

# AUTHOR GUIDELINES

## INTERNATIONAL JOURNAL FOR CRIME, JUSTICE AND SOCIAL DEMOCRACY

The *International Journal for Crime, Justice and Social Democracy* is an open access, blind peer-reviewed journal that publishes critical research about challenges confronting criminal justice systems around the world. The Journal is committed to democratising quality knowledge production and dissemination.

There are no APCs (Article Processing Charges). Authors can submit and publish at no cost.

### SUBMITTING MANUSCRIPTS: PROCESS

Before submitting your manuscript, please ensure you have adhered to the following guidelines for presentation.

1. Register as an author first.
2. Manuscripts should be uploaded electronically, using one of the preferred formats: Microsoft Word or a compatible word document.
3. To ensure anonymity in the review process, remove names of authors or institutions in the abstract and body of the manuscript. Important: When saving your word document prior to submission, please ensure the author/s name are deleted - this is usually under the area where you 'save as type' (just click in this box and delete name). You can also inspect the document via 'Properties/Word Options to delete information that could identify you.
4. Details for *all* authors should be provided when you register to submit your article under metadata. *A short bio should also be included as once published these details are displayed on the abstract page of the Journal.* You may also include an [ORCID ID](#)

### SUBMITTING MANUSCRIPTS: STYLE

1. Articles should be between **6,000-8,000 words** in length (including abstract, tables/figures and references). The Journal style is **APA 7th**, *articles must adhere to this style*.
2. Authors are reminded that the Journal's focus is broad and international, and manuscripts should be written with this in mind.
3. The manuscript should also include an abstract of no more than **150 words**.
4. Please also include **three to six** keywords.
5. If you have used AI tools in the preparation of your manuscript, a '**Disclosure**' statement should be added (see [Journal policies](#)).
6. Please include a **cover letter** (in 'Pre-Review discussions') clearly explaining the significance, and relevance of the work to the Journal's readership. The Journal receives a high number of submissions, and a cover letter will assist in the pre-review process.
7. Please ensure the submission has been **proof-read**, professionally edited and is publication ready.

### ARTICLE FORMAT

Articles should be double line spaced, justified with body text, 12-point Times Roman Font.

Articles should have an appropriate title, headings and subheadings. Subheadings to beyond the third level are discouraged.

Title **[Title Case Heading, Bold, Centered, 16-point font]**

Heading One **[Title Case Heading, Bold, Aligned Left, 14-Point Font]**

Heading Two **[Title Case Heading, Italic, Aligned Left, 12-Point Font]**

Heading Three **[Title Case Heading, bold, indented, 12-point font]**

## REFERENCING

The *International Journal of Crime, Justice and Social Democracy* adheres to **APA 7<sup>th</sup>** referencing style. The Journal recommends and aligns the core principles of the referencing style from QUT Library style guide (please see **QUT cite|write** APA style <https://www.citewrite.qut.edu.au/cite/qutcite.html#apa>).

Please note:

- Endnotes instead of footnotes is the only variation from APA accepted.

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### GENERAL REFERENCING 'RULES'

1. If there are more than three authors, the first name followed by 'et al.' is permissible in the text but all the authors' names should be spelt out in full in the reference list (up to 20 authors).
2. All citations in the text and notes must be specified by the authors' last names and date of publication together with page numbers if direct quotations are used (for example, Currie, 2010, pp. 50-51).
3. Enclose within a single pair of parentheses a series of references, separated by semicolons (for example, Carrington, 2010; Walters, 2003).
4. Please order alphabetically by author surname.
5. Use **endnotes**, not footnotes.
6. If using an EndNote Library or referencing tool to organise your reference list, please **disable** this prior to submission to allow for any future copyediting work.

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### THE REFERENCE LIST - EXAMPLES

The reference list should be included at the end of the manuscript. Please provide DOIs for all journal articles that have them (URL string preferred – <https://doi.> ...).

The following examples are based on **APA 7<sup>th</sup>** style to be used for the reference list. Please refer to QUT cite|write for further examples <https://www.citewrite.qut.edu.au/cite/qutcite.html#apa>.

#### **Book:**

Young, R. (1990). *White mythologies: Writing history and the west*. Routledge.

#### **Book chapter:**

Goldsmith, A. (2006). Crimes across borders. In A. Goldsmith, M. Israel, & K. Daly (Eds.), *Crime and justice: A guide to criminology* (pp. 219-225). Law Book Co.

