

Manuscript Guidelines for submission in *Kriminologisches Journal*

The editors would like to ask anyone interested in publishing their work in *Kriminologisches Journal* to adhere to the following guidelines:

1. The scientific journal *Kriminologisches Journal* (KrimJ) represents the **tradition of critical and reflexive social sciences**, which the working group of young criminologists (AJK) adapted to the German criminology debate in the 1960s. The journal publishes theoretical contributions and empirical research on social institutions and the politics of social exclusion and control (by the criminal justice system, police, security policy, social work and social policy, mass media, and production of ideology), as well as work on the dynamics of everyday conflicts and on forms of individual resistance.
2. The journal is published quarterly in February, May, August, and November. Each issue contains approx. 80 pages. At least one issue per year is an **themed issue**. Themed issues usually contain, at a minimum, two to three thematically connected contributions, in addition to other articles or reports. They are edited by members of the editorial board, partially in cooperation with guest editors. Contributions for these issues are solicited either directly from members of the editorial board or through a “Call for Papers”.
3. Each issue of KrimJ is supervised by the editorial team, which is formed of members of the editorial board, and produced in cooperation with the publishing house Beltz-Verlag. The primary contact in the editorial team are Prof. Dr. Nadine Jukschat and Prof. Dr. Jens Puschke (redaktion@krimj.de).

Issues generally contain the following **sections**:

Articles

Articles are independent empirical, theoretical, or method-centered contributions in a criminological subject area. Articles should be between 30,000 and 50,000 characters (including space characters, footnotes and abstract as well as works cited), or between 3900 and 6500 words long.

Each article is preceded by a German and an English abstract of five to ten lines, which summarize the main theses, content, and conclusion of the contribution. Please also indicate three to eight keywords in German as well as in English.

Workshop reports

In this section, reports on ongoing or completed empirical criminological research are published, as well as scientific reports on practice. Manuscripts in this section should not exceed 25,000 characters (space characters included) or 3250 words.

Discussion papers

The discussion section contains contributions that elaborate on a topic of contemporary criminological or criminal policy discourse and present a pointed position on this issue. Contributions should not exceed 25,000 characters (space characters included) or 3250 words.

Reviews and conference reports

The journal publishes reviews of interesting German and international releases in the field of social science/criminology. Reviews are initiated by the editorial staff. On occasion, the journal will also report on interesting social science conferences. Authors should limit their reports to the most important, especially newest, insights and content of the conference. The reports should not exceed 10,000 characters (space characters included) or 1300 words.

The following bibliographic information appears above the review:

Author: Title. Subtitle. (Place of publication: Publisher) Year of publication, number of pages, price.

Example: Louise Amoore: The Politics of Possibility. Risk and Security beyond Probability. (Durham, NC: Duke University Press) 2013, 232 pages. €66.

Footnotes should not be used in the book review, and references, if indispensable, should be limited to a maximum of three.

The name of the reviewer appears at the end of the review, in italics and aligned right.

Information section

This section collects announcements of conferences and other news.

4. The journal only publishes **original contributions**. Previously published manuscripts or manuscripts under simultaneous consideration with other journals are not eligible to be published in KrimJ. This includes online publications.
5. For consideration with KrimJ, all manuscripts should be formatted in TIMES NEW ROMAN. The text is to be formatted consistently 1.5-spaced and aligned right with a ragged setting, the same applies to footnotes and the works cited section. The text should count the total number of characters and print this number at the end of the manuscript (including space characters, footnotes, works cited, and abstracts).

Please adhere to the following **order** and **formatting**:

- First and last name of the author in 14 pt. font, aligned left,
- Title of the contribution in 16 pt., bold, aligned left; subtitle in 14 pt., aligned left,
- English and German abstract with 3-8 keywords each in 12 pt., in italics, aligned left,¹

¹ The editorial team is happy to assist you in translating your abstract and keywords into German.

- Manuscript text in 12 pt., aligned left; headlines within: first level 14 pt., in italics; second level 12 pt., bold; third level 12 pt., in italics; emphases *in italics only* (no bold text, no underlined text, no letterspaced text); footnotes in 10 pt., aligned left,
 - Works cited in 11 pt., aligned left; hanging indent (0.5 cm),
 - Author's office address (first name, last name, institution, street address, zip code, city, e-mail address) in 12 pt., aligned left.
6. **Annotations** appear as **footnotes** at the end of each page and are consecutively numbered throughout the article. Please use **automatic footnote numbering**. **Page numbers** should be automated as well. Please deactivate any other automation (syllable division, format templates, title numbering, etc.).
7. **Headings** are identified by main and sub-headings according to font size and are not numbered.
8. **Images** and **figures** should be used sparingly. Please annotate figures and images in TIMES NEW ROMAN; the width of the print area is exactly 11.3 cm. Please mind this limitation when formatting tables and figures.

Please also **submit images as separate files** in their source format (.tif, .jpg, .pdf, or .eps; Excel- or PowerPoint files). PowerPoint files should only be used for black-and-white images. Please do not simply paste .tif- or .jpg-files into a separate Word file, as this practice will lead to significant loss of quality. Image resolution should not fall short of 300 dpi for color images, 600 dpi for black and white images.

