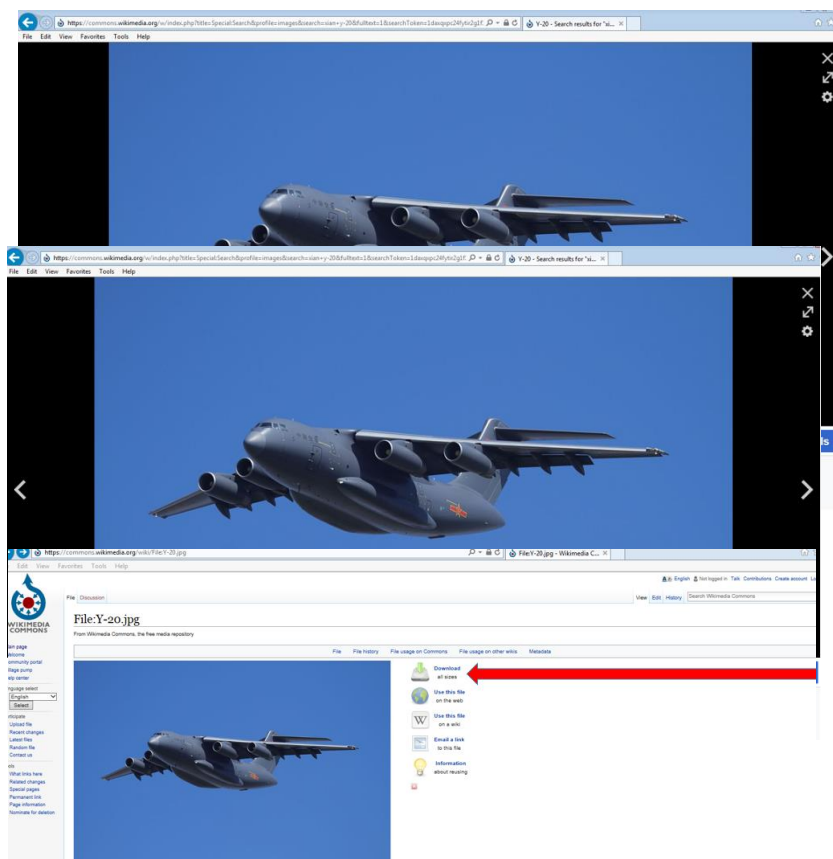
Step 4: When the image comes up, information will be show on the bottom. You can scroll down through the information. Take note of the title of the work (Y-20 at Airshow China 2016).
IMPORTANT: Click on the license terms (i.e.: CC By SA 4.0) to review full usage rights.
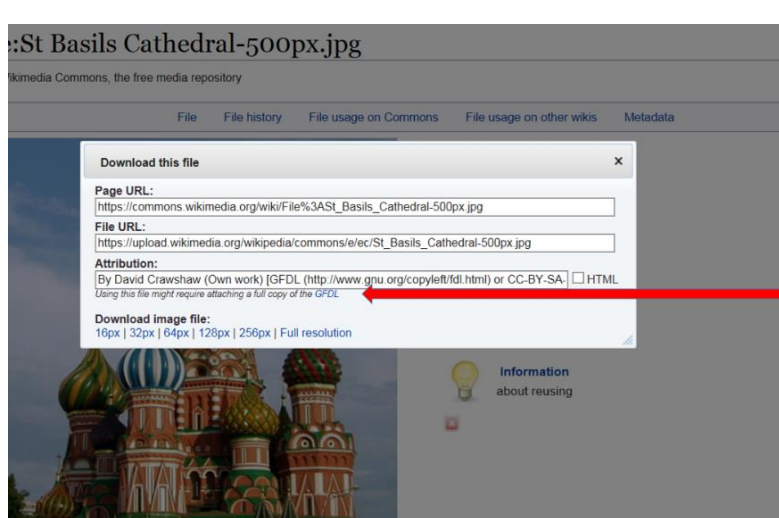
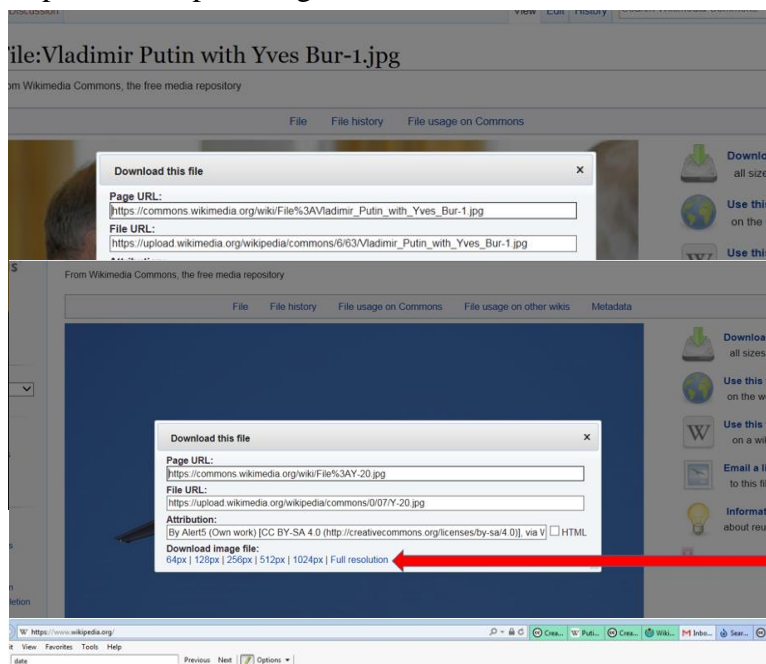*Step 5:* Click on the "More details" icon.

