

The International Journal of Restorative Justice

Instructions for authors

Instructions for manuscript submission

- Please send all contributions in Microsoft Word format (or in Microsoft PowerPoint format, in case of graphics).
- Articles can be submitted via Editorial Manager: www.editorialmanager.com/ijrj. Please see the [Appendix](#) to these instructions for more information about Editorial Manager.
- A decision on the submission will normally be made and communicated to the author within six to eight weeks of submission.
- Since all selected article submissions will go through double blind peer review, please ensure your submission is appropriately anonymised by putting your biographical and contact details on a title page separate from your main text. They should include for all authors, name, position, affiliation, city, country and email addresses. It should also be clearly indicated who the contact author is, in case of co-authorship.
- Please note that your article should contain between 6,000 and 10,000 words, including a short abstract (200 words), keywords (3-5), footnotes and a reference list (in the style of the journal, see below). Use footnotes, not endnotes.
- Use only one font (Times New Roman, 12 pt.) for the text, with line spacing at 1.5. Do not separate paragraphs with a blank line, but indent the first line of a new paragraph. Refrain from using hyphenation, and headers or footers as well as page numbers.
- Use as little formatting as possible for the text, and use only bold and italics to mark section headers. Do not apply title capitalisation to headings. All lay-out specifications are taken care of by the graphic designer.
- Tables can be inserted directly within the text with Insert > table. If the Word document contains illustrations other than tables (including figures, photographs, drawings, etc.), kindly deliver them as separate files (preferred formats are: .jpg/jpeg, .eps and .ai). Label each picture and clearly indicate where it should be placed. Illustrations should have a minimum resolution of 300 dpi. Please note that most images from the Internet cannot be used because of their low resolution, and that the journal will be printed in black and white.
- Always ensure that previously published material (including images) is either free of use or that (written) permission for its use has been granted.

House style

- Use British spelling (refer to the *Oxford English Dictionary* or the *Concise Oxford Dictionary*) and endings in -ise and -isation as opposed to -ize or -ization. Also, please use e.g. 'programme' as opposed to 'program', 'neighbourhood' as opposed to 'neighborhood' and 'centre' as opposed to 'center'.
- Authors may use up to four levels of numbered section headings (e.g. 3, 3.1, 3.1.1, 3.1.1.1).
- *Use of italics*: Italics may be used to indicate emphasis within the body of the text. Additionally, terms or phrases from other languages that are not established in English (e.g. *rechten*) can also be italicised. Titles of books, films, newspapers, magazines, journals and plays should also be written in italics. Do not italicise words from other languages that have been established in English (e.g. *per se*, *en route*, *Zeitgeist*).
- Parentheses – () – are used for simple interpolations, and square brackets – [] – for editorial notes or interpolations in quotations.
- *Numbers*: Dates should be written 11 July 2017, and decades as the 1970s without an apostrophe. Numbers one to twenty are written out, but 21 upward appear in figures, unless used in general terms ('about a thousand people'); use a comma in thousands and larger numbers (8,792) and use a point in decimals (8,792.3). Do not shorten inclusive numbers, but write these in full (not 20-4 or 130-3, but 20-24 or 130-133).
- Use single quotation marks ('...') for words or for short quotations in the text. A quotation within a quotation is put between double quotation marks ("..."). If a quotation is longer than 30 words, please leave out the quotation marks, indent the quotation on the left and insert an extra line between the lines above and below the quotation.
- Abbreviations and initials should be followed by a full stop, without spaces in between. For example: 'e.g.', 'H.L.A. Hart'. Do not use commas after i.e. and e.g.

- For acronyms in CAPITALS, however, no full stops are required, e.g. 'ECHR', 'WHO', 'UN'.
- Do not use the acronym RJ in the main text, but always 'restorative justice', spelled out in full.
- Do not use serial commas – i.e. the comma before 'and' or 'or' in lists of three or more items, unless it is necessary for the sake of sense: 'red, white and blue'.
- Ellipsis: use three full points spaced from the words on either side to indicate matter omitted from a quotation ... like this. Do not use an extra full stop to indicate the end of a sentence before or after the ellipsis.
- Always put footnote numbers in the text after the last punctuation mark.
For example: ... done.⁹
- Write 'per cent' rather than %.

References

Please use in-text citation between parentheses: last name of the author, year of publication and, if applicable, page number. E.g.:

- (Elkington, 1999: 15)
- (Allen & Qian, 2005; Bennet et al., 1999) (in alphabetical order of first author, not according to year of publication)
- (Rousseau, 1998a, 1998b).
- If the author's name forms part of the sentence, it is not necessary to repeat it in the reference, e.g. 'according to Light (1977: 468)'.
- Works by two authors should always mention all names, i.e. (Light & Gold, 2000).
- Works by three to five authors should mention all names the first time. For subsequent citations in the text, et al. (no italics) may be used.
- Works by six or more authors may be shortened to et al. (no italics).
- In the case of book reviews, page numbers referring to items discussed in the book being reviewed should be put between parenthesis without a 'p. 54', it should just be (54).

A complete alphabetical list of references should be added at the end of the article (titled: 'References'). Referencing style should be as follows:

I. Book titles by a single author

Deutsch, M. (1973). *The resolution of conflicts: constructive and destructive processes*. New Haven: Yale University Press.

