

Formatting instructions for papers submitted to The International Journal of Rural Crime

Template

An article template is available for download from the IJRC website as a Microsoft Word document. Microsoft Word is the required word processing program for the IJRC. Authors are advised to copy their article into this template using the 'Paste Special' function in Microsoft Word (paste as text only) to save considerable time when formatting the article. Alternatively, please download the template file and use the same formatting rules in your document.

Length

Article

7000 words maximum, excluding endnotes, references and abstract.

Abstract

250 words maximum.

Document format

Margins, Headers and Footers

Document margins are to be set at 2.54cm for top and bottom margins, and 4cm for left and right margins. Header and footer are set 1.25cm from the edge of the page. Please set your document size to A4.

Headers and footers are established as follows:

- The footers for the entire document include the page number (Times New Roman 12pt Italic, centred).
- The header on the front page includes journal details in 7pt Times New Roman, left justified. You do not need to edit this header, it will be edited as appropriate by the IJRC editorial board.
- The headers differ between odd and even pages, both using Times New Roman 12pt Italic, centred. Even pages include the name of the author or authors, while odd page headers include the article title.
- If you are not sure how to edit headers and footers, please advise the editor when submitting your paper.

General Formatting

Text should be edited in single column format using the page margins described above. General body text should be Times New Roman 12pt. Use single spacing throughout the document, and leave one line space between paragraphs.

Section Headings

Use Times New Roman Bold, 12pt. Please leave two line spaces before the section heading, and one line space after.

Section Subheadings

Please use Times New Roman Italic, 12pt. Leave one line space before and after each section subheading.

Quotations

Please use Times New Roman, 12pt. 0.75cm indent left and right, use double-quotes at the beginning and end of the quotation.

Front Page Formatting

Page Heading

Times New Roman 16pt Bold, left justified.

Author Name/Institution Details

Times New Roman 12pt, left justified. For author/authors names, please use small caps (Format menu/Font). For institution details, please include position title, followed by the name of the institution.

Details for multiple authors from the same institution should include author names and position titles first, followed by the institution name. Where multiple authors work for more than one institution, details should be provided in separate paragraphs, one for each institution, with one line space between each paragraph.

Abstract

Times New Roman 12pt Italic, fully justified. Abstracts should be a concise summary of the article and your conclusions. Please ensure that your abstract is no more than 250 words in length.

Key Words

Times New Roman 12pt. Please begin with ‘**Key words:**’ in Bold text, followed by a list of these words/phrases. Please provide no more than five key words/phrases.

Author Contact Details

Author contact details are included at the bottom of the first page, in Times New Roman 10pt. Please phrase as ‘Address all correspondence to [author]: [author’s email address]’. For multiple authors, please provide contact details for the first author only.

Footnotes

Please use Times New Roman 9pt for footnotes, and include throughout the document rather than at the end of the document.

Tables and Figures

Please refer to previous articles in the journal for examples of tables. We do not ask for a specific style of table, however, please use Times New Roman 10pt for table text, and Times New Roman Bold 10pt for table titles. Number tables and figures “Table 1:”, “Table 2:”, “Figure 1:”, “Figure 2:”, and so on.

Acknowledgements

Acknowledgements may be placed either in a footnote at the start of the article, or as a section labelled “Acknowledgements”, immediately before the references.

Referencing

IJRC uses the Harvard (author-date) referencing system. Footnotes are to be limited to substantive observations only. References in the text are made as follows: (Smith 2007); (Smith 2007, 100); (Smith and Jones 2007, 1-10). For multiple authors, do not use ampersands (&).

References Section Formatting

References are formatted with a 1.27cm hanging indent (the default hanging indent value in Microsoft Word). Include one line space between each reference. References are left justified, *not* fully justified.

List all items cited in the text alphabetically by author and for each author, by year of publication in an appendix titled References.

List all authors by name as shown in the examples below. Do not use et al. or ampersands (&).

Referencing Examples

These examples come from existing IJRC papers. More examples are available in previous articles already on the website.

Dingwall, G., and S.R. Moody. 1999. *Crime and Conflict in the Countryside*. Cardiff: University of Wales Press.

Donnermeyer, J.F. and E. Barclay. 2005. 'The Policing of Farm Crime'. *Police Practice and Research* 6: 3-17.

Kohnen, A. 2000. 'Responding to the threat of agroterrorism: specific recommendations for the United States Department of Agriculture' In *The gathering biological warfare storm*, eds J.A. Davis and B. Schneider. Alabama: USAF Counterproliferation Centre.

Mawby, R.I. 2006. 'Crime, Place and Explaining Rural Hotspots'. Paper presented at the *Crime in Rural Communities Conference*, Rural Crime Centre, University of New England, Armidale, New South Wales. November 30. Online.
www.ruralfutures.une.edu.au/rural/crime/resources/proceedings/Mawby.pdf.

Sorokin, P., Zimmerman, C., and C. Galpin. 1931. *A Systematic Sourcebook in Rural Sociology, Volume 2*. Minneapolis: University of Minnesota Press.

USNRC. 2003. United States Nuclear Regulatory Commission, fact sheet on dirty bombs. Online. Retrieved 20th November, 2006.
<http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/dirty-bombs.html>

Weisheit, R.A., Falcone, D.N., and L.E. Wells. 2006. *Crime and Policing in Rural and Small-Town America*. 3rd edn. Prospect Heights, Illinois: Waveland Press.

Wheelis, M, Casagrande, and L. Madden. 2002. 'Biological attack on agriculture : low-tech, high-impact bioterrorism'. *BioScience* 52(7): 569-576.