



Canadian Journal of Criminology and Criminal Justice

Submission Guidelines for Authors

NOTE. AS OF AUGUST 2016, SUBMISSIONS CAN ONLY BE MADE USING ScholarOne™ Manuscripts ONLINE SUBMISSION SYSTEM. DETAILS ARE PROVIDED IN THESE GUIDELINES.

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Subject Matter and Scope





The *Canadian Journal of Criminology and Criminal Justice (CJCCJ)* publishes quarterly coverage of the theoretical and scientific aspects of the study of crime and the practical problems of law enforcement, administration of justice, and the treatment of offenders, particularly in the Canadian context. The *Journal* accepts submissions based on qualitative, quantitative and mixed-methods research as well as theoretical submissions and evidence-based commentaries. *CJCCJ* appeals to anyone needing to keep abreast of recent criminological findings and opinions: justice administrators, researchers, practitioners, and academics. *CJCCJ* emphasizes original scientific research. Recent issues have explored topics such as the *Youth Criminal Justice Act*, wrongful convictions, criminology research in Canada, and punishment and restorative justice. Published by the *Canadian Criminal Justice Association*, the journal counts subscribers in over 35 countries. It is often quoted in textbooks, manuals, the media, other journals, and training curricula.

Since 1958, with previous titles such as the *Canadian Journal of Criminology*, the *Canadian Journal of Criminology and Corrections*, and the *Canadian Journal of Corrections*, this bilingual peer-reviewed journal has provided a forum for original contributions and discussions in the fields of criminology and criminal justice.

Note: As of August 2016, submissions must be made online using the ScholarOne™ Manuscripts manuscript submission system.

Peer Review Process

The *CJCCJ* is a peer-reviewed forum for original contributions and discussion in the field of criminology and criminal justice. It is concerned with the theoretical and scientific aspects of the study of crime and with the practical problems of law enforcement, administration of justice, and the treatment of the offender. Preference is given to articles with Canadian content and to those related in some way to a Canadian project, institution, practice, etc.

Blinding

The *CJCCJ* uses a double-blind peer review process. Blinding a manuscript entails removing all references to your name and those of any co-authors and identifying publications, and to the setting and participants in your research, where relevant: in particular, remove the name of the REB which approved your research (where applicable). Whenever possible, refer only to (your) published work and avoid using wording that make it obvious that you are the same author(s) responsible for any referenced work or part of a named research team or study, etc. In cases where you must refer to your own work in a way that calls attention to the fact that it was authored by you or a coauthor, only the publication year and an identifying reference (e.g., Author r1 2003; Author r2 1999; etc.) should appear in the citation. Avoid citing your own or co-author's work which is unpublished or referenced only by a conference presentation. These identifying references should be listed in a separate file and uploaded during the online submission process as a Supplementary File. Do not add this information to the Reference appendix at the end of the manuscript.

Upon acceptance of the article for publication, the author will be required to upload a revised version of the text in which identifying references have been integrated into the main text and





into the References appendix.

Authors are cautioned that word processing software such as MS Word automatically attaches identifying information (i.e., author's name and institutional affiliation) to every file created or revised. Please remove any information that identifies you from the "Properties" area of the file. Authors must remove this information before submitting files to *CJCCJ*.

Transfer of Copyright

The manuscript review process requires a substantial commitment of time by the *Journal's* editorial staff and reviewers. Submitting a manuscript to the *CJCCJ* implies authors' commitment to publish in the *CJCCJ*. During the online submission process on ScholarOne™ Manuscripts, authors must confirm by clicking a checkbox that the manuscript is the author's original work, previously unpublished in print or online, and it is not being reviewed for publication with another journal. Authors thereby agree to transfer their copyright to the publisher of the *CJCCJ* and to sign and return a copyright assignment form from/to the UTP should their article is accepted for publishing.

Letters of Permission

Provide a copy of permission to use copyrighted material, if applicable. Please note that failure to include letters of permission to use copyrighted material will, at the very least, delay the publication of the manuscript until the letters of permission have been received by the University of Toronto Press.

Manuscript Types and Word Counts

The *CJCCJ* publishes regular articles, research notes, commentary, and book reviews.

CJCCJ accepts manuscripts written in either English or French. The abstracts of articles are published in both English and French. Abstracts that are submitted in only one language will be translated by *CJCCJ*.

All manuscripts must be the author's original work, previously unpublished, and not being reviewed for publication with another journal. Manuscripts will be evaluated upon submission. Based on this evaluation, you will receive one of the following responses: accepted as is, acceptance conditional on minor revisions which are approved by the Editor, invitation to make major revisions and to resubmit (with no commitment to publish at the time of the invitation), or reject. Resubmitted manuscripts will be sent out for a blind review.

Regular Articles

Regular articles should be 5,000-7,000 words, exclusive of tables, figures, and references.

