

# Stylesheet European Journal of Policing Studies (EJPS)

## Instructions for Manuscript Submission

- Articles will be double blind peer reviewed and have to be submitted via Editorial Manager by the author: [www.editorialmanager.com/elevenejps](http://www.editorialmanager.com/elevenejps). Please see [How to submit an article](#) for more information about Editorial Manager.
- Please note that your contribution should contain between 8.000-10.000 words, including summary, keywords and footnotes.
- Use as little formatting as possible for the text, and use only bold and italics to mark paragraph headers. All lay-out specifications are taken care of by the graphic designer.
- Use only one font and refrain from using hyphenation and headers or footers.
- Illustrations other than tables (including figures, photographs, drawings, etc.), should be placed at the correct place in the text (preferred formats are: .jpg/jpeg, .eps and .ai). 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. Eleven assumes that the author has taken care of requesting permission from the copyright holder.

## Abstract, Keywords and Affiliation

Authors are further requested to submit their affiliation, a short abstract (max. 200 words) of the article and five keywords together with their article. This information will also feature on our website.

Example affiliation: [Name author] is [job title] at the [place of work] in [country].

Corresponding authors are asked to mention their e-mail address.

## Spelling

Spelling follows the *Oxford English Dictionary* or the *Concise Oxford Dictionary*. If there is a choice we prefer the endings -ize and -ization as opposed to -ise or -isation.

## References (Citations)

Referencing follows the APA 7<sup>th</sup> guidelines. For references to laws and regulation, footnotes may be applied.

## Other

- Authors may use up to four levels of section headings:

**1 header level 1**

1.1 subheader

1.1.1 subsubheader

1.1.1.1 subsubsubheader

All nouns, verbs and adjectives should begin with capital letters.

- *Use of italics*: Italics may be used to indicate emphasis. Additionally, terms or phrases from other languages that are not established in English (e.g. *rechten*) can also be italicized. Titles of books, films, newspapers, magazines, journals and plays should also be placed in italics. Do not italicize words from other languages that have been established in English (e.g. *per se*, *en route*, *Zeitgeist*).
- A (short) quotation in the text can be put between double quotation marks ("..."). A quotation within a quotation is put between single quotation marks ('...'). If a quotation is longer than 30 words, please leave out the quotation marks, indent the quotation and insert an extra line between the lines above and below the quotation.
- Always put foot- and endnote numbers in the text after the last punctuation mark.  
For example: ... done.<sup>9</sup>

# How to submit an article

1. Go to <https://www.editorialmanager.com/elevenejps/default2.aspx>. The page should look as follows:

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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'.

You need to follow all these steps carefully and to the end to make sure that the article has been submitted. You should receive an email of confirmation as well.

More instructions can be found here: <https://www.ariessys.com/wp-content/uploads/EM-Author-English.pdf>

Thank you for uploading your article!

On behalf of the editorial team of *European Journal of Policing Studies*,

Antoinette Verhage, editor

Jan Terpstra, editor

Yinthe Feys, editorial assistant

Courtney Marsh, editorial assistant