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Step 6: Click on the "Download" link.

Step 7: Use the "Page URL" for your attribution citation.

Step 8: **IMPORTANT NOTE** Particular attention should be given to the Attribution box. This box contains the minimal required attribution for the image.
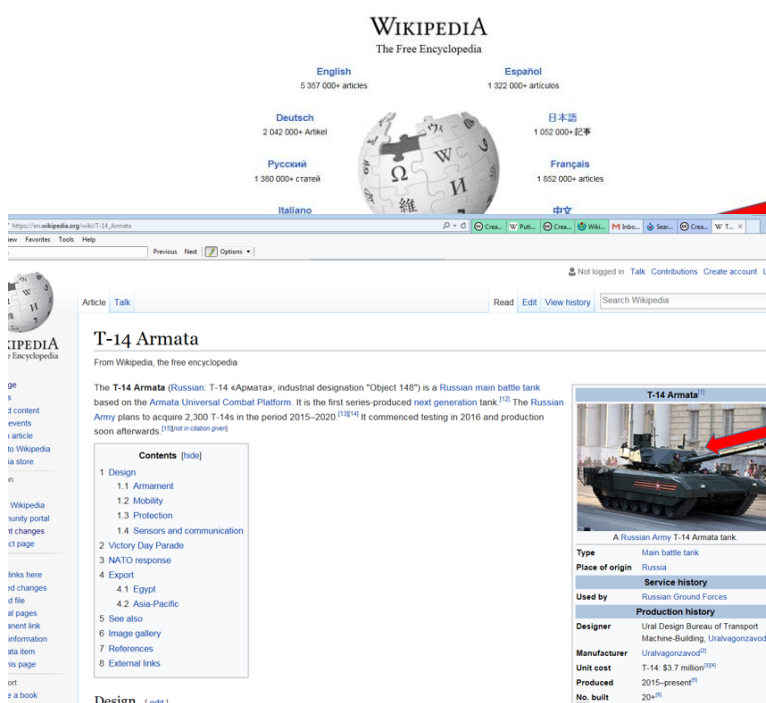
In some cases, such as the example to the left, there will be additional guidance directly below the Attribution box. This particular image is warning that the user might be required to attach a "full copy of the GFDL" link, which happens to be spelled out in the Attribution box. (Note: GFDL is another kind of Open License. For more information on GFDL, refer to

https://en.wikipedia.org/wiki/GNU_Free_Documentation_License)

In other cases, attribution will need to be given to a website. For example, many Russian images owned by the Russian government must include "Kremlin.ru" in the attribution.

