

AUTHOR GUIDELINES

INTERNATIONAL JOURNAL FOR CRIME, JUSTICE AND SOCIAL DEMOCRACY

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SUBMITTING MANUSCRIPTS: PROCESS

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

1. Register as an author first.
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1. Articles should be between **6,000-8,000 words** in length.
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. 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**]

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

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GUIDELINES FOR BOOK REVIEWS

Reviews should not be descriptive or summarise content, but provide a critical evaluation and/or analysis of the book and its contribution to the field. It is not just about the 'what?', but also about the 'so what?' factor of the book. Reviews should be written for a non-specialist audience and outline the strengths and any weaknesses of the book, taking into account the author/s aims in writing the book and supporting any evaluation of the book with relevant evidence.

In evaluating the contribution of the book you might consider the thesis and/or purpose of the book, authors expertise, relationship of the book with other work in its field, use of evidence, its intended audience, its scope and structure. A typical structure for a book review consists of introduction, background information, summary of the books main points, evaluation of the book and conclusion.

Book reviews are a maximum of **1,200** words and are generally not less than 900 words in length.

Please format reviews as follows:

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- 12 times new roman point font
- Save manuscript as a word document
- Avoid use of citations and footnotes

Submit book reviews through the Journal website, via <https://www.crimejusticejournal.com/>

At the top of the review, please provide the following information:

- book author/s,
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- title,
- publisher,
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Reviewer's name, affiliation, a short biography, ORCID and contact details should also be provided.

BOOK REVIEW ESSAYS - PEER REVIEWED

The Journal will also accept for consideration for publication, book review essays of up to **8000** words. These will be subject to the same peer review as articles published in the Journal. They need to be original, innovative and add to knowledge related to key themes of the Journal.

REFERENCING

Referencing in the manuscript should follow the standard **Harvard** system. The Journal recommends and aligns the core principles of the referencing style from QUT Library style guide (please see **QUT cite|write** Harvard style <https://www.citewrite.qut.edu.au/cite/qutcite.jsp#harvard>). *Please note:* The Editorial team have attempted to simplify the presentation of references with minimal punctuation and other features. Please see the examples below.

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.
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: 50-51).
3. Where et al. is used in textual citations, this should always be upright and not using italics.
4. Enclose within a single pair of parentheses a series of references, separated by semicolons (for example, Carrington 2010; Walters 2003).
5. Please order alphabetically by author surname.
6. Use **endnotes**, not footnotes.
7. If using an EndNote Library to organise your reference list, please **disable** this prior to submission to allow for any future copyediting work.

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 Harvard styles to be used for the reference list. The Editorial team have tried to simplify the presentation of references with minimal punctuation.

Book:

Young R (1990) *White Mythologies: Writing History and the West*. London: Routledge.

Book chapter:

Goldsmith A (2006) Crimes across borders. In Goldsmith A, Israel M and Daly K (eds) *Crime and Justice: A Guide to Criminology*: 219-225. Sydney: 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>

Dirlik A (1994) The postcolonial aura: Third world criticism in the age of global capitalism. *Critical Inquiry* 20: 328-356.

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>

Website (don't use 'Available at' or 'Retrieved from' – and no need for access dates):

National Center for Professional Certification (2002) *Factors Affecting Organizational Climate and Retention*. www.cwla.org/programmes/triechmann/2002fbwfiles

Report (don't use 'Available at' or 'Retrieved from' – and no need for access dates):

Morgan A and Homel P (2011) A model performance framework for community-based crime prevention. *Technical and Background Report, Paper No. 40*. Canberra: Australian Institute of Criminology.

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

Lorentzen J, Toure NA and Gaye B (2019) *Women's Participation in Peace and Reconciliation Processes in Mali: Perspectives from Segou Mopti and Tombouctou*.

<https://gps.prio.org/utility/DownloadFile.ashx?id=1166&type=publicationfile>

Media (don't use 'Available at' or 'Retrieved from' – and no need for access dates):

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

YouTube video:

Author. Year. Title. Type of media, Month Day, <http://www.xxxxxx>.

Yepss Videos (2015) Flash game: Border Control game. *YouTube*, 7 June.

<https://www.youtube.com/watch?v=dyhgyoXVPsw>

Thesis/dissertation:

Webb R (2003) *Maori and Crime*. PhD Thesis, University of Auckland, New Zealand.

Cases/Legislation/Treaties

If cases, legislation or treaties are cited in text, please add these under the reference list in chronological order. A good example of the presentation of these can be found at <https://www.crimejusticejournal.com/article/view/1082/694>

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, the title should be above; for figures (illustrations and charts), the title should be below. Tables or charts created using Excel should also be sent as Excel files (in addition to the layout Word).

For all queries, please contact the Journal direct:

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