

Submission Specifications

- Deliver articles in Microsoft Word (docx).
- Select 12-point Times New Roman font for the text. Use boldface and/or italics sparingly in text. Do not use all caps.
- Please ensure that the article is NOT typed with hard returns at the end of every line of text.
- Limit article length to **less than 3500 words but at least 1200 words**, which includes any references or resources and an author biography.
- Include a short (**75 words or less**) **biography (per author)** at the conclusion of the article and provide a contact email.
 - If more than three authors, only provide certifications, job title, place of employment, and contact email.
- References MUST be listed in APA format at the end of the article. Do NOT include hyperlinks throughout the article. Please follow the reference system found in the *Publication Manual of the American Psychological Association*.
- Do not use footnotes/endnotes. **Footnotes/endnotes should be incorporated into the text or cited in the reference list.**
- Articles MUST be **vendor neutral**. Companies/brands/products cannot be mentioned in the body of the article. AJA does **not publish advertorials**.
- Submit photos in other graphics in **separate** files.
 - Do not embed photos or other graphics within the article as their resolution is not high enough for four-color printing.
 - Provide either high-resolution (300 dpi or greater) electronic files (JPEG, TIFF, EPS, or PNG)
 - Identify each photo clearly with a brief caption.
 - Because of photo/graphic quality and/or space limitations, we cannot guarantee that photos/graphics will be included with the article.
- By publishing your article in *American Jails*, you give the American Jail Association permission to use any of the article's photos in any future AJA editorials or marketing efforts, unless AJA is notified that you do not want the photos used for anything other than this article.

AJA Editing Process

After acceptance, articles are copyedited, then sent to the author for final review. Any changes the author makes after the copyedited article must either be highlighted in yellow or tracked by Word.

All submitted articles must first be reviewed before acceptance of publication in *American Jails*. We cannot approve an article that is incomplete.

If you have any questions, need additional information about these guidelines, guest editorials, or general information, or are ready to submit your completed article, contact Madyson Bracken at madysonb@aja.org or call 301-857-2258.