

Crime Prevention Studies

GUIDELINES FOR AUTHORS

I. General

(1) *Crime Prevention Studies* (CPS) is an international serial publication covering research and practice in situational prevention and other forms of prevention directed to reducing opportunities for crime. Each volume will include 10-12 papers. Papers include preventive-oriented analyses of specific crime problems, evaluations of crime prevention programs, and theoretical discussions of the philosophy, methodology or practice of situational prevention. For further information about the scope of papers, please see the "Editor's Introduction" in Volume 1.

(2) Papers submitted to CPS for publication have not been published previously.

(3) Referees are used selectively and quick decisions are made concerning the acceptability of all manuscripts submitted.

(4) CPS will also publish monographs and conference proceedings related to situational prevention. Proposals for these should be submitted to the Editor.

(5) After completion of editing, a diskette file is submitted, if available. Preferred formats are Microsoft Word, WordPerfect or ASCII. Formatting, such as the use of italics and bold type is unnecessary, and the use of tabbing to indent quotations and references is NOT desirable.

(6) Tables, figures and illustrations are submitted as camera-ready copy.

(7) Proofs are sent to the corresponding author and are returned within two weeks of receipt.

(8) Papers average 20-25 typed, double-spaced pages in length. The style is succinct and readable. For initial consideration, one copy of the typed manuscript is submitted to the Editor.

If. Manuscript Requirements

(9) *Subheads* appear in the author's manuscript with one paragraph space above and none below. Levels of subheads are shown as follows:

(a) major section heads are in capital letters and centered, e.g.,

[MAJOR SECTION HEAD]

(b) secondary subheads appear at the left margin, contain initial capitals only, and are in bold type or underlined, e.g.,

[Second-Level Subhead]

(c) tertiary heads are at the left margin, with initial capitals only, and no underlining or bold type, e.g.,

[Third-Level Subhead]

(10) *In-text citations* appear in parentheses and include the author's last name followed by the year of publication as listed in the References: e.g., (Smith, 1987). Where there are more than two authors, the first author's name is followed by "et al." Direct quotations of fewer than five lines are included within text paragraphs, with the page number(s) appearing after a colon: e.g., (Smith, 1987:41-2). Quotations longer than five lines are indented and are followed by the citation in square brackets: e.g., [Smith, 1987:41-2]. No quotation marks are used around the quotation.

(11) *References* follow the text in a separate section. Two or more items by the same author are listed with the earliest one(s) first. Labels "a," "b" etc. (e.g., 1981a) are added if there are two or more references by the same author in the same year. After the first entry by the same author, the author's name is replaced by four hyphens. The first initial of the second (and following) author's name comes *before* the last name (e.g., Smith, John, K. Jones and I. Wright). Each word in the titles of journal articles, chapters and books (except prepositions) begins with a capital letter. Names of journals, books and edited volumes are either underlined or in italic. Tabs or space indents are NOT inserted within the references. References are supplied in the following styles:

a) Journal Articles

Smith, J and T. Anderson (1987). "Intensive Supervision in the United States." Journal of Criminal Justice Studies 16:113-149.

b) Books

Smith, J, T. Anderson and K Jones (eds.) (1990). Criminal Justice History. New York, NY Wiley.

c) Chapters

Smith, J., K Jones and A. Armstrong (1980). "Supervising Violent Felons in Community Service Programs." In: H. Thomas and W. Johnson (eds.), Intensive Supervision in the United States. New York, NY Oxford University Press.

d) Unpublished papers

Johnson, M. and C. Silver. "Situational Prevention in the UK" Paper presented at the annual meeting of the American Bar Association, San Francisco, April.

(12) *Footnotes* are eliminated or kept to a minimum. If used, they will appear as endnotes.

(13) *Numbered lists* begin with Arabic numerals enclosed in parentheses, e.g., (1). Within text, numbers from one to ten are spelled out, while 11 and above are presented as numerals.

(14) *Table and figure headings* use initial capital letters only (e.g., "Table 1: Offense Penalty Scale") and appear without other formatting (such as underlining, italic, etc.). The position of all figures and tables is indicated in the text.

(15) *An abstract* of about 200 words appears at the beginning of each paper, on a separate sheet.

(16) *Acknowledgements* are in a separately titled section at the end of the main text and before the references.

(17) *A title page* accompanying each paper gives each author's name and institutional affiliation as these are to appear in print, as well as one author's address for correspondence.

III. Checklist

- _ Title page with all required information.
- Abstract of 200 words on separate sheet at beginning.
- _ Subheads in correct format.
- Position of tables and figures indicated in the text.
- Headings for tables and figures in correct format.
- _ References checked for accuracy, style and completeness.
- _ Acknowledgements in correct position.
- No footnotes.

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