Research Notes and Commentary

Research notes and commentary should not exceed 3,000 words. A research note reports on empirical results with less attention than a regular article to theoretical framing and implications. Commentary expresses the views of the author(s), supported by scholarly argument and/or scientific evidence, on a topic falling within the editorial mandate of *CJCCJ*.





Preference will be given to commentaries that are evidence-based. Commentary includes comments on articles previously published in *CJCCJ* and comments on issues in Canadian criminal justice.

Review your manuscript to make sure it is clear and concise with correct spelling. *CJCCJ* discourages the use of italics and quotation marks for emphasis. Please use short and meaningful subheadings to break up long sections of text.

Manuscript Requirements

Cover Letter

You will be required to enter or paste a cover letter into a textbox in the ScholarOne™ Manuscript submission process. The cover letter should include authorship, institutional affiliation, any acknowledgements, the date of submission of the article, and full contact information for the corresponding author(s).

Blinding

Please refer to the Blinding section, above.

Formatting and Page Settings

Manuscripts should be submitted as files prepared in MS Word. The manuscript should be formatted for 8½ x 11” (21.5 x 28 cm) paper, double spaced, with 1” (2.54 cm) margins on both sides of the page.

Title, Abstract, and Keywords

Your **abstract** appears beneath the title on the first page of the manuscript. The abstract must be fewer than 200 words and written in the language of the paper. It should be a brief summary of the key points of the article, without the use of phrases such as “In this article...”; “The author...”; “The article is about...”

Using keywords will enhance discoverability through *CJCCJOnline*, search engines, and databases. The keywords should not appear on your manuscript. You will be prompted to enter five to ten keywords during the submission process using ScholarOne™ Manuscripts.

Tables and Figures

Tables and figures should not be embedded in the text. Instead, you should prepare separate documents with each table and figure numbered consecutively in the order in which they are mentioned in the text. In the text, indicate exactly where each table and figure belongs. Use the phrase, “Table/Figure [1] about here” in the places where your table or figure should appear in the final copy.

Upon acceptance of the article for publication, authors will be required to provide tables and illustrations in a form suitable for typesetting.

Tables





Tables should be prepared in Word (not Excel) using the Tables function (i.e., not created manually using drawn lines, tabs or spaces). Each table must include a descriptive title and headings to columns. Gather general footnotes to tables as “Note:” or “Notes:”, and use a, b, c, etc., for specific footnotes. Table footnotes are appended only to a specific table. Asterisks * and/or ** indicate significance at the 5 percent and 1 percent levels, respectively.

During the ScholarOne™ Manuscript submission process, you can upload as many files as needed. For the file containing your Tables, choose “Tables” as your File Designation.

Figures

The typesetting stage requires that illustrations be provided without their captions, either in high-quality hard copy (e.g., a glossy photograph, preferably black and white) or as a high-resolution graphics file (one file per illustration).

A separate Word file should contain the captions for all illustrations.

TIFF and EPS are the preferred graphics file formats; high-resolution JPEG is also accepted.

For charts and line drawings (but not photographs), PDF or Excel files are accepted; each chart must be in a separate file.

Producing tables, graphs, and illustrations is costly and authors are asked to minimize their use without sacrificing clarity.

During the ScholarOne™ Manuscript submission process, you can upload as many files as needed. For the file containing your Figures, choose “Figures” as your File Designation.

Please note that the University of Toronto Press can present colour images in the online version of *CJCCJOnline* at no cost to the author. Video clips illustrating your thesis, such as this one, <http://www.youtube.com/watch?v=3T6vuoQdY6Q&feature=related>, can also be featured on *CJCCJOnline*.

Captions

Please provide a separate Word file of all captions for tables and figures.

During the ScholarOne™ Manuscript submission process, you can upload as many files as needed. For the file containing your captions, choose “Supplementary File for Review” as your File Designation.

Source References

All references should be listed alphabetically by author’s name in an appendix at the end of the manuscript. All source references are to be identified at the appropriate point in the text by the last name of the author, year of publication, and pagination where needed. Identify subsequent citations of the same source in the same way as the first.

In-text Citation Format

In-text citations should follow the following format:





If the author's name is in the text, follow it with the year in parentheses.

- Duncan (1959)

If author's name is not in the text, insert in parentheses the last name and year.

- (Gouldner 1963)

Pagination follows year of publication after a colon and a space.

- Kuhn (1970: 71)

Give both last names for dual authors. Give all last names on first citation in text for more than two authors; thereafter use "et al." in the text. When two authors have the same last name, include initials in the text. For institutional authorship, supply minimum identification from the beginning of the complete citation.

- (U.S. Bureau of the Census 1963: 117)

Separate a series of references with semicolons and enclose them within a single pair of parentheses.

