

PRISON SERVICE JOURNAL

Journal purpose

The Prison Service Journal (PSJ) is a peer reviewed journal published by, but editorially independent from, HM Prison and Probation Service of England and Wales.

The purpose of the PSJ is to provide a platform for exchanging knowledge on issues relating to the Prison Service. Its scope includes imprisonment, the wider criminal justice systems, and other related fields. It aims to present good quality, evidence-informed, and practice-focused publications to encourage discussion and debate on topics at the forefront of research, policy, and practice.

Journal aims

1. Publish good quality and evidence-informed research and discussion related to the experiences of and impacts on people who live and work in, or are more broadly affected by, prison services and the wider criminal justice system in the UK and internationally.
2. Promote and enable evidence-informed practice, reflective practice, and discussion by those working in criminal justice by acting as an intersection between research, practice, and policy, and sharing diverse but reliable and critically considered research and debate.
3. Present content in a way that is accessible, relevant, and interesting to the public, people detained in prison or on probation, practitioners, policy makers, researchers, government officials, and others.
4. Contribute to the development of a capable workforce and leadership delivering the very best evidence-informed practice, to an informed prison population, and to enrich scholarship on imprisonment and related matters, to strengthen conversation between evidence, policy, and practice.

Submitting to the PSJ

The editors welcome articles submitted by email to prisonservicejournal@crimeandjustice.org.uk.

Articles should be circa 4,000 words (this does not include references).

Articles should be written in Word, and not 'protected' (i.e., should be editable).

All articles are subject to peer review and may be altered in accordance with house style.

No payments are made for the submission or publication of articles.

Article style and formatting (please see <https://www.crimeandjustice.org.uk/publications/psj> for previous examples):

- No abstract.
- UK English spelling/vocabulary.
- References set as footnotes and kept to a minimum.
- Footnoted references in APA style (*but without DOIs*). For further information, please see: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.
- Webpage references are in footnotes, rather than hyperlinked in the main text.
- Author pen portrait included. Please see previous editions of the PSJ for examples.
- Footnote placement should follow punctuation (after full stop, comma, etc).
- Images/figures need to be clear and unblurred, in high resolution (not less than 300 DPI), in formats such as JPEG, Tiff, EPS or PSD (photoshop images) PNG, BMP, high quality PDFs etc. All copyrights must be respected.
- Original images/figures must additionally be submitted in a separate file/as separate documents.
- No headers, footers, or page numbers included.
- Headings formatted in APA style. For further information, please see: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>.
- Please avoid the use of stigmatising language (e.g., “offender”) within your article. Instead, please use language such as “people in prison”, “people on probation”, “person with conviction of ...”.

If your article is accepted for publication following the peer review process, you will be asked to then provide:

- A handful of possible ‘pull outs’ from your article. These are the quoted/highlighted content that appear in the centre of some pages of the final articles (please see examples in previous editions: <https://www.crimeandjustice.org.uk/publications/psj>). These should be no more than 20 words long. Please choose these from different parts of your article, and they will be provided to our production manager to select from as the edition is compiled. Once the proof copy of the edition is created, we are very reluctant to allow any changes to the pull outs.
- An abstract of 150-300 words. This will not be part of your article/manuscript, but instead will be used on the webpage where your article will be accessible from once the edition is published.

Editorial arrangements

The editors are responsible for the style and content of each edition, and for managing production and the Journal’s budget. The editors are supported by an editorial board – a body of volunteers who have experience and knowledge of the criminal justice and penal system. The editorial board considers all articles submitted, although the editors retain an over-riding discretion in deciding which articles are published and their precise length and language. The views expressed by contributors are their own and do not necessarily reflect the official views or policies of HMPPS and HM Government.

Reproduction of PSJ materials

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Any reproduction of materials published by the PSJ (in whole or in part) requires the written permission of the editors.

Circulation of editions

Six editions of the Journal, printed at HMP Leyhill, are published each year with a circulation of approximately 4,500 per edition. All editions from May 2011 are available electronically from the website of the Centre for Crime and Justice Studies:

<https://www.crimeandjustice.org.uk/publications/psj>. Earlier editions are in the process of being uploaded to that site.

Subscriptions

The Journal is distributed to every Prison Service establishment in England and Wales. Individual members of staff need not subscribe and can obtain free copies from their establishment. Subscriptions are invited from other individuals and bodies outside of the Prison Service at the following rates, which include postage:

United Kingdom

Single copy	£7.00
One year's subscription	£40.00 (organisations or individuals in their professional capacity) £35.00 (private individuals)

Overseas

Single copy	£10.00
One year's subscription	£50.00 (organisations or individuals in their professional capacity) £40.00 (private individuals)

Orders for subscriptions (and back copies which are charged at the single copy rate) should be sent with a cheque made payable to 'HM Prison Service' to:

Prison Services Journal,
c/o Print Shop Manager,
HMP Leyhill,
Wotton-under-Edge,
Gloucestershire,
GL12 8HL.

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