

## Manuscript Submission Guidance

The Journal of Criminology and Penal Reform (MschrKrim/JCPR) primarily focuses on criminology and criminal policy and reflects the entire spectrum of disciplines that contribute to criminological research. The journal publishes peer-reviewed articles and has been listed in the Social Sciences Citation Index since January 2009.

The journal is published **four times per year**: in March (Issue 1), June (Issue 2), September (Issue 3), and November (Issue 4).

A special issue is published approximately once a year. The editors constitute one or more members of the journal's advisory board.

### 1. Nature and Scope of the Contributions

The Journal of Criminology and Penal Reform primarily publishes German contributions from the field of criminology and its related disciplines. Contributions written in English are also fundamentally accepted for publication.

Journal categories include:

Editorials

Articles

Reports

Forums

Book Reviews

#### 1.1 Articles

This category includes:

- Empirical work that is being published for the first time: such contributions should present theory, method, results, and interpretations of the scientific procedure.
- Fundamental theoretical contributions in which concepts, models, or theories are presented, critiqued, or further developed in order to explain known phenomena or to encourage further research.
- Methodological work relating to research, data collection, and analysis procedures.
- Review articles and summary reviews, which summarize the current state of research programs and fields in a well-founded and understandable manner.
- Research from other countries.

The articles are peer-reviewed (i.e., anonymous assessment by two external experts) and are limited to **20 pages** (12-point font, single line spacing; see 3.).

#### 1.2 Reports

Reports on conferences, workshops, colloquiums etc. are limited to a **maximum of 6 pages**. These reports should be limited to the most important, and above all novel, findings and content of such events. An evaluation (i.e., review) of the conference is provided in the form of a résumé.

#### 1.3 Forums

The forum category refers to contributions that report on smaller projects, significant interim results of ongoing research studies, or preliminary information relating to planned research projects in a condensed manner. Younger researchers, in particular, should contribute to such forums.

Forum manuscripts are generally not peer-reviewed and are limited to **6 pages** (12-point font, single line spacing; see 3.).

## 2. Manuscript Submission

Manuscripts, as well as book reviews, can be submitted via ScholarOne (<https://mc.manuscriptcentral.com/mks>). In cases of multiple authors, a contact address (incl. email address) must be provided in order to facilitate any subsequent correspondence and decisions on the review process.

Journal contributions must adhere to the manuscript layout guidelines detailed below (**see 3.**), otherwise they will be returned and must be resubmitted. Authors will receive an email confirmation within approximately 3 days of submission. Publication decisions following the review process will also be communicated via email.

Only **original contributions** will be accepted. Contributions (incl. extracts of these) may not be simultaneously offered for publication elsewhere, and this includes the duration of the review process. Additionally, contributions must not have already been published. A second publication (incl. extracts, translated versions, and online versions) requires approval from the publishers and editors.

In accordance with the relevant legal regulations, acceptance of a manuscript means that De Gruyter acquires **all rights of publication**, including the right of further reproduction for commercial purposes by means of photomechanical or other processes, from the author. This particularly applies to the **online availability** of the material.

## 3. Manuscript Layout

Please provide an open text file (e.g., doc, docx, odt), as well as a corresponding PDF file (i.e., for the clear representation of special characters / non-Latin scripts) as a reference document. In cases where the manuscript includes any figures, diagrams, or extensive tables, please submit these as separate files. Page numbers and automatic footnotes are also required.

### 3.1 Format of Article Sections:

- Title page: title in German and English, subtitle
- Keywords: 3–5
- Author names in full
- Affiliations: institution, department, city, (state), country
- Clear identification of the corresponding author (incl. a valid email address)
- 16-figure ORCID-number of the authors (if applicable)
- Abstract/summary (approx. 250 words) in German and English
- Introduction
- Main text
- Discussion
- Conclusion
- Appendix (if applicable)
- References (APA Manual of Style; author/date for in-text citations and a reference list
- <https://apastyle.apa.org/6th-edition-resources>. (see example at the end of the document)
- Acknowledgements (if applicable)
- Section headings: not numbered and capitalized

### 3.2 Text Format:

The sections are organized **numerically**:

- 1. *Theories*
- 2. *Research results*
- 2.1 *Survey*
- 2.2 *Results*
- 2.2.1 *Sociodemographic characteristics*
- 2.2.2 ..... *etc.*

### **3.3 Highlights**

Text highlights are exclusively permitted in *italics* (i.e., no bold print, no underlining, no blocked text).