#### **Journal article (include DOIs if available as a URL string):**

Aas, F. (2012). The earth is one but the world is not: Criminological theory and its geopolitical divisions. *Theoretical Criminology*, 16(1), 5-20. <https://doi.org/10.1177%2F1362480611433433>

Tomsen, S., & Gadd, D. (2019). Beyond honour and achieved hegemony: Violence and the everyday masculinities of young men. *International Journal for Crime, Justice and Social Democracy*, 8(2), 17–30. <https://doi.org/10.5204/ijcjsd.v8i2.1117>

*Journal article published ahead of issue:*

Poynting, S. (2020). "Islamophobia kills." But where does it come from? *International Journal for Crime, Justice and Social Democracy*. Advance online publication. <https://doi.org/10.5204/ijcjsd.v9i2.1258>

**Internet sources (only use 'Retrieved from' if the content changes):**

National Center for Professional Certification. (2002). *Factors affecting organizational climate and retention*. [www.cwla.org./programmes/triechmann/2002fbwfiles](http://www.cwla.org./programmes/triechmann/2002fbwfiles)

**Report (only use 'Retrieved from' if the content changes):**

Northern Ireland Environment Agency. (2019). *Assessment to ascertain the financial, environmental and health risks associated with not having a specific contaminated land regulatory regime in Northern Ireland*. Northern Ireland Environment Agency. <https://www.daera-ni.gov.uk/publications/assessment-ascertain-financial-environmental-and-health-risks-associated-not-having-specific>

United Nations Entity for Gender Equality and the Empowerment of Women. (2011.) *Progress of the world's women: In pursuit of justice, 2011–2012*. [https://www.ohchr.org/Documents/HRBodies/CEDAW/AccessToJustice/UNWomen\\_ExecutiveSummary.pdf](https://www.ohchr.org/Documents/HRBodies/CEDAW/AccessToJustice/UNWomen_ExecutiveSummary.pdf)

**Media (only use 'Retrieved from' if the content changes):**

ABC Pacific Beat. (2017, October 29). Sorcery-related violence surges in PNG as women attacked and murdered, accused of witchcraft. *ABC News*. [www.abc.net.au/news/2017-10-29/png-upsurge-in-sorcery-related-violence/9095894](http://www.abc.net.au/news/2017-10-29/png-upsurge-in-sorcery-related-violence/9095894)

**YouTube video:**

Author, A. A. (Year, Month DD). *Title* [Format]. Platform. <https://xxxxxxx.xxx>

Yepss Videos. (2015, June 7). *Flash game: Border Control game* [Video]. YouTube. <https://www.youtube.com/watch?v=dyhgy0XVPsw>

**Social media:**

*X (and Instagram)*

Author, A. A. [@username]. (Year, Month DD). *Content of the post up to the first 20 words* [Description of any audiovisuals] [Tweet/Instagram post]. Site Name. <https://xxxxxx.xxx>

*Facebook and others*

Author, A. A. (Year, Month DD). *Content of the post up to the first 20 words* [Description of any audiovisuals] [Description of post]. Site Name. <http://xxxxxx>

**Thesis/dissertation:**

Axford, J.C. (2007). *What constitutes success in Pacific Island community conserved areas?* [Doctoral dissertation]. University of Queensland. <http://espace.library.uq.edu.au/view/UQ:158747>

## Cases/Legislation/Treaties:

If cases, legislation or treaties are cited in text, please add these under the reference list in chronological order.

APA 7th refers to [The Bluebook: A Uniform System of Citation](#) for referencing legislation (we recommend their Quick Style Guide). The rules in Table 2 of the Bluebook match the APA 7th instructions.

For Australian legislation, the [Australian Guide to Legal Citation](#) (3rd ed.) can be used. Please see examples at [QUT cite|write](#).

### Cases

*Name v Name* (Year) Volume number Law Report/Court abbreviation First page.

*Sullivan Nicolaides Pty Ltd v Papa* [2012] 2 Qd R 48.

### Legislation

Short Title of the Act - italicised Year - italicised (Jurisdiction abbreviation) s. Subdivision number - if applicable.  
Web address


*Major Events Act 2014* (Qld). <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2014-060>

## FIGURES AND TABLES

Illustrations, charts and tables should be used sparingly. If included, they should be numbered and clearly referenced in the text. They can be in colour or black and white. Tables and figures should be legible at a width of the standard A4 page.

On submission, they should be placed at their preferred location in the manuscript and also in a separate file to assist with layout editing. For tables and figures (illustrations and charts), the title should be above and align to APA 7<sup>th</sup> presentation. Tables or charts created using Excel should also be sent as Excel files (in addition to the layout in Word).

### Images and Illustrations (includes infographics, photos, stock images and social media)

 If you reuse images or graphics from another source, you need permission from the copyright owner. Mention this permission in the image title and always cite the original source, even if the image is not copyrighted or can be reused freely.

**For all queries related to submissions and author guidelines, please contact the Journal direct:**

[crimjournal@qut.edu.au](mailto:crimjournal@qut.edu.au)