Step 9: Select the most suitable file size of the image to download. Printed material requires higher resolution. Lower resolution is ideal for materials that are exclusively digital as they will generally be pixelated when printed.
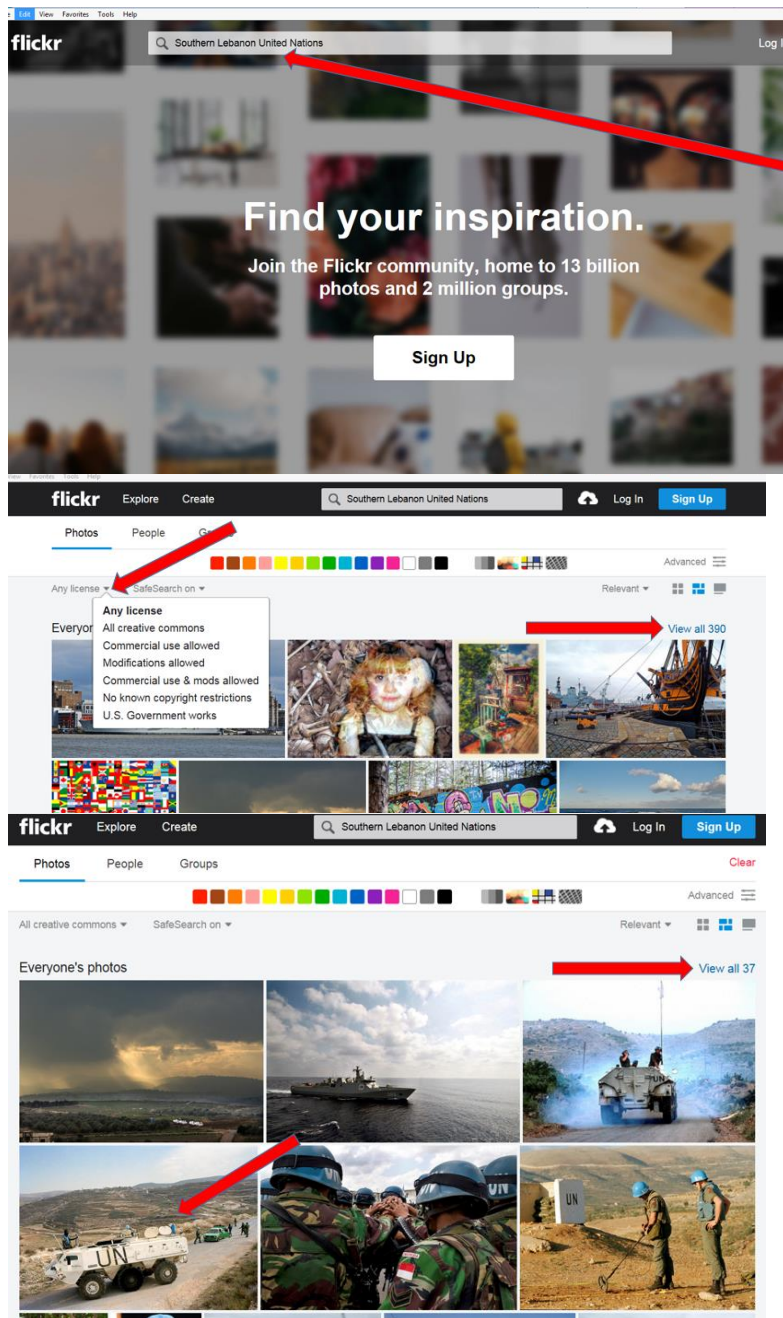
Finding and Working with Images in Wikipedia

Step 1: Go to https://www.wikipedia.org/ and input your search term(s). Press the Return key.

Step 2: If present, select an image by clicking on it. You might need to scroll down.

Main battle tank T-14 object 148 on heavy unified tracked platform Armata

More details

Step 3: If you see the arrow mark on either side of the image, you can click on these to scroll through to see other image options. Once you have settled on which image to use, follow the steps provided under "Finding and Working with Images in Wikimedia Commons", starting with Step 4 (on page 4 of this instruction).

5. HOW TO FIND IMAGES THROUGH FLIKR

Many of the images found in Flickr are copyright protected. However, there are said to be over 200 million photos within flickr that use the Creative Commons licenses. The following is a step-by-step process on how to narrow down your search to easily find and work with these images.

*Step 1:* Go to https://www.flickr.com/ and input appropriate search terms.

Step 2: Click on the "Any license" dropdown menu to narrow down the search. For example, if you need an image you plan to alter, you might select "Modifications allowed." If you don't plan to modify the image, or want to see more image options, select "All creative commons." Works done for FMSO should not fall under "Commercial" uses and so it is not necessary to select this and it will only limit your image options.

Step 3: Now that you've narrowed down your search (from 390 to 37 images in the case of this example), select the appropriate image by clicking on it.

Step 4: Take note of all the information you need to write up the attribution.