### **3.4 Figures and Captions**

Figures (e.g., photos, schemas, diagrams, graphics, line and bar charts) can be produced in color free of charge. They must be submitted in good contrast and with a minimum resolution of 600 DPI.

Figures must be clear and easy to read and presented in a consistent style. Capital letters A, B, C should be used to illustrate multi-part figures. It is advised to use color rather than grayscale for bar graphs as the gradation may be too faint when reproduced. Figure captions must be clear and self-explanatory. If possible, explanations of symbols should be included within the figure or otherwise form part of the legend.

Figures should be numbered consecutively using Arabic numerals and should be numerically referred to in the text. Each figure must be uploaded separately as a .jpg, .eps, .pdf or .tiff file and have a clear file name.

### **3.5 Tables and Captions**

Tables must contain enough information to justify the use of this format and should only be used in cases where the information cannot be expressed within the text. Please refrain from using graphics programs to create tables, but use Word or Excel instead, and place the tables in the desired position within the text. Tables that require more than one page should be avoided or, if possible, published as an appendix. Tables should be numbered consecutively using Arabic numerals and should be numerically referred to in the text.

Each table must be accompanied by a self-explanatory heading so that the data can be understood without reference to the text. Footnotes should refer to information relating to lowercase superscripts within the table. Do not use special characters or numbers. Divide units with commas and use round or square brackets for additional units of measurement (e.g., %, range, etc.)

## **4. Peer Review**

All submitted and potentially suitable manuscripts are anonymized by the editorial team and submitted to two external experts for review. Based on this review, the editors will decide whether a manuscript, perhaps with amendment requirements, is to be accepted for publication. Following this review process, the authors will receive the assessments of the two external reviewers, as well as the editors' final decision, via email. The names of the external reviewers will remain anonymous.

## **5 Manuscript Copies**

Each author receives free online access to their contribution. An author's fee is not provided.

## **6 Website**

The Journal of Criminology and Penal Reform has the following URL:

<https://www.degruyter.com/journal/key/MKS/html>

There is a German and an English version of the website. The website provides the current journal issue, as well as an archive (dating back to 1998), which contains all contents of the previous issues along with short summaries (i.e., abstracts) and corresponding page numbers.

## References

### APA (6<sup>th</sup> edition) Reference Style

In-text citation				
	First occurrence		Subsequent occurrences	
	Direct citation	Indirect citation	Direct citation	Indirect citation
Single author	Chang (1995)	(Chang, 1995)	Chang (1995)	(Chang, 1995)
Two authors	Kipp and Arias (2002)	(Kipp & Arias, 2002)	Kipp and Arias (2002)	(Kipp & Arias, 2002)
Three authors	Regelink, Voegelin, and Weng (2014)	(Regelink, Voegelin, & Weng, 2014)	Regelink et al. (2014)	(Regelink et al., 2014)
Four authors	Luo, Yu, Li, and Park (2011)	(Luo, Yu, Li, & Park, 2011)	Luo et al. (2011)	(Luo et al., 2011)
Five authors	Lyven, Hasselov, Turner, Haraldsson, and Anderson (1997)	(Lyven, Hasselov, Turner, Haraldsson, & Anderson, 1997)	Lyven et al. (1997)	(Lyven et al., 1997)
More than five authors	Smith et al. (2003)	(Smith et al., 2003)	Smith et al. (2003)	(Smith et al., 2003)
Series of references	Kipp and Arias (2002), Chang (1995), and Luo, Yu, Li, and Park (2011)	<b>Alphabetical order</b> (Chang, 1995; Kipp & Arias, 2002; Luo, Yu, Li, & Park, 2011)	Kipp and Arias (2002), Chang (1995), and Luo et al. (2011)	<b>Alphabetical order</b> (Chang, 1995; Kipp & Arias, 2002; Luo et al., 2011)
Same author group with same year	Bischoff, Frey, and Hoferkamp (2003a, 2003b)	(Bischoff, Frey, & Hoferkamp, 2003a, 2003b)	Bischoff et al. (2003a, 2003b)	(Bischoff et al., 2003a, 2003b)
	Smith, Brown, and Taylor (in press-a, in press-b)	(Smith, Brown, & Taylor, in press-a, in press-b)	Smith et al. (in press-a, in press-b)	(Smith et al., in press-a, in press-b)
Different author groups with same year	Bischoff, Frey, Hoferkamp, and Wienhorst (2011) and Bischoff, Frey,	(Bischoff, Frey, Hoferkamp, & Wienhorst, 2011; Bischoff, Frey,	Bischoff, Frey, Hoferkamp, et al. (2011) and Bischoff, Frey, Smith, et al. (2011)	(Bischoff, Frey, Hoferkamp, et al., 2011; Bischoff, Frey, Smith, et al., 2011)

