

Guidelines for Submissions to Irish Probation Journal:

Introduction:

Irish Probation Journal welcomes all submissions that inform, analyse, review or evaluate practice, theoretical frameworks and issues that are relevant to the effective development, administration and delivery of criminal justice services.

Contributions are invited from practitioners, managers, researchers and policy makers from across all sectors including Probation, Police, Youth Justice, Victim Organisations, Community Projects and Voluntary Organisations. IPJ welcomes papers from across the fields of criminology, Social Sciences, Psychology, Law and other related disciplines.

Submissions:

- articles will be considered on the understanding that they are original papers, have not been published elsewhere and are presented in article format
 - Full Length Article- drawn from empirical research/based on literature reviews with analysis. Max. 7,500 words (incl. references)
 - Practice Piece- describes an evidence based development/project. Up to 2,500 words.
 - Practitioner Response- reflections on messages from a published article, relevance for practice, outstanding questions. 1,500 – 2,500 words
 - Commentary/Opinion Piece
 - Book Review
- Co- authored articles must ensure that each author made a substantial contribution to the content and has critically reviewed and approved the final submission
- Articles completed as part of an academic course of study should be approved by the academic supervisor prior to submission
- Any acknowledgements for support in the production of the article should be included at the end of the paper.
- Joint editors/members of the editorial committee are available for consultation with all prospective authors if required.
- Once an article proposal is accepted, a member of the editorial committee is available to the author to respond to queries relating to the content of the article. That member will manage the circulation of draft articles to the committee and co- ordinate the corresponding feedback
- It is customary for authors to submit a number of drafts before finalisation
- The final decision to publish is the responsibility of the editor/s, informed by the assessment and feedback of all members of the editorial committee.

Submission Proposal:

The abstract for a proposed article can be submitted for approval by the Editorial Board of IPJ and should include the following:

- aim and overall structure of the article
- reference to theoretical frameworks as appropriate
- relevance of any research study undertaken by the author
- broad conclusions and recommendations

Email submissions are acceptable.

Article:

All articles submitted will:

- clearly identify the subject/issue under review
- outline the purpose and aim of the article
- contain a logical and clearly delineated structure with relevant attention to grammar and syntax
- avoid using the word offender (unless quoting a historical document or research participant). Similarly, please avoid phrases such as: damaged individual, deficient, or high-risk as these phrases locate the 'problem of crime' in the individual, rather than broader social contexts.
- wherever possible use descriptive, neutral, person-centred language such as: person on probation, person under probation supervision, person in prison, supervised individual or person with lived experience of the criminal justice system.
- follow a coherent line of argument
- demonstrate critical analysis
- integrate appropriate literature and research
- draw related conclusion/s with recommendations
- ensure that all referencing is completed using Harvard style
- adheres to the required word count

Deadlines for Submission:

- Following acceptance of an article proposal a completed first draft to be submitted by the 31st May of year of publication.
- Final draft to be submitted by 31st August in year of publication.