

### Submission Guidelines: Some Friendly Advice

\* Access previously published articles in IJRC as models for all submission guidelines – it is often easier to look at how others did it than to read detailed directions \*

#### *General advice*

- These guidelines are aimed at making the process of publishing as easy as possible, for both contributors and editors alike
- Please take some time to carefully read them before you submit, and importantly again when your article has been accepted for publication and you are undertaking final copyediting
- *Note that if a manuscript has pervasive errors, it will be returned to authors to rectify*

#### *Referencing*

- The IJRC uses only APA7 referencing, both in-text and for the reference list
- Purdue OWL is highly recommended as a source of formatting and styling advice:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)
- AVOID using referencing software because the formatting is often not up-to-date
- If you have used referencing software (such as Endnote), deactivate any autoformatting and/or hyperlinks
- Be sure to use the correct year for actual (hard copy) publication, NOT the early release date, which is often a different year
- Be sure to double-check all DOI and web links before submission to ensure they are correct and that they are not broken: *broken web links and incorrect DOI links means that we will return the manuscript to you for the proper corrections*
- The best way to effective reference management for whatever all you writing is to enter references as one writes (including web links and DOIs) rather than waiting until there is a full draft – this practice will actually save you time
- Ensure that all citations in the text have a corresponding entry in the reference list, and vice versa that any entries in the reference list are cited in the text
- The reference list should be presented with hanging indents (in Word, go to **Paragraph > Special > Hanging**) – please do not use separate enter keys at the end of each line.

#### *Figures and Tables*

- Styling of figures and tables (including titles) should adhere to APA7 style requirements
- If in any doubt, look at previously published articles in the IJRC or consult the Purdue OWL:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_tables\\_and\\_figures.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html)
- All images need to have Alt-text provided – here are instructions for adding alt text in Word:  
<https://support.microsoft.com/en-us/office/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669>
- Figures and tables should be positioned in the text approximately where you want them to appear – do not place them at the end of the text; they should also be easily editable (i.e. produced in MS Word or Excel)

#### *Layout and style*

- Line spacing (for between paragraphs) should be set at 0 before and after (use the enter key to create a space between paragraphs)
- Spacing for between lines should be set at **Multiple > 1.15** (neither single nor double spaced)
- A separate title page should be provided which is laid out just like those which appear in the most recent issue of IJRC (<https://ruralcriminology.org/>)