

CRIMINAL JUSTICE

ABA Criminal Justice Magazine Author Guidelines

Criminal Justice magazine is published quarterly for the members of the American Bar Association's Criminal Justice Section—an audience that includes defense and prosecution lawyers, judges, academics, law enforcement, and others concerned with the administration of justice. It also circulates to libraries, individual subscribers, and online through WestLaw, LEXIS, UMI, and at the Section's website. These guidelines are intended to help expedite your article through the review, editing, and production process.

In Brief

Here's a short summary of the guidelines. For more detail, see below.

Length: Features = 2,500 to 6,000 words; Columns = 1,500 words (max.)

Format: Word

No footnotes, endnotes. Embedded cite only: Absolutely no footnotes or endnotes. All citations are embedded in the text. Authors are responsible for accuracy of the citations. Do not overburden the narrative with citations.

Gender-neutral language is required by ABA policy (unless referring to an actual person or case in which the gender is known.)

Submitting Manuscripts: Send manuscript as an email attachment to the *Criminal Justice* Magazine editor, Erin Remotigue, at erin.remotigue@americanbar.org. Include your preferred contact information.

Author bio: Include a short bio that lists your name, job title or description, city, state, and (optional) an email or Web site address. You may *briefly* include other information, such as published books or participation in a notable case that demonstrates your expertise to write on the topic at hand. Include an email address if you want readers to contact you.

Review Process: The editor does an initial review of the manuscript and sends it to the magazine editorial board, which votes to accept or reject the article. Note: This is the only time the board sees the article before publication, so submit as final a draft as possible. If the board accepts the article, it may send comments or suggestions for changes to the editor, who will notify the author. If the suggested changes are substantive, the author will be asked to address these suggestions. If the board suggests no (or only minor) changes, the editor will handle them in the editing process.

Editing: The editorial board does not edit manuscripts. The article will be edited and proofed by the editor and a professional proofreader/copyeditor and returned to the author for review. This is the author's only opportunity to make corrections or changes to the article before publication.

Copyright: Before publication, all prospective authors must sign an ABA publication agreement, and all publication agreements are required to be reviewed and approved by *Criminal Justice* magazine and the ABA Office of the General Counsel (GCO).

For any content submitted for potential publication, *Criminal Justice* magazine will assume that the submitted content has not been submitted or already published elsewhere. The publication may not be submitted elsewhere while it is being evaluated by *Criminal Justice* magazine for potential publication. If the submission has been previously published or is scheduled to be published elsewhere, the Author must communicate that fact to *Criminal Justice* magazine. (Should the editorial board accept a previously published article, the author must secure reprint permission from the original publisher.)

Source material must be properly cited, but the board does not want to mimic the law journal style of heavy citing. *Note:* Text and graphic images posted on the internet must be treated the same as print materials, with proper citations and, in some cases, permission to reprint. Manuscript submissions should in no way infringe on the rights of others.

Additional Information:

Style & Substance: *CJ* is not a law journal, so try to write informally, as if you were having a conversation. Be concrete. Give practical applications of legal concepts. When possible, relate theory to practice. Make your point with anecdotes or examples. To break up the gray, use bulleted lists and “sidebars” for material such as additional resources, definitions of terms, summary of a statute, additional helpful citations, etc.

Style Manuals:

The Chicago Manual of Style (17th ed.) is the style guide for text.

Webster’s Collegiate Dictionary (most recent edition) is the preferred spelling guide.

The Bluebook, A Uniform System of Citation (20th ed.) is the style guide for embedded citations.

Formatting:

Font is Times New Roman in 12 point

Keep it simple—an introduction, body of the article, conclusion. Don’t use the outline format with multiple indents. Bold and italics are fine—anything else must be removed to convert to our design software.

Titles & Subheads: Author titles will be rewritten if too long. Subtitles may be changed, deleted, or moved due to space or layout concerns, so don’t use them to create a transition from one point to another. Consider how the text would read if all subheads were removed.

Citations: *CJ* uses embedded cites. (Review versions can have footnotes or endnotes, but authors will need to deal with them before editing begins...*the editors will not convert them for you.*) Authors should use common sense to ensure that cases named in the text are correctly and fully cited and material from other sources—including the Internet—is properly acknowledged. At the same time, we ask that you not overburden the article with cites. When cites are used to provide examples rather than directly recognize a

source, consider creating a separate list of cites or other reference material for use as a sidebar. Please use bitly or tiny url to shorten long cites.

