

## AUTHOR INSTRUCTIONS

### *Oxford Research Encyclopedia of Criminology and Criminal Justice*

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Articles should provide a thorough narrative overview of the topic and should be approximately 8,000 to 10,000 words, though length is flexible. They should be written objectively, avoiding partisanship and polemic. Please also avoid the first person to the extent possible, and do not reference yourself directly (e.g., "I believe..."). Where debate exists in the field, all points of view should be presented fairly. Use clear, formal language, avoiding jargon.

#### FORMAT

When preparing to submit your article, please make sure your manuscript is formatted according to the following guidelines:

- Please submit your article as a Word document, using the font Times New Roman, size 12, if possible.
- Provide your full name and affiliation, as they should appear in the published article, beneath the title.
- Use headings to organize the main essay. Use title case for headings, and make level-one headings **bold** (e.g., **Summary, Essay main topic headings**), level-two headings **bold and italic**, and level-three headings *roman and italic*. We do not allow more than three heading levels.

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We ask that your article adhere to the outline below. If you have any questions as you write your article, please feel free to contact [Andrew Jung](#) (OUP Development Editor) for clarification.

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Because the Oxford Research Encyclopedia (ORE) of Criminology and Criminal Justice is a digital resource, the choice of title for your article has important implications for discoverability. Good titles are specific and clear without being metaphorical or obscure. Titles that would be excellent for books or journal articles would have to be re-worked for the ORE. Please avoid the use of colons in your title. Examples:

<b>Good for a Book</b>	<b>Better for ORE</b>
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<i>The Many Colors of Crime: Inequalities of Race, Ethnicity, and Crime in America</i>	<i>Race, Ethnicity, and Crime in America</i>

### **Summary (250–500 words)**

The Summary should be a brief *synopsis* of the topic, no longer than 1–2 paragraphs. It should define the topic and stand on its own as a useful piece of content without reference to the larger article. Please note that we do not want an abstract in the traditional sense (“In this article, I will argue that . . .”), but rather a short summary containing the essential overview a reader might read before engaging the entire essay. Do not include citations or references in your summary. For examples, please see published summaries for [ORE of Criminology](#) articles, including [Immigration and Crime](#), [Crime, Diversity, Culture, and Cultural Defense](#) and [Fear of Crime](#).

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Please provide 5–10 keywords that can be used for describing the content of the article; this will ensure your article is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work.

### **Essay (4,000–10,000 words or more)**

The essay will form the majority of your contribution: it should provide a thorough narrative overview of the topic but should not focus on literature review, as this will be covered in a separate section (see below). Please divide your discussion into subheadings roughly every 1,000–1,500 words. Assume that most of your readers will be graduate students, though we anticipate a broad readership, including faculty and teachers who need to brush up on topics outside of their area of expertise as well as undergraduate students.

### **Review of the Literature and Primary Sources (500–1,000 words)**

Please discuss briefly the main threads of scholarship on your topic, including past approaches to the subject as well as research questions that remain or that are currently being pursued. While this cannot serve as an exhaustive review of the literature or historiography, it should discuss, in broad strokes, how scholarship on your topic has developed. Please also discuss any primary sources or collections of primary sources that are relevant to your topic. Do not aim for exhaustiveness, but consider where you might direct a beginning student for important primary source collections. Please feel free to include either the review of the literature, the primary sources, or both as part of your main essay, or in a separate section or sections.

### ***Further Reading (250–700 words)***

Please provide around 10, and no more than 25, major books and articles on the subject to which you would direct a scholar or advanced student who wanted to read more deeply on this topic. This can be a list of citations, a list of annotated citations, or can follow a more narrative format. These sources may but need not be cited in the text.

### ***Links to Digital Materials (optional)***

Please feel encouraged to include links to digital museum exhibits, archives, collections, etc. that are accessible online. These links should be scholarly in nature and openly available. If desired, you may also link out to online sources within the article itself using text hyperlinks.

### ***References***

Each source cited should be indicated in the text using author last name and publication year inside parentheses, according to *The APA Manual of Style*, 6th edition (e.g., "(Smith,2009)").

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### ***Notes (optional)***

You may include endnotes *sparingly* to provide brief commentary concerning aspects of your article that otherwise might not fit within the text. Avoid lengthy, discursive commentary or long, journal- style notes.

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### ***Gender-Neutral Language***

Please use gender-neutral language as much as possible. Avoid using words such as "man", "mankind" as abstract nouns or "he," "him," and "his" as default third-person pronouns.

When referring to transgender individuals, use the person's correct name, pronouns (or lack thereof), and prefix (if any). Refrain from using a trans person's former pronouns or birth name without permission, even when referring to that person in the past.

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The Latin alphabet will be used throughout the Encyclopedia. Names and terms in other writing systems should be transliterated according to the [ALA-LC Romanization Tables](#).

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The citation format of your article follows APA format. The general structure is:

- Last name, First Initial. (Year of publication). Article title. In *Oxford Research Encyclopedia of Criminology and Criminal Justice*. Oxford University Press. doi:10.1093/9780190264079.013.[id]
  - (Please note: the [id] will be provided by the DE)

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