

The Howard Journal of Criminal Justice

NOTES FOR AUTHORS

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THE HOWARD JOURNAL OF CRIMINAL JUSTICE

NOTES FOR AUTHORS

I Nature of the Journal

The Howard Journal of Criminal Justice welcomes articles related to any aspect of the law enforcement, criminal justice and penal processes, as well as those dealing with the prevention of crime through social policy, community action, etc. It is keen to publish work not only on the UK but taking an international perspective, especially international comparative research.

The Journal aims to attract readers from the professions concerned with criminal justice, the penal services and crime prevention, from academics, and from interested lay people and voluntary workers. Contributions are welcomed from persons belonging to any of these groups. The agreed policy of the Howard League and the Editors is for a Journal which aims to publish material of good academic standard, but written so far as possible in a non-technical style, not overburdened with statistical tables or unnecessary jargon. Articles by a specialist in one field should be readily intelligible to those in other fields and hence to the interested general reader (who may be a criminal justice practitioner or Howard League member).

While published in conjunction with the Howard League, the editorial policy of the Journal is independent of the League.

II General notes on copy

- 1 Short articles are particularly welcome. Articles in excess of 5,000 words are less likely to be accepted without revision.
- 2 Articles should be typed on *one side only* of A4 paper, *double spaced*, and with good margins. Each new paragraph should be indented, except after headings, tables or quotations.
- 3 *Three* copies of all material should be sent to the Editorial Office. If possible, a disk version of accepted articles should be sent.
- 4 The article should be headed as in the following example:

PEOPLE TALKING ABOUT PUNISHMENT

MICHAEL HOUGH

Professor of Social Policy, South Bank University

Titles should be kept as short as possible, while indicating the general theme of the article.

- 5 An *abstract* of not more than 100 words must follow the title.

- 6 To assist in accurate indexing of the article, please list at least *three* key-words (which may be short phrases) after the abstract.
- 7 The article should be broken up into sections with appropriate sub-headings. These headings should be typed in the centre of the page, *not* underlined, with initial letters of main words in capitals.
- 8 If a *quotation* of more than a couple of lines is included in the text, it should be indented and *typed single space*. If italics appear in a quotation you should indicate in parentheses after the quotation whether the italics are in the original, or added by you: i.e. (italics in original) *or* (italics added). Please remember to indicate the original page numbers of all quotations, whether or not long enough to require separate indentation.
- 9 Authors should seek to avoid terminology which may be offensive to minority ethnic groups. Likewise neither male nor female pronouns, whether used consistently or alternately, should stand alone to refer to persons of both sexes; the preferred form where both sexes are named or implied is 'he or she', 'his or hers' etc. If authors are in any doubt the editors should be contacted for clarification.
- 10 Each article submitted should be accompanied by the completed 'Author Description Sheet' which is attached to these notes (see back page).
- 11 Articles will normally only be accepted for publication on the understanding that they are not published elsewhere. Authors *must* sign the statement to this effect at the foot of the 'Author Description Sheet'. (It is acceptable for authors to submit to the *Howard Journal* and another journal simultaneously, but on receipt of an acceptance from the *Howard Journal* it is expected that the author will immediately *either* withdraw all submissions elsewhere, *or* withdraw from the *Howard Journal*). Authors are also required to sign a transfer of copyright form, which will be sent upon acceptance of an article.
- 12 Rejected manuscripts are not normally returned to authors, but they will be returned if the author sends a stamped addressed envelope either at the time of submitting the article or after receiving the rejection letter.

III Tables and graphs

- 1 *Statistical Tables* should be kept to a minimum, but where they are essential to an article they are permissible. If tables are included they should be clearly marked up so that non-technical readers can understand them. A table should always be headed TABLE 1 (etc.) *in capitals*, then have a subject heading in capitals and lower case, underlined, all at the *top* of the table. At the foot, there should be a note in parentheses giving the source of the data if the source is other than the author's own data. An example is given at the top of the next page.
- 2 Horizontal rules may be used in the table (as in the example shown below), but *no vertical rules may be used*.
- 3 Each table should be prepared on a separate sheet, and gathered together at the end of the article. The position of the table in the article should be indicated by a short gap in the text with the legend:

(Insert Table 1 about here)