Reviews & Editing:

What follows are the steps that occur between submission and publication. It is assumed that articles submitted on or before the deadline for each issue are as close to final as possible. Because *CJ* works on an expedited magazine schedule, there is no opportunity for multiple reviews and rewrites. Authors see the edited copy only once before publication, and galleys are not available. (A back-and-forth discussion with the board or any of its members is possible but must be done before the deadline date listed for each issue.)

1. ABA editor reviews manuscript submissions to ensure they meet the needs of the magazine.
2. Manuscripts are forwarded to the members of the editorial board for review and discussion, and for a vote to accept or reject for publication.
3. The board members forward comments and votes (usually by email) to the editor, who tallies the votes and alerts the authors as to whether or not articles have been accepted for publication and in which issue. Generally, that ends the board's involvement with the articles.
4. ABA editor contacts the authors with the board's decision. The editor will also confirm in which issue an article is likely to appear.
5. If the board accepts an article with no (or only minor changes), the editor simply commences editing.
6. If the board asks for substantive changes, the editor forwards a summary of the board's comments to the author and asks they be address to the best of the author's ability within the time allowed. Authors are usually given 5-10 business days to make revisions and return manuscripts to the editor for editing and proofreading.
7. Once edited and proofread, articles are returned to the authors for review of the changes. Note: This is an author's final opportunity to make corrections and/or changes before the magazine goes to print. Time does not allow for major rewriting at this point; a major rewrite may delay publication to a later issue. When possible, *CJ* will make exceptions to the "no rewrite" rule for those articles that are affected by a sudden change in the law.
8. Rarely, design and/or space concerns will necessitate last-minute changes to an article; should the changes be substantive, the author will be contacted.

From submission to printing, the process takes about 3-4 months.

Note: The decision to publish a piece rests with the entire editorial board. No single member can guarantee an article will be accepted, and acceptance does not guarantee publication. Neither the editor nor the editorial board members can guarantee that an article will run in a specific issue.

Revisions and Corrections:

Criminal Justice grants its authors a wide latitude of expression and encourages thoughtful presentation of a wide variety of viewpoints but reserves the right to edit and, if necessary, revise any submission before publication to conform to the ABA's editorial requirements and procedures, including ABA standards of style, editing, and format, and *Criminal Justice* magazine's policies and procedures.

Authors have an obligation to correct mistakes if they discover a significant error or inaccuracy in their publication. Upon discovering such an error, the author must contact *Criminal Justice* magazine and identify the error. A decision on how to correct the publication will be made by *Criminal Justice* magazine depending on the nature of the error.

Other Information:

Graphics/Charts: Create a separate file for graphics such as charts. Do not embed them in the main article or Word document. Generally, charts and the like do not translate to our design/production systems and must be recreated from scratch by the designer. *Note:* Graphics, including charts, that appear on the Internet are covered by copyright law and require that the author secure permission to reuse. Only high-resolution images will be considered (minimum 300 dpi), and only considered if the author has written permission to use the image.

Warranty and Representation: Authors must agree not to submit any content that infringes upon or violates the copyrights, trademarks, or other intellectual property rights of any person or organization. By submitting an article to the ABA CJS Magazine, the author warrants and represents that the work is original, that he or she has included no material in violation of any rights of any other person or entity, and that the work does not represent another's language, thoughts, ideas, or expressions without appropriate credit or attribution. A finding of plagiarism in an article will automatically disqualify the article from publication.

Conflicts of Interest: By submitting a work for publication, all authors acknowledge they have reviewed the ABA Business Conduct Standards (BCS) and agree to comply with all applicable provisions. *Criminal Justice* requires that all conflicts of interest, such as those identified in the ABA Business Conduct Standards, be disclosed in any content or material submitted for publication. At a minimum, *Criminal Justice* requires that any content or material submitted for publication contain the identity of all authors and their professional affiliations, both to establish their qualifications and to reveal any potential conflicts of interest.

ABA Standards of Civility: *Criminal Justice* will not publish any content or material that is defamatory or violates the law. *Criminal Justice* supports the expression and publication of a variety of viewpoints, including those that are controversial or unpopular,

but only when done in a civil manner. Decisions to publish articles that express unpopular opinions or encourage controversy are within *Criminal Justice*'s discretion.

Criminal Justice reserves the right to reject any submission and to retract or reject any publication at any point in the publication process if there are any concerns with its content, including any content that is inconsistent with the ABA's goals and policies. *Criminal Justice* does not guarantee publication of any submission.

Send manuscripts or queries to: Erin Remotigue, editor, at Erin.Remotigue@americanbar.org; or phone (312) 988-6089; or mail to Criminal Justice [20.1], 321 N. Clark St., Chicago, IL 60610.