

About this publication

The *Africa Journal of Crime and Justice (AJCJ)* welcomes the submission of manuscripts in English for consideration for publication. The *AJCJ* publishes both theoretical and empirical research on criminology and criminal justice. The *AJCJ* accepts original articles that focus on the following topics: criminal law and procedure, international criminal law and procedure, penology, juvenile justice systems, alternative justice systems, ethics, gender and crime, together with crime policy and implementation. The *AJCJ* accepts two types of manuscripts to be considered for publication. These are:

- (i) Articles – these should be between 8,000 and 10,000 words (excluding references). Each article should be accompanied by an abstract of not more than 200 words that includes not more than five keywords.
- (ii) Book reviews – these are critical discussions of scholarly books on any topic related to the areas of focus of the Journal. Book reviews should be between 3000 and 5000 words long.

Although the *AJCJ* focuses on African oriented criminology and criminal justice research and policy, this does not mean other perspectives of criminology and criminal justice research and policy won't be considered for publication in the Journal.

Authors are required to read their manuscripts very carefully. Manuscripts that do not accord to the *AJCJ* style will be returned to the author(s) immediately and may not be considered for publication.

Submission guidelines

Your article should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. Include a **page header** (also known as the "running head") at the top of every page. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

FONT

The 7th edition of the APA Publication Manual requires that the chosen font be accessible (i.e., legible) to all readers and that it be used consistently throughout the article. It acknowledges that many font choices are legitimate, and it advises writers to check with their publishers, instructors, or institutions for guidance in cases of uncertainty. The paper should be typed in 12-point Times New Roman.

TITLE PAGE

Note: APA 7 provides slightly different directions for formatting the title pages of professional papers (e.g., those intended for scholarly publication) and student papers (e.g., those turned in for credit in a high school or college course).

The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**. A professional paper should also include the **author note**.

Type your **title** in upper and lowercase letters centered in the upper half of the page. The title should be centered and written in boldface. APA recommends that your title be focused and succinct and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced.

Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research. Authors are also welcome to supply their OrCID.

ABSTRACT

Begin a new page. Your abstract page should already include the **page header** (described above). On the first line of the abstract page, center and bold the word "Abstract" (no italics, underlining, or quotation marks).

Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced. Your abstract should typically be no more than 200 words.

You may also want to list keywords (not more than 5) from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

Referencing

Using APA citation format include an in-text citation when you refer to, summarise, paraphrase, or quote from another source. For every in-text citation in your paper, there must be a corresponding entry in your reference list.

APA in-text citation style uses the author's last name and the year of publication, for example: (Field, 2005). For direct quotations, include the page number as well, for example: (Field, 2005, p. 14). **For sources such as websites and e-books that have no page numbers**, use a paragraph number, for example: (Field, 2005, para. 1). More information on direct quotation of sources without pagination is given on the APA Style and Grammar Guidelines web page (<https://apastyle.apa.org/style-grammar-guidelines>).

Example paragraph with in-text citation

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing et al., 2002; Thomas, 2004). Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. Derwing et al. (2002) conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program.

References

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Thomas, H. K. (2004). *Training strategies for improving listeners' comprehension of foreign-accented speech* (Doctoral dissertation). University of Colorado, Boulder.

Citing Web Pages In Text

Cite web pages in text as you would any other source, using the author and date if known. Keep in mind that the author may be an organization rather than a person. For sources with no author, use the title in place of an author.

For sources with no date use n.d. (for no date) in place of the year: (Smith, n.d.). For more information on citations for sources with no date or other missing information see the page on missing reference information on the APA Style and Grammar Guidelines web page.

Below are examples of using in-text citation with web pages.

Web page with author:

In-text citation

Heavy social media use can be linked to depression and other mental disorders in teens (Asmelash, 2019).

Reference entry

Asmelash, L. (2019, August 14). *Social media use may harm teens' mental health by disrupting positive activities, study says*. CNN. <https://www.cnn.com/2019/08/13/health/social-media-mental-health-trnd/index.html>

Web page with organizational author:

In-text citation

More than 300 million people worldwide are affected by depression (World Health Organization, 2018).

Reference entry

World Health Organization. (2018, March 22). *Depression*. <https://www.who.int/en/news-room/fact-sheets/detail/depression>

Web page with no date:

In-text citation

Establishing regular routines, such as exercise, can help survivors of disasters recover from trauma (American Psychological Association [APA], n.d.).

Reference entry

American Psychological Association. (n.d.). *Recovering emotionally from disaster*. <http://www.apa.org/helpcenter/recovering-disasters.aspx>

General Guidelines

In-text references should immediately follow the title, word, or phrase to which they are directly relevant, rather than appearing at the end of long clauses or sentences. In-text references should always precede punctuation marks. Below are examples of using in-text citation.

Author's name in parentheses:

One study found that the most important element in comprehending non-native speech is familiarity with the topic (Gass & Varonis, 1984).

Author's name part of narrative:

Gass and Varonis (1984) found that the most important element in comprehending non-native speech is familiarity with the topic.

Group as author:

First citation: (American Psychological Association [APA], 2015)

Subsequent citation: (APA, 2015)

Multiple works: (separate each work with semi-colons)

Research shows that listening to a particular accent improves comprehension of accented speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

Direct quote: (include page number and place quotation marks around the direct quote)

One study found that “the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (Gass & Varonis, 1984, p. 85).

Gass and Varonis (1984) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

Note: For **direct quotations of more than 40 words**, display the quote as an indented block of text without quotation marks and include the authors' names, year, and page number in parentheses at the end of the quote. For example:

This suggests that familiarity with nonnative speech in general, although it is clearly not as important a variable as topic familiarity, may indeed have some effect. That is, prior experience with nonnative speech, such as that gained by listening to the reading, facilitates comprehension. (Gass & Varonis, 1984, p. 77)

Works by Multiple Authors

APA style has specific rules for citing works by multiple authors. Use the following guidelines to determine how to correctly cite works by multiple authors in text. For more information on citing works by multiple authors see the APA Style and Grammar Guidelines page on in-text citation.

Note: When using multiple authors' names as part of your narrative, rather than in parentheses, always spell out the word **and**. For multiple authors' names within a parenthetical citation, use **&**.

One author: (Field, 2005)

Two authors: (Gass & Varonis, 1984)

Three or more authors: (Tremblay et al., 2010)