The publisher will reformat tables in typesetting. For this reason, it is advised to use as little formatting as possible in their original creation while keeping in mind the 11.3 cm limit.

Please mark the position of the table or image in the original text. Annotations such as "figure 1" should not be part of the image but rather appear as a headline within the text.

9. You are free to use either **British or American English**. The chosen option must be used consistently.
10. The journal only accepts submissions in **Word format**. In addition to the full manuscript, articles must be accompanied by an **anonymized version** for the peer review process.
11. **In-text citations** must be labeled according to American Psychological Association (APA) guidelines: <https://apastyle.apa.org/style-grammar-guidelines/citations>

Literature references in the text should be marked by the following information in brackets without emphasis (italics, bold, etc.): Surname of the author, year of the cited paper, page

number. A colon must be placed between the year and page number. If there are more than three authors, please only indicate the surname of the first one, followed by “et al.”.

For from-to-indications, such as page references, the short hyphen (-) should be used (in the bibliography as well). There is no indication “p.” before the page number. A space is to be used between the page number and the indication “f.” or “ff.”. The indication “ff.” is to be avoided, the exact beginning and end of the section should be indicated.

Examples: (Simon 2007: 136); (Hess/Scheerer 2004: 123 f.); (cf. Sack 1993; Schmidt-Semisch 2002: 50-52); (Cornel et al. 2010).

For **citations** spanning more than four lines the following applies:

- Indent of 1 cm, left; single spaced.
 - The punctuation mark must be placed before the citation; example: “xxxxxxx.” (Schmidt 2004: 13)
12. Double quotation marks (“...”) are used for quotations in the main text (up to three lines), as well as for article and newspaper titles and for chapter headings in cited literature; single quotation marks (‘...’) are used for quotations within quotations and — sparingly — also for allusions, distancing, or similar purposes.
13. Please use **gender-sensitive language** when referring to persons and functions. The form used within the text should be stringent.
14. **Proper names, names of institutions**, etc. are to be written in italics. This does not apply to names of people.
15. For the **bibliography**, the rules of the American Psychological Association (APA) are binding: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

The following citation rules are **mandatory**:

Surname, first name of the author, year of publication in brackets. If there are more than three authors, only indicate the surname of the first one, followed by “et al.”. When citing multiple works of one author published in the same year, please use lowercase letters to distinguish them, i.e. 1993a, 1993b etc.

The following templates are to be used:

Monograph:

Garland, David (2001): The Culture of Control. Crime and Culture in Contemporary Society, Oxford.

Contribution in collections etc.:

Sack, Fritz (1993): Kritische Kriminologie, in: Günther et al. (Hg.): Kleines Kriminologisches Wörterbuch, Heidelberg, 329-338.

Journal article:

Brown, Jeffrey/Lippert, Randy (2007): Private Security's Purchase: Consumers' Imaginings of a Security Patrol in a Canadian Residential Neighborhood, in: Canadian Journal of Criminology and Criminal Justice 49, 587-617.

Please use the journal's full title. Only the volume number, but not the number of the issue is to be cited.

Internet sources:

Include date of access [TT.MM.JJJJ], e.g. <<http://www.krimj.com>> [11.12.2018].

Newspaper article:

Mathias, Christopher (2014): Calls To End 'Broken Windows' Policing In NYC Get Louder After Garner Decision, in: The Huffington Post, December 11. <https://www.huffingtonpost.com/2014/12/11/broken-windows-eric-garnerprotests_n_6311434.html> [03.01.2015].

16. **Submission of manuscripts:** Manuscripts should be sent to Prof. Dr. Nadine Jukschat and Prof. Dr. Jens Puschke (redaktion@krimj.de).
17. **Peer-Review procedure:** As a matter of policy, all manuscripts considered for publication will be double blind peer reviewed.
18. **Procedure after submission of manuscripts:** The editorial office will acknowledge the receipt, internally evaluate whether it is suitable for the journal and discuss further steps (editorial rejection or initiation of peer review). If the editors decide to start the manuscript's peer review process, the final decision may include a revise and resubmit request to the author. The editors reserve the right to re-initiate a peer review after the manuscript was revised or to reject a text that was insufficiently revised. We will send each author manuscript proofs before final print.
19. **Authors' short biographies:** In case a manuscript is accepted, we will ask authors to provide a short biographical note. Biographical notes appear in a special section at the end of the journal and generally include the following information: Surname, first name, academic title, current employment, city. Current work or research focus areas: xxx. Latest publications: xxx.

20. **Author copies:** For each contribution, the author will receive three free copies of the respective issue; in case of multiple authors, each author will receive two free copies. For book reviewers, the number of copies depends on the size of the text but is generally limited to one free issue.

21. English-language contributions are generally published **open access** (free of charge). The contributions are available on the publisher's website: https://www.beltz.de/fachmedien/erziehungswissenschaft/zeitschriften/kriminologisches_journal.html.

In selected cases, online publication is possible before printing. All information can also be found on the Beltz Verlag homepage:

www.beltz.de/krimj

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