IMPORTANT REMINDER: Review the licensing/usage agreements. In FLIKR, you click on the link "Some rights reserved" to review. (NOTE: In this example, if the image is altered in any way, it CANNOT be used.)
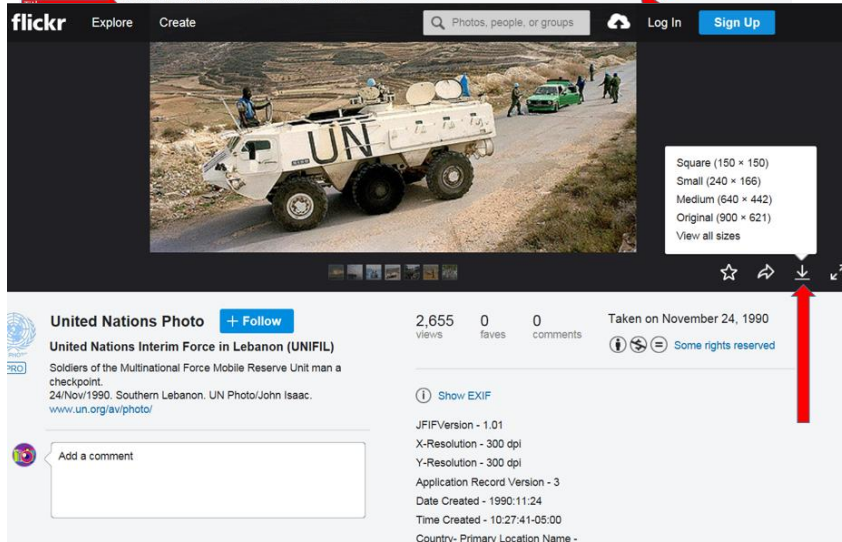
Step 5: Finally, click on the icon shown in the example to view and download the ideal sized image.

6. WHEN ALL ELSE FAILS, A SIMPLE GOOGLE SEARCH MIGHT BE EFFECTIVE

If you are unable to successfully find suitable images, you might also try a Google search. Simply type in your "key term(s)" followed by the word "Wikipedia". Once the search results come up, select Wikipedia-based websites. Wikipedia tends to use only images licensed through Creative Commons or those in the Public Domain. Once you find an image, click on it and it should bring up image with usage rights explanations. Again, if you see an arrow mark, indicating there are more images available, on either side of the image, you can click on these to scroll through your options. Once you have settled on which image to use, follow the steps provided under "Finding and Working with Images in Wikimedia Commons", starting with Step 4 (on page 4 of this instruction).

7. HOW TO ATTRIBUTE IMAGES FOR FMSO PUBLICATIONS – INCLUDES EXAMPLES

While there are many different formats to attribute images, for the sake of consistency, FMSO will adhere to the following. To the greatest extent possible (as information is available), attribution should be in the following format:

"TITLE" (if available, or your caption if needed), AUTHOR/CREATOR/SPONSORING WEBSITE, URL OF WHERE I CAN FIND THE IMAGE, and LICENSE/PERMISSION (e.g. CCA-SA 3.O [which stands for Creative Commons Attribution-Share Alike 3.0], Public Domain, or By Permission, etc...)

Examples of Attribution

This is a simple attribution for an image found through the Wikimedia Commons website.
NOTE: In the Attribution box for this image, it had stated that attribution should include "Via Wikimedia Commons." However, since the URL includes the Wikimedia Commons name (commons.wikimedia.org), adding this is not necessary.
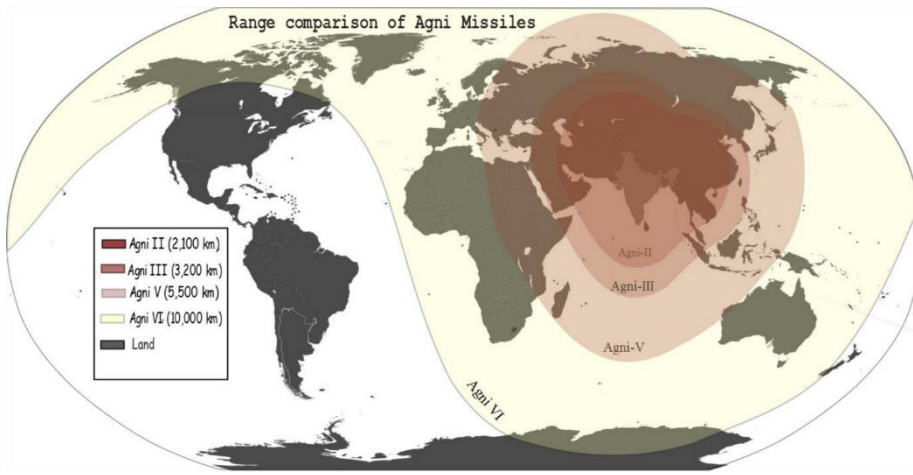

This image was found through a blog (by Vitaly Kuzmin), but the images are licensed through Creative Commons. (NOTE: More information on this blog is available in Section 7).