TABLE 3
The Relationship Between Length of Time at APEX Job and Type of Reconviction Record During Ten Years After Release

Left APEX job					
	Within one month	Within three months	Within one year	Still working in APEX job after one year	Total
Frequent <i>and</i> serious	8	6	2	–	16
Serious but <i>not</i> frequent	3	–	1	–	4
Frequent but <i>not</i> serious*	3	4	1	–	8
Neither <i>frequent nor</i> serious*	8	12	6	9	35
	22	22	10	9	63

Note: * Men who were not reconvicted during the ten-year follow-up period are included in this category
 (Source: Soothill and Holmes 1981, p. 32, Table 3)

- 4 Wherever possible statistical material should be presented in tabular rather than graphical form. Where it is *essential* to use a figure, authors must bear in mind that it is the figure which they supply to the Editors which will appear in a photographed form in the Journal. *Clear black drawings on plain A4 paper are essential*, and as they will be shrunk to either one-half or one-quarter of that size when they appear in the Journal they should be *boldly* drawn and titled.

IV Footnotes and references

The Journal draws a basic distinction between footnotes and references.

Footnotes are normally used only for explaining something additional to the text. Such footnotes should be kept to a minimum, and where used be gathered together at the end of the article (before the list of references) in a list headed Notes. This list should be in *single spacing*, but with a double space between each note.

N.B. Notes should not be placed at the foot of a page.

References are in the 'Harvard' system of referencing. This system gives the author and date in the text of the article whilst the full reference is cited in an alphabetical list at the end of the article, after the Notes. Full details of the referencing system are given in the next section.

V Details of referencing

1 *References in the text of the article*

- a Normal references are in the following forms:
 - i Various authors have shown (Walker 1969; Thomas 1970) that sentenc-ing is
 - or ii As Nigel Walker (1969) writes
 - or iii This was confirmed in a further study (Walker 1969, p. 69), where it was found
- b Where the same reference has been quoted more than once, repeat the form given in (a) above. Please do not use the expressions '*ibid*' or '*op. cit.*'
- c Where you have cited more than one work by the same author published in the same year, add a lower case letter of identification:
(Walker 1969a), (Walker 1969b)
- d Please do not use the number form of references, i.e. Walker(1) has writ-ten
- e Some references cannot easily be reduced to this form, such as newspa-pers, parliamentary debates, etc. In such cases it is usually permissible to put the reference in the text (in parentheses if appropriate) without any listing in the list of references at the end; e.g. (*The Times*, 31 July 1977). References to legal cases should usually appear in this way – e.g. *Shaw v. DPP* [1962] AC220; *In Re Gault* (1967) 387 US1.

Where the length of such an insertion would make it too unwieldy to place in the text, it may be given in the notes at the end of the article: e.g. in the case of references to unpublished historical manuscripts.

2 *List of references at the end of the text (see examples in (3) below).*

- a The list is alphabetical by author's surname (in lower case). This should be followed by author's initial(s) (*not* full forename(s)) and then by the year of publication in parentheses.
- b Where more than one work by the same author has been cited, list these chronologically.
- c Where you have cited more than one work by the same author published in the same year (see 1(c) above) list them with the author's name followed by each work in alphabetical title order.
- d If the name used in the text is that of an editor, e.g. of a collection of papers, it should appear in the *text* as (Ruck 1951), but in the list of refer-ences it becomes: Ruck, S. K. (Ed.) (1951).
- e If a work has two authors (or editors) use '(x) and (y)' e.g. Walker, N. D. and McCabe, S. (1973)
or Jones, B. S. and Smith, J. (Eds.) (1973)
- f If a work has more than two authors, use either '(x), (y) and (z)' or '(x) *et al.*' e.g. Walker, N. D. *et al.* (1975)

