



## European Police Science and Research Bulletin - Manuscript Submission Guidelines

1. Articles and other contributions, written in English, shall be submitted (in a format compatible with MS Word (.doc)) by email attachment to [research.bulletin@cepol.europa.eu](mailto:research.bulletin@cepol.europa.eu)
2. Text shall be formatted in Times New Roman, 12pt, double spacing. Each page has to be numbered.
3. On the first page of the contribution the following information should be given: *full name of the contributor(s), affiliation, institutional and email address, telephone and fax numbers*;  
The second page should carry an *abstract* of not more than 250 words and should indicate a maximum of 5 keywords.. Recommended length of contributions is *between 2000 and 5000 words* including footnotes and references.
4. Authors are responsible for ensuring that the language is suitable for publication. The *procedure of reviewing* is double-anonymous. The editor retains the customary right to style and if necessary, shorten the material accepted for publication.
5. The text of observational and experimental articles are usually - but not necessarily - divided into sections with headings Introduction, Methods, Results, and Discussion. Long articles may need subheading within some sections to clarify their contents. Other types of articles are likely to need other formats.
6. Statistical methods shall be described with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results.
7. Tables or figures have to be provided in the *original file format* (e.g. Excel or other).
8. name of the cited author(s), title of the cited book or article, name of the publishing company (for books) or of the publishing journal (for articles) and the date of publication. References of online documents must mention their web address and the date of access. It is mandatory to make use of the following citation and reference style:

In-text citation: cite author and year of publication in parenthesis (page number if direct quotation)

.... text text text text ... (Author, 2006)      ... "text text text text"... (Author, 2006: 35)

### ***How to cite references (examples):***

#### • **Books**

Lyons, J. (1977). *Semantics*. Cambridge: Cambridge University Press.

Lakoff, G., & Johnson, M. (1980). *Metaphors We Live By*. Chicago: University of Chicago Press.

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.



- **Book chapter**

Hemingway, E. (1999). The killers. In: J. Updike & K. Kenison (Eds.), *The best American short stories of the century*. 78-80. Boston, MA: Houghton Mifflin.

Cullen, R.T., & Gendreau, P. (1989). The effectiveness of correctional rehabilitation: Reconsidering the “Nothing Works” doctrine. In: Goodstein, L., Mackenzie, D.L. (Eds.). *The American prison: Issues in research policy*. 23-44. New York: Plenum..

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.). *Title of book* (pages of chapter). Location: Publisher.

- **Journal article**

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Wong-Fillmore, L. (1991). When Learning a Second Language Means Losing the First. *Early Childhood Research Quarterly* 6, 323–346.

- **Web reference**

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from <http://Web address>

- **Legal citations**

Footnote

*Criminal Procedure Act* „Official Gazette“ no. 62/2003. Article 28.

References

*Criminal Procedure Act*, „Official Gazette“ no. 62/2003.

9. All contributors are required to fill in the disclaimer form which can be downloaded from the Bulletin’s section on CEPOL’s website ([www.cepoleuropa.eu](http://www.cepoleuropa.eu)). The disclaimer is mandatory to be submitted along with the article.
10. Contributors will receive a confirmation of receipt of the submission and information on a final decision or eventually reviews of their contributions. They will be asked to send any corrections to [research.bulletin@cepoleuropa.eu](mailto:research.bulletin@cepoleuropa.eu) and, after a final publication clearance, will receive information about the issue of publication.
11. Contributors are reminded that the Bulletin is likely to have a substantial practitioner and international readership. Articles and other contributions should be drafted bearing this in mind.

**Important notice** - For contributions already published elsewhere, the contributor has to confirm that permission for reprint is given. Reference to the place of the first publication shall be given in the Bulletin.”