This image, according to the website in which it was found (FLIKR), originated from the United Nations, but is licensed through Creative Commons and posted on FLIKR. That information should be made obvious in the Attribution below the image.

"United Nations Interim Force in Lebanon (UNIFIL): Soldiers of the Multinational Force Mobile Reserve Unit man a checkpoint", John Isaac, https://www.flickr.com/photos/un_photo/4176628647, Originated www.un.org/av/photo, CC BY-NC-ND 2.0.

Range comparison of Agni Missiles

Agni II (2,100 km.)
Agni III (3,200 km.)
Agni V (5,500 km.)
Agni VI (10,000 km.)
Land

Agni-II
Agni-III
Agni-V
Agni VI

This is an example of an image that was altered. (i.e.: with SVG conversion by user Srikar Kashyap)

"Agni Missile Range Comparison", Michael, with SVG conversion by user Srikar Kashyap, https://commons.wikimedia.org/wiki/File:Agni_Missile_Range_comparison.svg, CC BY-SA 3.0.

Here is an example of a Public Domain image found through Wikimedia Commons.

IMAGE¶

This is an example of a FMSO or self-produced image. For graphic artwork, charts, maps/GIS products, etc that are homemade in FMSO, stay close to the attribution style.

"Russian Military Districts", Chuck Bartles, Foreign Military Studies Office, Public Domain.

8. OTHER SOURCES for IMAGES with BRIEF EXPLANATIONS and KEY INFORMATION

YouTube
Link: www.youtube.com
Taking a screen capture of a YouTube or other video could violate copyright laws. However, some YouTube videos hold a Creative Commons license. To determine whether or not a video is licensed under "Creative Commons," press "Ctrl" and "F"on your keyboard to open up a search window. In the upper left hand corner of your screen, you will see "Find" followed by an empty box. Inside that box, type Creative Commons. If it is licensed, it will be obvious. See example below (Creative Commons is highlighted from the search)

This should display all the necessary information so that you

NOTE: You can also find YouTube videos licensed under Creative Commons by including "Creative Commons" in your search terms. After that, simply follow steps described above to verify that it does indeed fall under Creative Commons once you've selected a video to view.

Pixabay
Link: https://pixabay.com/en/airplane-fighter-aircraft-mig29-1862497/
Some images on Pixabay are open domain, while others fall under Creative Commons. According to Pixabay's website, "Images and Videos on Pixabay are released under Creative Commons. To the extent possible under law, uploaders of Pixabay have waived their copyright and related or neighboring rights to these Images and Videos. You are free to adapt and use them for commercial purposes without attributing the original author or source. Although not required, a link back to Pixabay is appreciated." Also, "Certain Images or Videos may be subject to additional copyrights, property rights, trademarks etc. and may require the consent of a third party or the license of these rights."

Morguefile
Link: https://morguefile.com/
Worth looking at as a last resort. To maximize efforts in using Morguefile, after inputting the appropriate search term, you will see, at the top of the screen, the words "Morguefile, iStock, Getty, Adobe Stock, Dreamstime, Bigstock, Fotolia, and CC." Simply click on "CC," which stands for Creative Commons. The others are subscription/fee-based websites.

CIA Images (Good source for maps)
Link: https://www.cia.gov/library/publications/resources/the-world-factbook/docs/refmaps.html
Most maps found on the Central Intelligence Agency Website are public domain and may be used without permission. However, the Central Intelligence Agency must be cited as the source. Also, any photo credits or bylines found within the CIA website, should be similarly credited to the photographer as appropriate. If a photograph is found to have a copyright symbol, permission must be obtained from the original source before using it.

Vitaly Kuzmin Blog
Link: http://www.vitalykuzmin.net
This blog is packed with Images of Russian military and weapon systems. According to the blog's copyright policy, "Except where otherwise noted, all photos and videos by Vitaly Kuzmin are licensed under a Creative Commons Attribution-ShareAlike 4.0 International License." See http://www.vitalykuzmin.net/Copyright-policy for further information on the website's copyright policy.

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