- g In the case of a *book or pamphlet*, the author's name and year of publication should be followed by:
the title of the book (*underlined* and with initial letters in capitals), the edition or volume (if appropriate), the place of publication, the publisher. (See examples 3(a), 3(b) and 3(c) below, which also show the appropriate punctuation).
- h In the case of a *pamphlet* or *occasional paper* which is part of a series put the name of the series and the number of the paper *in brackets* after the title. (See example 3(d) below). N.B. This instruction applies to pamphlets in the Home Office Research Studies, which should appear under author's name and *not* under 'Home Office'.
- j In the case of a *journal article*, the author's name and year of publication should be followed by:
the title of the article (in *single inverted commas*, with initial letters in lower case except for that of the first word), the full name of the journal (*underlined*), the volume number (*underlined*), the first and last page numbers of the article. (See example 3(e) below, which also shows the appropriate punctuation).
- N.B. i Do *not* use 'pp.' with page numbers in listing journal articles, etc.
ii Do *not* put the issue number after volume number except for articles from weekly periodicals. (See example 3(g) below). If you prefer you may use the date of the weekly rather than the issue number, *as long as first and last pages of the article are recorded*.
iii The format for citation varies slightly if it is an article in a book or pamphlet. (See example 3(f) below).
- k *British Official Publications* should be listed by the name of the department, e.g. Home Office. (See example 3(h) below).
or by the name of the author (especially with Research Studies, cf. 2(h) above)
or by the name of the report if obviously well known, e.g. Kilbrandon Report(1964).
- N.B. Advisory Council papers should be listed under Advisory Council and *not* as Home Office (see example 3(j) below).
These publications should be followed by the 'Command Number' if appropriate (see example 3(h)), or, if not a Command Paper, as 'London: HMSO.' (See example 3(j)). Please note that HMSO is a publisher and *not* an author.
- 1 *Foreign Official Publications*: list by the *name of the country or state*, followed by the name of the issuing agency, e.g. United States, Federal Bureau of Prisons. These should include place of publication and publisher, e.g. Washington: GPO. (See example 3(k) below).
- m *Unpublished theses, papers, etc.*: The title should be in single inverted commas, and at the end state in *parentheses* the source: e.g. (unpublished PhD thesis, University of Manchester); (unpublished address to Howard League Annual General Meeting, October 1976). *This should normally include the word 'unpublished', so that librarians do not waste time searching for the item among published sources.*

3 *Examples of references*

- a Walker, N. D. (1969) *Sentencing in a Rational Society*, London: Allen Lane.
- b Walker, N. D. (1972) *Sentencing in a Rational Society*, 2nd ed., Harmondsworth: Penguin.
- c Walker, N. D. and McCabe, S. (1973) *Crime and Insanity in England*, vol. II, Edinburgh: Edinburgh University Press.
- d Walker, N. D. *et al.* (1970) *The Violent Offender: Reality or Illusion?* (Oxford University Penal Research Unit Occasional Paper No. 1), Oxford: Blackwell.
- e Wenk, E., Robinson, J. and Smith, G. W. (1972) 'Can violence be predicted?', *Crime and Delinquency*, 18, 393-402.
- f Walker, N. D. *et al.* (1968) 'Hospital orders and psychopathic disorders', in: D. J. West (Ed.), *Psychopathic Offenders*, Cambridge: Institute of Criminology.
- g Walker, N. D. (1968) 'The choice of sentence', *New Society*, 12 (312), 404-6.
- h Home Office (1969) *People in Prison*, Cmnd. 4214.
- j Advisory Council on the Penal System (1977) *The Length of Prison Sentences*, London: HMSO.
- k Netherlands, Ministry of Justice (1985) *Society and Crime: A Policy Plan for the Netherlands*, 's-Gravenhage: Ministerie van Justitie.

For further examples see recent issues of *The Howard Journal of Criminal Justice*.

VI Proofs

Proofs of accepted articles are sent to authors for correction. Authors should take particular care in proof-corrections; the Editors cannot accept responsibility for any errors or omissions which authors fail to rectify.

Alterations to the text (other than corrections) at the proof stage are *very costly, and will not normally be allowed*. Authors should therefore take particular care to ensure that their final manuscript is free from errors.

In the case of authors who may be unavailable at the time when the proofs need to be checked, we usually expect the author to allow the Editors to carry out proof-reading in order to save production time. If this is not acceptable the author *must* advise the Editorial Office of where they may be contacted at proof stage.

VII Authors' copies and offprints

According to the terms of our contract with the Publishers, authors receive 15 free offprints of their article. (Joint authors will still only receive 15 offprints in total).

Further offprints, if required, can be ordered at proof stage on the order form, which will be sent to authors with the proofs of their article. The scale of charges for offprints is set out on this order form.

VIII Correspondence, etc.

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