	Hoeferkamp, and Wienhorst (2011)	Hoeferkamp, & Wienhorst, 2011)		
Author (with same surname and different initials) with same year	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	<b>Alphabetical order</b> (A. Smith et al. 2003; T.H.E. Smith et al. 2003)	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	<b>Alphabetical order</b> (A. Smith et al. 2003; T.H.E. Smith et al. 2003)
<b>Reference list</b>				
<b>Reference type</b>	<b>Example</b>			
Reference list order	Strictly alphabetical order			
Author initials	Abbreviated with dot and spaced			
1. Journal	Apicella, C. L., Azevedo, E. M., Christakis, N. A., & Fowler, J. H. (2014). Evolutionary origins of the endowment effect: Evidence from hunter-gatherers. <i>The American Economic Review</i> , 104(6), 1793–1805.			
2. Journal with supplement	Yuan, M., & Liu, H. (2011). The economic consequences of fair value accounting. <i>Accounting, Economics, and Law</i> , 1(Suppl. 2), 1–42.			
3. Collaboration	WHO. (2016). Vitamin K for newborns. <i>Journal of Midwifery &amp; Women's Health</i> , 61(5), 675–676. doi:10.1111/jmwh.12550.			
4. Ellipsis usage (more than 7 authors)	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., . . . Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i> , 68, 843–856.			
5. Epub ahead of print	Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research &amp; Practice</i> . doi:10.1057/palgrave.kmrp.8500141 [Epub ahead of print].			
6. Reference – in press	Williams, S., & Beattie, H. J. (in press). Problem based learning in the clinical setting – A systematic review. <i>Nurse Education Today</i> .			
7. Book/monograph	Chambers, R. J. (1966). <i>Accounting, evaluation and economic behavior</i> . Englewood Cliffs, NJ: Prentice-Hall.			
8. Book with edition	Hicks, J. R. (1946). <i>Value and capital</i> (2nd ed.). Oxford: Clarendon.			
9. Edited book	Parker, R. H., & Harcourt, G. C. (Eds.) (1969). <i>Readings in the concept and measurement of income</i> . London, U.K.: Cambridge University Press.			
10. Edited book with chapter title and editors	Baxter, W. T. (1953). Recommendations on accounting theory. In W. T. Baxter & S. Davidson (Eds.), <i>Studies in accounting theory</i> (pp. 414–427). London: Sweet and Maxwell.			

11. Edited book series	Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), <i>Personnel research series. Vol. 1. Job analysis and the curriculum</i> (pp. 140–146). Indianapolis: Liberty Fund.
12. Proceedings/Conferences	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H. & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. In <i>Proceedings of the seventh international conference on enterprise information systems, Miami, FL. (pp. 97–108)</i> . Berlin, Germany: Springer-Verlag.
13. Electronic publication (Retrieved from)	Rampersad, T. (2005). Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from <a href="http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments">http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments</a>
14. Electronic publication (Accessed)	Doe J. (1999). <i>The dictionary of substances and their effects</i> . United Kingdom: Royal Society of Chemistry. <a href="http://www.rsc.org/dose/title of subordinate document">http://www.rsc.org/dose/title of subordinate document</a> [Accessed 15 Jan 1999].
15. Thesis/Dissertation	Rahman, M. (2013). <i>Using authentic materials in the writing classes: Tertiary level scenario</i> [Doctoral dissertation]. BRAC University, Mohakhali, Dhaka, Bangladesh.
16. Report	Kessy, S. S. A., & Urio, F. M. (2006). <i>The contribution of microfinance institutions to poverty reduction in Tanzania</i> [Research Report No. 06.3].
17. Patent	Williams, L. (2014). <i>Australian Patent No. 2013296123</i> . Canberra: IP Australia.
18. Standards	Standards Australia. (1989). <i>Electrical equipment for coal mines – Insulating materials – Materials for insulating power conducting components</i> [AS 1147.1-1989].