- (Burgess 1968; Marwell et al. 1971: 386-87; Cohen 1962)

If there is more than one reference to the same author and year, distinguish them by the letters a, b, etc., added to the year.

- Levy (1965a: 331)

In the appendix: List all items alphabetically by author and year of publication in an appendix titled "References." The References appendix must include all references in the text and must not include any items not cited in the text. Please include first and last names (and middle initial if used by the author). The format of the first author will be "Last name, First name". For subsequent authors, the format will be "First name, Last name." See examples below. The use of "et al." is not acceptable in the References appendix; list names of all authors using full first names (except for authors who always publish using only their initials).

For journal style as to the capitalization/non-capitalization of titles, please follow the examples below. Titles of books and journals are not printed in italics, so there should not be underlining.

Give publisher's name in as brief a form as is fully intelligible. For example, John A. Wiley and Sons should be "Wiley."

If the cited material is unpublished but accepted for publication, use "forthcoming" with name of journal or publisher; otherwise use "unpublished."

The following examples of reference list entries may prove useful:

Books

Faris, Robert E.L. and Warren Dunham
1939 Mental Disorder in Urban Areas. Chicago: University of Chicago Press.

Frazier, E. Franklin
1932 The Negro in the United States. New York: Macmillan.





Periodicals

Bursik, Robert J., Jr. and Jim Webb

1982 Community change and patterns of delinquency. *American Journal of Sociology* 88: 24-42.

Erickson, Maynard L.

1971 The group context of delinquent behaviour. *Social Problems* 19: 114-29.

Collections

Hayner, Norman S.

1942 Five cities of the Pacific Northwest. In *Juvenile Delinquency and Urban Areas*, ed. Clifford Shaw and Henry McKay. Chicago: University of Chicago Press.

Gove, Walter R.

1985 The effect of age and gender on deviant behaviour: A biopsychological perspective. In *Gender and the Life Course*, ed. Alice Rossi. New York: Aldine.

Cited Legislation and Cited Cases

Cited legislation and cited cases (jurisprudence) should be listed in two separate appendices, following the References appendix. These should conform to the style of the McGill Guide.

Footnotes and Endnotes

Acknowledgements should be put in an endnote with the reference number attached to the title of the article, on the cover page, in the file containing identifying information.

All other notes should be in the form of endnotes. The footnotes and endnotes should be prepared using the Footnote function of Word (i.e., not created manually), and should be numbered consecutively throughout the article with superscript Arabic numerals.

Authors may include a short endnote stating that the lengthy material is available, or may add an appendix. If an appendix is used, the reference in the text should read, for example: "(See Appendix A for complete information)." If, after an endnote occurs, it is later mentioned, use a parenthetical note "(see note 3)," rather than the superscript number.

Manuscript Submission Process (ScholarOne™ Manuscripts)

Submissions to the CJCJ can only be made online using ScholarOne™, the University of Toronto Press electronic submission system. Please ensure your manuscript meets **all of the requirements** outlined in this document before proceeding to ScholarOne™.

Create a ScholarOne™ Account

First, access ScholarOne™ by pressing the CTRL button on your keyboard and clicking the following URL address (or copy and paste the address into the address bar of your Internet browser):

<https://mc04.manuscriptcentral.com/cjccj>

At the top of the page, click the link "Create an Account." Fill out the required information and check your email for confirmation. Please retain your login information as you may wish to





return for status updates and to upload any requested documents following your submission.

Submit Your Manuscript on ScholarOne™

Log in to your ScholarOne™ account and click the “Author” tab at the top and under Start New Submission click the button “Begin Submission.” You will work through a series of Steps including:

Step 1: Manuscript Type, Title & Abstract

Step 2: Keywords

Step 3: List of Author(s)

Step 4: Manuscript Details

Step 5: File Upload

Step 6: Review & Submit

At the final stage, ScholarOne™ will compile all of the documents into one PDF for review purposes.

If you need extra support click the “Help” tab at the top of the homepage in ScholarOne™. This will direct you to the Get Help page. Click on “Author” under role types. Herein, you will find a full Author User Guide and video tutorials.

Confirmation Email

Immediately after making a successful submission via ScholarOne™, you will receive a confirmation email. If you do not receive a confirmation email, please login at ScholarOne™ to verify your submission status or to contact Support.

Queries

[*“How to Alienate Your Editor: A Practical Guide for Established Authors,”*](#) written by Stephen K. Donovan and published in the [*Journal of Scholarly Publishing*](#), is an excellent article on classic mistakes made during the submission process. Also useful is [*“Surviving Referees’ Reports,”*](#) written by Brian Martin and also published in [*Journal of Scholarly Publishing*](#).

Contact Us

Questions relating to any of the above may be directed to the *CJCCJ* Editorial Assistant at the email address below:

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The [Canadian Journal of Criminology and Criminal Justice](#) is owned by the Canadian Criminal Justice Association:





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