

Correctional Health Today Submission Criteria

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CHT is available in both print and electronic formats. Articles are published on a regular basis with consecutive issue and volume numbers. Authors are invited to submit their work at any time throughout the year. All peer-reviewed articles must meet rigorous standards and can represent a broad range of substantive topics, theoretical orientations, empirical methods, and analytic strategies. Material that is unlikely to be published in *Correctional Health Today* includes opinion and editorial manuscripts, research that is not theoretically grounded, book reviews, and work outside the broadly defined purview of health care and corrections.

Manuscripts must conform to specific guidelines. ACA reserves the right to modify submissions to meet stylistic and editorial considerations; however, ACA requires the author(s) to retain responsibility for general copy editing, including proper grammar, style, and formatting. Authors are directed to the *APA Publication Manual, Sixth Edition*, for specific guidelines in manuscript preparation. Failure to conform to these guidelines may result in the editor returning the manuscript to the author(s) without an external review.

General Information

1. Submission of an article for peer review implies a commitment on the part of the authors to publish in this journal if accepted. Thus, authors who submit articles to this journal should not simultaneously submit their manuscript to other outlets or journals. Questions may be directed to the editor at CHTEditor@aca.org.
2. Articles should be formatted in Microsoft Word. After a thorough editing and final review of a manuscript, send the submission as an e-mail attachment to CHTEditor@aca.org. All submissions will be peer reviewed in a timely and critical (but constructive) manner.
3. Pages should be set up for 8-1/2 x 11 inch paper size with 1-inch margins. All pages must be in portrait layout. Do not use a landscape layout for any pages. Also, do not use page breaks or section breaks to format the manuscript.
4. All copy should be double spaced and follow the guidelines established in the *APA*

Publication Manual for organization, expression of ideas, grammar, editorial style, structure and format.

5. Manuscripts should not be less than 3,000 words, excluding references, and no more than 8,000 words. Crisp, clear writing is the goal. Longer manuscripts are accepted but may result in a longer review process.

6. Parenthetical citations should be used for sources. The “REFERENCES” section must comply with APA guidelines in format, presentation and content.

7. Endnotes should be used only when necessary for explanatory purposes. Do not, however, use the endnote/footnote function in Microsoft Word to produce them. Instead, they must be manually entered. The endnote number should be entered in the text in brackets (e.g., “[1]”) following the passage to which the endnote corresponds; it should not be superscripted. The endnote should then be entered in a section at the end of the paper, with the heading “ENDNOTES.” Do not use footnotes.

8. Tables/charts can be created with the Microsoft Word table editor and should be placed at the end of the manuscript file. Author(s) may indicate where in the manuscript a table/chart should be placed with boldface type in brackets.

9. Figures should only be used if they add to the information in the paper. They should not be used if they contain information reported in the text or tables. If figures are absolutely necessary, they must be prepared as JPEGs and sent as attachments with the paper. The figures should not incorporate color.

10. The title page should include the complete contact information for all authors and a list of three to six key words that best describe the content of the submission.

11. The contribution of the author(s) should be completely original; it should not violate any existing copyright and should contain nothing of a libelous or scandalous character. Permission from the copyright owner should be included as appropriate for any quotes or figures previously published.

12. The copyright of all published material, including printed, electronic and other publication formats, will be held by ACA. Contributors will be asked to sign a publication agreement form with copyright declaration when their paper is accepted for publication.

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