



## GUIDELINES FOR AUTHORS

-- For publication in *ADVANCING CORRECTIONS* --

### JOURNAL OF THE INTERNATIONAL CORRECTIONS AND PRISONS ASSOCIATION

#### **Aims & Scope**

*Advancing Corrections* is a peer-reviewed publication that provides an interdisciplinary and international forum for the dissemination of new research, policies and practices related to advancing professional corrections worldwide. The aim is to provide an opportunity for both researchers and practitioners from a wide range of disciplines (criminal justice, psychology, sociology, political science, economics, public health, and social work) to publish papers that examine issues from a variety of perspectives in a unique, interdisciplinary forum. Your paper could be an evidence-informed discussion of an important issue related to the theme of our next ICPA Annual Conference, a summary of some new research findings and their implications for practice, a description of an innovative program or approach, or an informed commentary on some aspect of managing a key issue in corrections.

#### **Review of Manuscripts**

Article contributions will only be considered provided they have been edited and are ready for processing, namely: language edited, stylistically polished and carefully proof read in following the technical format and referencing guidelines as provided below. In submitting a paper author/s acknowledge that it is their own original work and that all content sourced from other authors and/or publications have been fully recognized and referenced according to the guidelines for authors.

Manuscripts will be submitted to referees (in a double blind review process) for evaluation and they may be altered or amended in the interests of stylistic consistency, grammatical correctness or coherence. The 'refereeing' process will be anonymous and the identity of referees will remain confidential. It remains the prerogative of the editors to accept or reject for publication any submission and their decisions are final. They will not enter into any debate or correspondence regarding any decision made. Evaluators agreeing to referee articles are requested to provide, where possible, critical and constructive feedback on the work of their peers.

Apart from scientific shortcomings or inconsistencies, the following evaluative criteria will be considered:

- The theme of the paper is significant and useful (timely, important, in need of addressing);
- The paper addresses (unpacks) themes logically, consistently and convincingly;
- The paper demonstrates an adequate understanding of the literature in the field;
- The paper demonstrates a critical self-awareness of the author's own perspectives and interests;
- Conclusions are clearly stated and they adequately tie together the elements of the paper;
- The standard of writing (including spelling and grammar) is satisfactory and the style of writing is practitioner-oriented;
- Sources consulted are sufficiently acknowledged (included in a list of references).

Manuscripts that are submitted to *Advancing Corrections* should be accompanied by a statement that they have not been (or will not be) published elsewhere in the same version as submitted to *Advancing Corrections*. ICPA does not wish to curtail authors from publishing their work in other scholarly and academic journals or publications. However, the paper submitted to *Advancing Corrections* should be an **original** piece that will not be duplicated elsewhere without permission from ICPA. Prospective authors for *Advancing Corrections* should also register as Basic Members of ICPA so that their address is available for ICPA to forward a complimentary copy of the printed version of the Journal. Basic Membership in ICPA is available at no cost although authors are also encouraged to become Full or Professional Members.

### Submission of Manuscripts

Manuscripts should be submitted electronically to **Dr. Frank Porporino**, Ph.D., Chair of the ICPA Research and Development Network and Editor of *Advancing Corrections* ([fporporino@rogers.com](mailto:fporporino@rogers.com)). A copy should also be forwarded to the ICPA Communications Officer, **Alex Petrov**, at the ICPA Head Office ([alexpetrov@icpa.org](mailto:alexpetrov@icpa.org)).

Papers that are submitted for consideration should adhere to the following minimum standards and technical and formatting requirements:

1. All parts of the manuscript, including referencing, should follow standard American Psychological Association (APA) format; the paper should be double-spaced, with margins of at least one inch on all sides and with manuscript pages numbered consecutively. Suggested page length is from 7-15 pages, double-spaced (about 2000 to 5,000 word-count). Each paper should be summarized in an abstract of not more than 100 words;
2. The title of the article (in Sentence Case, i.e. displaying words to be intentionally capitalised) and the author's **full first name and surname**, designation, institutional affiliation, address & contact email should appear on the first page;
3. Font: Times New Roman 12 ;
4. Page numbers: are also TNR 12 font and centered in the footer section of each page;
5. Spelling: Please make use (choose this as your default option) of the North American spellcheck and NOT the UK one;
6. Use of quotes and italics: Long quotes are placed in a separate paragraph and must be indented from both sides.


ICPA wants to encourage authors to include references with their papers in order to allow readers to do follow-up reading on the topic in question. Manuscripts, including figures, tables, and references, must conform to the specifications described in the Publication Manual of the American Psychological Association.

### Examples for Referencing:

**Journal:** Beck, A. T., Epstein, N., Brown, G., & Steer, R.A. (1988). An inventory for measuring clinical anxiety: Psychometric properties. *Journal of Consulting and Clinical Psychology*, 56, 893-897.

**Book:** Wechsler, D. (1987). *Wechsler Memory Scale- Revised*. San Antonio, TX: Psychological Corporation.

**Contribution to a Book:** Chow, T.W., & Cummings, J.L. (2000). The amygdale and Alzheimer's disease.



In J.P. Aggleton (Ed.) *The amygdale: A functional analysis* (pp. 656-680). Oxford, England: Oxford University Press.

**Other Documents:** African Charter on the Rights and Welfare of the Child. (1999). Available at: <http://www.umn.edu/humanarts/africa/afchild.htm> (accessed [or retrieved] on: 14 January 2005).

Mashaba, S. 2008. State intensifies war against drug abuse. *Sowetan*, 23 June: 5. Available at: <http://www.sowetan.co.za/PrintArticle.aspx?ID=1147429> (accessed on: 25 June 2008).

### **Illustrations:**

Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- 300 dpi or higher;
- sized to fit on journal page;
- EPS, TIFF, or PSD format only;
- submitted as separate files, not embedded in text files.

Images should be submitted as separate files, where the filename matches the reference in the text. Embedded graphs and tables are acceptable if they follow the resolution guidelines.

### **Tables and Figures:**

Tables and figures should not be embedded in the text, but should be included as separate sheets or files where possible. A short descriptive title should appear above each table with a clear legend and any captions or footnotes suitably identified below. Figures should be completely labelled, taking into account necessary size reduction.

Authors should not refer to images or graphs as 'above' or 'below' within the article but use references where needed, e.g. Figure 1, Table 1, etc.

If you have any questions regarding submission of your manuscript, please contact the ICPA Head Office at [alexpetrov@icpa.org](mailto:alexpetrov@icpa.org).