II. Book titles by two or more authors

Alfini, J., Press, S.B., Sternlight, J. & Stulberg, J. (2006). *Mediation theory and practice*. Los Angeles: LexisNexis.

III. Contributions in compilations and edited volumes

Kelman, H. (1996). The interactive problem-solving approach. In C. Crocker & F. Hampson (eds.), *Mediation in international relations* (pp. 191-237). London: Macmillan.

IV. Articles in a journal

Avruch, K. & Black, P. (1987). A 'generic' theory of conflict resolution: a critique. *Negotiation Journal*, 3(1), 87-96. doi: 10.5553/IJRJ/258908912018001001002. (*)

* if a DOI is available, please add it to the reference.

V. Websites

Retrieved from www.sustainability.com/library (last accessed 1 January 2013).

Retrieved from <http://ssrn.com/abstract=1870727> (last accessed 1 January 2013).

Example:

Children's Commissioner (2015). *Protecting children from harm*. Retrieved from <https://www.childrenscommissioner.gov.uk/wp-content/uploads/2017/06/Protecting-children-from-harm-full-report.pdf> (last accessed 1 April 2018).

Only add 'http://' when a website does not start with 'www.' If possible, mention when the website was last visited: (last accessed (date)).

VI. Acts

Short title of the Act – Year – (Jurisdiction abbreviation) – Section number – Subdivision, if relevant – (Country abbreviation)

Anti-Discrimination Act 1991 (Qld) s. 15.4 (Austl.)

VII. Bills

Bill name – Year – (Jurisdiction abbreviation) – (Country abbreviation)

Interactive Gambling Bill 2001 (Cth) (Austl.)

VIII. Cases

Case Name – Year – Volume number – Reporter abbreviation – First page number – (Country abbreviation)

Mabo v. Queensland 1988 166 CLR 186 (Austl.)

IX. Thesis

Author, I. (year). *Title* (PhD Dissertation). University, Country.

- Where there are several works cited for one author, cite single-authored works first in chronological order.
- Works written by the same author plus one other person should be listed next, in alphabetical order of their second authors, and then chronologically.
- Alphabetise works with no known author by their title; use a shortened version of the title in the parenthetical citations within the body of the text.
- Place of publication: only one place of publication should be listed. Do not include country and state details; only list the city or town in which the work was published.
- Please remove title capitalisation in referenced titles if applicable. I.e.:
Hoyle, C. & Noguera, S. (2008). Supporting young offenders through restorative justice: parents as (in)appropriate adults. *British Journal of Community Justice*, 6(3), 67–85.
Not: Supporting Young Offenders through Restorative Justice: Parents as (In)appropraite Adults.

Sample copy

You can find an example of an edited article here:

https://www.elevenjournals.com/tijdschrift/IJRJ/2018/1/IJRJ_2589-0891_2018_001_001_005.pdf

Appendix

Instruction letter for submitting an article

1. Go to <http://www.editorialmanager.com/ijrj/default.aspx>. The page should look as follows:



Welcome to Editorial Manager® for
The International Journal of Restorative Justice

Please Enter the Following Insert Special Character

Username:

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Instructions for Authors	Instructions for Reviewers	About the Journal	Contact Us
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First-time users: Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail from us with an assigned user ID and password, **DO NOT REGISTER AGAIN.** Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

Repeat users: Please click the "Login" button from the menu above and proceed as appropriate.

Authors: Please click the "Login" button from the menu above and login to the system as "Author." You may then submit your manuscript and track its progress through the system.

Reviewers: Please click the "Login" button from the menu above and login to the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

To change your username and/or password: Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on "Update My Information" in the navigation bar at the top of the page.

2. If you do not have an Author Login already, click on 'Register Now'. Editorial Manager will send you a username and password;
3. After having received your username and password, you can now log on by typing in your username and password and by clicking on 'Author Login';
4. Click on 'Submit New Manuscript';
5. Please go through the indicated steps;
6. The last step entails attaching the files which comprise your article.
 - a. Upload the article: Choose 'Manuscript' and then click on 'Choose File'. Click on 'Attach this File' and then on 'Next';
 - b. Upload the title page: Choose 'Title page' and then click on 'Choose File'. Click on 'Attach this File' and then on 'Next';
7. If you would like to upload any images, choose 'Figure', choose 'Manuscript', click on 'Choose file', 'Attach this File' and then on 'Next';
8. After each upload, you will see a file inventory. If you would like to remove a file, select the document and then click on 'Remove';
9. When you have uploaded all necessary files, click on 'Next';
10. In the following stage, Editorial Manager will convert the Word-file of your manuscript to a PDF. The original Word-document will remain accessible to you and the Managing Editor, but not to the peer reviewers. Click on 'Build PDF for my Approval' and then on 'Submission Waiting for Author's Approval';

11. Then, in this specific order, click on 'View Submission', 'Approve Submission' and 'OK';
12. Your article has been submitted. Click on 'Main Menu'. Your submission can be found under 'Submissions Being Processed'.

Thank you for uploading your article!

On behalf of the editorial team of *The International Journal of Restorative Justice*,

Ivo Aertsen, Editor in Chief
Estelle Zinsstag, Managing Editor