

INSTRUCTIONS FOR AUTHORS

JOURNAL OF JUVENILE JUSTICE (OCTOBER 2017)

MANUSCRIPT SUBMISSION

The *Journal of Juvenile Justice (JOJJ)* is the semi-annual peer reviewed journal of the Office of Juvenile Justice and Delinquency Prevention (OJJDP). Topics covered in each issue address a variety of areas in juvenile justice, ranging from delinquency prevention to evaluation of treatment approaches.

To submit a manuscript, please follow the instructions below. Prior to submitting an article, please consider the following:

- *JOJJ* will only receive manuscript submissions electronically.
- Our readership is diverse and includes practitioners, clinicians, administrators, researchers, policy analysts, educators, and students.

Creating an Account

1. Launch your web browser (Internet Explorer 5 or higher or Netscape 7 or higher) and visit the *JOJJ* Manuscript Central homepage at <http://mc.manuscriptcentral.com/ijjj>.
2. Click Create Account.
3. Enter the required personal information, including your name and email address and click Next.
4. Enter a user ID and password of your choice (we recommend using your email address as your user ID) and then select your area of expertise.
5. Click Finish.

Submitting Your Manuscript

1. Log in using your user ID and password.
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4. Enter your contact information and answer the questions as appropriate.
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8. Click Upload Files once you have selected all the files you wish to upload. You may upload files in groups of three.
 - a. NOTE: Combined file size may not exceed 10,000 KB.
9. Review your PDF and HTML submissions before sending them to *JOJJ*.
10. Click Submit.

You may suspend a submission at any phase before clicking Submit and saving it to submit later. After submission, you will receive a confirmation email from *JOJJ*. You can access Manuscript Central at any time to check the status of your manuscript. *JOJJ* will inform you via email once the peer reviews of your submission have been received and evaluated.

CONDITIONS OF PUBLICATION

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MANUSCRIPT PREPARATION

When submitting your manuscript for consideration, we ask you to follow the formatting instructions listed to reduce the need for revisions and for consistency across published articles.

Article Length

The average length of an article is 15–20 manuscript pages or 3,750–5,000 words (including references), double-spaced on 8.5" x 11" paper with 12 point font. Some articles, such as Research Updates or Reviews, may be slightly shorter in length. Sidebar articles and Special Section articles may range in length from 3–7 typed double-spaced pages (750–1,750 words). Each page should be labeled with a page number.

Form

The title page should include the article title, all authors' full names, all affiliations and degrees, and a shortened version of the title for use as a running head. Any acknowledgements should also appear on this page.

Terminology/Keywords

Clearly define the terms relating to juvenile justice and provide five keywords. These keywords should describe the main topics that are covered in the article. The keywords will be used for online searches and directories.

Tone

In general, articles are presented at a graduate student reading level and should aim to educate the practitioner and academic communities about current knowledge and trends in juvenile justice research. Authors should present the information in a manner that practitioners, who do not have a background on that particular topic, can comprehend. We ask authors to focus on the bottom line of research findings, providing perspective on the implications of this research rather than presenting extensive detail on the methodology used. Readers can find additional information and original research articles in the bibliography, if further detail is needed. Our editorial staff will work with authors to identify areas of their manuscripts that need further explanation. The editorial staff may suggest sidebars, glossaries, and textboxes to help explain complex terms and concepts.

Trade Names

Generic names should be used in the text, however, if necessary for clarity of the article, trade names may be included. When trade names are used, the complete product name should be written. Symbols accompanying the name of the product (e.g., ™) should be verified and clearly indicated.

References

Please use American Psychological Association (APA) format. References cited should be listed alphabetically according to first author last names. Use name/date citations within the text and in the reference list. Do not cite references by number. Manuscripts accepted for publication but still in press should include first initials and last names of authors and year of the work's completion. Bibliographic information should be supplied in the following order:

- *For journal articles: Author, A.B.; Author, B.C.; Author, C.D.; et al. Article title. Full Journal Name volume (issue): page numbers, year of publication.*
- *For books: Author, A.B.; Author, B.C.; Author, C.D.; et al. Chapter title (if applicable). In Editor, A.B., Ed. Book Title. City, State of publication: Publisher, year of publication, chapter page numbers (if applicable).*

ARTWORK

JOJJ prefers a minimum of three graphics, illustrations, figures, or photographs accompany each article.

JOJJ has a full graphic arts department to assist authors in producing high-quality artwork. Drawings, graphs, charts, and figures may be supplied as rough drafts. Include specific instructions as to how these illustrations should appear. Figures should be numbered consecutively in the order in which they are referred to in the text. Figure legends should be brief but inclusive. Symbols identified in the figure should be identified in the legend text. If figures are reprinted from another source, copyright permission is required.

Tables

Tables should be titled and presented concisely and logically. Tables should be numbered consecutively per their placement in the text. Table legends and footnotes should be included as needed. Copyright permission is required if tables are reprinted from another source.

Images

Image files submitted during the peer review process must be in digital format, not a format for publication. Once the manuscript has been reviewed, you may be requested to submit higher-quality images in CYMK to the journal. For the peer review to be completed, we ask that files be submitted in RGB format.

JOURNAL CONTACT INFORMATION

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