

Corrections Compendium **Submission Guidelines**

Corrections Compendium is a peer-reviewed research-based journal of the American Correctional Association (ACA). Its international readership includes individuals involved in every sector of the corrections and criminal justice fields.

Our readers are committed to the advancement of the corrections field. They cut across the spectrum of corrections, from individuals employed in correctional institutions, community corrections, and probation and parole, to those in juvenile services and academia.

AUTHOR GUIDELINES

What kind of articles do we want? We're very open-minded — as long as the article idea is interesting and relates to corrections. We are interested primarily in articles that are research-based and scholarly.

We don't like puff pieces or promotional articles. We want information that can help our readers better understand their profession and the critical issues they face day to day. For this reason, *our policy is that any article written by a consultant or an employee of a private firm must be co-authored by a corrections professional*. In other words, at least one author must be a practitioner employed by a public agency or nonprofit organization, or currently working in an adult/juvenile institutional or academic setting.

If you have not written for us before, send a written query telling us who you are and what kind of article you wish to submit. We'll let you know if your idea has possibilities. If you have an article that already is written and conforms to these guidelines, send the completed manuscript. All submitted manuscripts are reviewed by at least two members of the *Corrections Compendium* Editorial Advisory Board. Final publication decisions are based on the recommendations of these reviewers. We'll respond as soon as possible, usually within eight to 10 weeks.

What Makes a Good CC Article?

Most articles are organized in a simple format. First is the introduction. This captures the readers' attention and lets them know what the article will be about. It orients them to time and place and tells them why the subject is important enough for them to take the time to read about it.

The middle section of the article develops the topic. This is the meat of the article and should explain, simply and clearly, the important points you'd like to make about your research-oriented topic. When writing this section, try to put yourself in your readers' shoes. Make sure you're being detailed enough and giving enough examples to illustrate your point so they clearly understand the situation you are describing.

The final section is the conclusion. This should restate the main point of the article and should include any evaluations or recommendations you may have.

Finally, every good article has three main qualities: an interesting subject, thorough research and reporting, and an organized writing style. Your article doesn't have to be perfect — our editors will help you enhance it if it is accepted — but it's up to you to give the article focus.

Suggestions on Style

You can do a number of things to make your article come alive for readers. First, you should be familiar with the journal and the type of material we publish. Reading *Corrections Compendium* is the best way to figure out how to make your article fit our readers' needs.

Second, write clearly. In *The Elements of Style*, William Strunk makes these suggestions:

- use the active rather than passive voice;
- be specific, concrete and definite;
- don't overstate; and
- avoid fancy words and jargon.

Submission Specifics

Corrections Compendium is a peer-reviewed publication. This means that unsolicited manuscripts are sent to editorial advisory board members with expertise in the article's subject area for evaluation. Submission guidelines include:

- Manuscripts must be typed and double-spaced. If possible, e-mail them to susanscaca.org as a Microsoft Word or WordPerfect attachment. You can also send a CD or disk with the article saved in the appropriate format.
- Ideally, articles should be 3,000 to 6,000 words.
- Include your name, title, agency name, address, office or home telephone number, and fax number.
- We must be notified in writing at the time of submission if you are submitting the article to any other publications. *Corrections Compendium* is a copyrighted journal.
- Do not use footnotes. Endnotes are fine.
- Any references discussed or referenced in the text must be cited in a reference list at the end of the article. Parenthetical citations should be used in the text.
- Include a resume or biographical information with your article.
- Submit charts, graphs or diagrams at the end of the manuscript to illustrate the topic.

If Your Article Is Accepted

Articles published in *Corrections Compendium* will be edited to conform to Associated Press (AP) style. You will be given a chance to review the edited version of your article before publication. The Association reserves the right to write article headlines.

A Note on References

Please follow the guidelines below when submitting references:

- **Reference for a magazine article with one author:**

Doe, J. 1997. Rhetoric in contemporary culture. *Professional Writing Quarterly*. Lanham, Md.: ACA Press. (November).

Doe, J. 1997. Rhetoric in contemporary culture. *Professional Writing Quarterly*, 40(3):151-155. [40(3):151-155 refers to Volume 40, issue number 3, pages 151 through 155]

- **Starting a reference for an article/book with two or more authors:**

Doe, J. and S. Smith.

Doe, J., S. Smith and R. Jackson.

- **Reference for a book:**

Doe, J. 1997. *Analyzing modern poetry*. Attica, N.Y.: Exciting Press.

- **Reference for a pamphlet/government document:**

Federal Bureau of Prisons. 1988. *A report to the attorney general on disturbances at the federal detention center*. Washington, D.C.: U.S. Government Printing Office. (February).

- **Reference for an article in a book with an editor(s):**

Doe, J. 1997. Perspectives on best practices in corrections. In *Exciting ideas in corrections*, ed. S. Smith, 545-549. Washington, D.C.: Georgetown University Press.

Doe, J. 1997. Perspectives on best practices in corrections. In *Exciting ideas in corrections*, eds. S. Smith and R. Jackson, 545-549. Washington, D.C.: Georgetown University Press.

- **Reference for a speech/paper:**

Doe, J. 1997. How to travel across country. Paper presented at the National Travel Symposium, 3-5 April in Pittsburgh, Pa.

*Note: If you are unable to attribute material within your text (i.e., According to researcher Michael Rutter of the University of Maryland, ...), use the following method of citation —

Positive interaction is critical to the development of healthy social relationships (Rutter, 1995).

Send all submissions to:

Susan L. Clayton

Managing Editor

Corrections Compendium

American Correctional Association

206 N. Washington St., Suite 200

Alexandria, VA 22314

1-800-224-0000, ext. 0190

(703) 224-0190; Fax: (703) 224-0179

E-mail: susanc@aca.org