

**NOTES FOR CONTRIBUTORS**

1. **Introduction**

***Issues in Community and Criminal Justice***(***ICCJ***) is an established monograph series (9 published between 2002 and 2009) which aims to inform and advance community and criminal justice policy and practice through detailed consideration of important and emerging issues. ***We are looking to publish contributions that can engage a wide readership in contemporary debates about the causes and consequences of criminal behaviour and the response of the State through criminal justice and wider socio/economic responses.*** Submissions may be based on empirical research, literature review or consideration of contemporary debates. ***ICCJ*** is peer reviewed by academics and professionals who have an established profile (including national and international) in the field of community and criminal justice.

The peer review process of the Probation Journal will be utilised to ensure that the series reflect real quality and the key consideration will be the relevance of the material to the current issues affecting issues, debates and problems of community and criminal justice. Submissions are therefore encouraged from practitioners, managers, academics, students, policy makers and anyone with a contribution to make.

1. **Sources of Contributions**

Monographs can be initiated specifically for publication in the ***ICCJ*** series. Alternatively, they may be based on high quality research projects, local/national initiatives, MA/MSc dissertations, PhD theses, conference papers, etc. The most important criterion for publication is an informed, relevant and incisive approach to the material presented.

Submissions may be based on empirical research, literature review, practice reflection or consideration of contemporary debates. They may be based on one author’s work or a compilation of pieces provided there is a strong unifying theme.

1. **Submissions**

**Number of Copies:** An emailed manuscript should be sent to the address below. Hard copies are not required unless requested. The editors will make an initial decision on suitability and may commission specialist assessments if the submission has publication potential.

**Personal Details:** The following details should be provided in a covering letter:

* Contact names
* Relevant biographical details, including the title(s) and job description(s) of the author(s)
* Contact address, telephone number and email address

These details should be provided to the Managing Editor, Emma Cluley.

**Length:** Submissions will normally range between 12,000–30,000 words, although longer contributions will be considered.

1. **Presentation of Accepted Monographs**

**Font**: Arial font, size 11.

**Titles and Sub-Headings**: The suggested title should appear on the first page of the manuscript. Sub-headings are encouraged to create a more readable, accessible and logically developed paper.

**Quotations**: Quotes of about 20 words or more should be placed on a new line and reduced by one font size to 10. Quotation marks should not be used unless there is a quote within the longer quote, in which case it should be in single quotation marks. If a quote appears in the text, single quotation marks should be used. Quotes within quotes in the text should appear in double quotation marks.

**Abbreviations**: The names of organisations, etc. should be mentioned in full on the first occasion with the abbreviated version in brackets, and thereafter in the abbreviated version. For example, ‘...women remanded for pre-sentence reports (PSRs)...’

**Capitals**: ‘Emphasis capitals’ should be avoided, e.g. do not capitalise ‘police officer’, ‘bail schemes’, etc.

**References**: References should be presented in the *Harvard System*, as below:

Books **Smith, J.S. (2014)** *Crime.* London: Sage.

Chapters **Smith, J.S. (2014)** ‘Preventing Reoffending’, in Brown, D., *Crime and Justice.* London: Routledge.

Articles **Smith, J.S. (2014)** ‘Protecting the Public’, in *Probation Journal* 99 (3): 123-132.

**Footnotes** should be used sparingly. Relevant material should normally appear in the text.

1. **Selection and Publication**

The decision of the editors will be one of the following:

* To accept the submission as it stands
* To accept the submission subject to editorial changes
* To accept submission subject to author amendments
* To invite resubmission in a modified version
* To decline publication

The reasons to decline publication will be communicated to the author(s) and the decision of the editors is final.

**Editing:** Authors must be prepared for material to be edited, although revisions will be agreed in advance with the authors.

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1. **Contact**

**All queries and submissions should be sent to:**

**Emma Cluley, Managing Editor**

**Email: prbjournal@btinternet.com**

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