

Manuscript Guidelines

Manuscript Format

Manuscripts must be submitted:

- Typewritten
- Double-spaced
- In at least 12-point font
- With a minimum 1-inch margin at the top, bottom, left, and right
- Of no more than 35 pages

Manuscripts not meeting these minimum requirements may be returned to the author(s) without undergoing review.

Manuscript Submission

Manuscripts must be submitted using our online submission form at:

<https://www.nadcp.org/advancingjustice/journal-for-advancing-justice/submission>

The following documents are required when submitting a manuscript:

- Abstract of no more than 200 words
- Author biography(ies) of no more than 200 words describing each author's current affiliation and research or practice interests
- Attestations, including:
 - An explicit statement that the submission is the original work of the author(s)
 - An explicit statement of IRB approval for any submission involving research with human subjects
- Completed publication and copyright terms of agreement form
- Completed financial conflict of interest attestation form

Publication Commitment

The Journal for Advancing Justice regards the submission of a manuscript as a commitment to publish herein; simultaneous submission to other journals is not permitted. Every effort will be made to notify authors of editorial decisions in a timely manner.

Tables, Figures, and Images

In the draft manuscript, place all tables on separate pages at the end of the document. Tables should be numbered consecutively throughout the article. Insert a location note at the appropriate place in the text (e.g., "Table 1 here").

Similarly, place every figure/image on a separate page at the end of the manuscript. Be sure the text refers to all figures, including photographs, line drawings, and graphs, and insert a location note at the appropriate place in the text (e.g., "Image 3 here").

Citations and References

Manuscripts submitted for publication should use American Psychological Association (APA) format for citations and references. Guidelines for using APA style can be found in the [*Publication Manual of the American Psychological Association, Seventh Edition*](#).

Footnotes/Endnotes

Footnotes and endnotes should be kept to a minimum and included only when necessary to address a collateral or subsidiary issue. In the draft manuscript, all notes should be numbered and presented as endnotes. Our editorial staff will translate endnotes into footnotes during the final formatting process.

Review Process

Manuscripts submitted to the Journal for Advancing Justice undergo a two-tiered review process. The editorial board conducts a **suitability review** to select which articles are considered appropriate for formal peer review. The board bases this initial decision on the overall quality of the submission and its likely interest and value to the literature and readership. Ordinarily, this process takes no more than two weeks.

Articles selected for **peer review** are sent to two to four professionals having substantial expertise in the subject matter of the manuscript and may be practitioners, scientists, policymakers, or administrators. The peer review process is double-blind in that the author(s) are not informed of the identity of the reviewers, and the reviewers are not informed of the identity of the authors. Reviewers are asked to provide a critique of the manuscript within three to four weeks of receipt, although this process may take longer depending on reviewers' schedules.

Reviewers are requested to provide a written critique of each manuscript suitable to be communicated directly to the author(s). Reviewers are also asked to make one of the following editorial recommendations:

- Accept as is
- Accept pending minor revisions
- Reject but entertain a revised resubmission or repurposing
- Reject

Where relevant to the aims of the manuscript, reviewers are asked to consider the following issues in addition to any other reactions they might have:

1. Is the manuscript well written and logical in the presentation of material?
2. Does the manuscript accurately summarize extant research findings or best practices?
3. Does the manuscript connect research findings to useful practice or policy recommendations in a logical manner?
4. Does the manuscript appropriately recognize the limitations of what is known?
5. Does the manuscript refrain from recapitulating erroneous information or presenting common lore as fact?
6. Is the manuscript likely to be understandable and interesting to non-clinicians and non-researchers?
7. Are data analyses, if any, properly conducted and reported?

The recommendations of the reviewers are strongly considered by the editorial board but are not binding on the final editorial decision. Papers may be rejected or returned to the author for revision and resubmission after any stage of the review process. The reasons for accepting or rejecting a

submission will be detailed in a decision letter from the editor in chief or guest editor to the first author of the paper.

If revisions are requested to a manuscript, they must be received by the editorial board by the specified deadline, unless prior approval is granted for an extension. Revisions received after the deadline may be treated as a new submission and reprocessed through the full review procedures.