

# PRISON SERVICE JOURNAL

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## Contents

<b>About the Prison Service Journal</b> .....	2
Purpose .....	2
Aims.....	2
Values .....	3
Editorial Board.....	3
Editors .....	3
Book reviews editor .....	3
Social media editor .....	3
Editorial development scheme .....	3
Editorial board.....	4
Correspondence.....	5
<b>Editorial Management and Publication Procedures</b> .....	5
Editorial Oversight.....	5
PSJ Access.....	6
Publication Disclaimer.....	7
Licensing and Copyright Terms .....	7
International Standard Serial Numbers (ISSN).....	7
Publication Process .....	8
Fees .....	8
Manuscript Preparation .....	8
Peer Review.....	8
<b>Publication Ethics and Publication Malpractice</b> .....	8
Duties of Authors .....	9
Duties of Editors.....	9
Duties of Reviewers.....	10
Publisher Responsibilities .....	10

Generative AI policy .....	11
Purpose .....	11
Core Principles .....	11
Permitted Use (No Declaration Required) .....	11
Permitted Use (Declaration Required) .....	11
Not Permitted.....	12
AI Use Declaration Requirements .....	12
Example AI Use Statements .....	12
Responsibility .....	12

## About the Prison Service 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.

### 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.

## Values

1. **Good quality:** The PSJ aims to ensure that all content published is of good quality, reliable, has been critically considered, and is evidence-informed.
2. **Independent:** All content published in the PSJ is peer reviewed. We also aim to ensure that all content is reflexive, and non-party political.
3. **Practice-focused:** The PSJ aims to publish content that is focused on practice delivery and considers this in relation to applicability, pragmatism, and relevance to the prison service and wider criminal justice system in the UK and internationally.
4. **Inclusive:** The PSJ works to uphold the principles of inclusivity by seeking to publish content that reflects its multidisciplinary and diverse readership. It also works to ensure that content is as accessible as possible for readers.

## Editorial Board

### Editors

Rachel Gibson, PhD	His Majesty's Prison and Probation Service, UK
Marcia Morgan, PhD	His Majesty's Prison and Probation Service, UK
Jack Warman, PhD	His Majesty's Prison and Probation Service, UK

### Book reviews editor

Sacha Darke, PhD	Westminster University, UK
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### Social media editor

Keely Wilkinson	His Majesty's Prison and Probation Service, UK
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### Editorial development scheme

Ciara Wild	His Majesty's Prison and Probation Service, UK
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June 2026

Dr Danna-Mechelle Lewis                      Northumbria University, UK  
Kevin Marshall-Clarke                            HMP Aylesbury

### Editorial board

Elizabeth Allen                                    His Majesty's Prison and Probation Service, UK  
Julia Anderson, PhD                              Ministry of Justice, UK  
Ruth Armstrong, PhD                              Justice Matters, UK  
Jamie Bennett, PhD                                His Majesty's Prison and Probation Service, UK  
Alyson Brown, PhD                                Edge Hill University, UK  
Munazzah Choudhary                              Ministry of Justice, UK  
Flora Fitzalan Howard, PhD                      KTA Research and Consulting, UK  
Richard Garside                                    Centre for Crime and Justice Studies, UK  
Kate Gooch, PhD                                    Bath University, UK  
Karen Harrison, PhD                                Lincoln University, UK  
Susie Hulley, PhD                                 Cambridge, University, UK  
Alice levins, PhD                                  Liverpool University, UK  
Helen Johnston, PhD                                Hull University, UK  
Martin Kettle                                        His Majesty's Inspectorate of Prisons, UK  
Amy Ludlow, PhD                                  ShiFT, UK  
David Maguire, PhD                                Back on Track, UK  
Rachael Mason                                      Lincoln University, UK  
Matt Maycock, PhD                                Monash University, Australia  
William Payne                                        Independent  
Lynn Saunders, PhD                                Derby University, UK  
Lewis Simpson, PhD                                Leeds Beckett University, UK

June 2026

Christopher Stacey	Prisoners Abroad, UK
Helen Nichols, PhD	Hull University, UK
David Redhouse	His Majesty's Prison and Probation Service, UK
Rosie Travers, PhD	His Majesty's Prison and Probation Service, UK
Helen Wakeling, PhD	KTA Research and Consulting, UK
Michael Wheatley	His Majesty's Prison and Probation Service, UK
Darren Woodward, PhD	Arden University, UK

## Correspondence

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# Editorial Management and Publication Procedures

## Editorial Oversight

The Editors are responsible for the style and content of each edition, and for managing production. The Editors (who are unpaid) are volunteers, supported by an Editorial Board – a body of (also unpaid) volunteers who have experience and knowledge of the criminal justice and penal system. Members of the Editorial Board consider all articles submitted (via our peer review process), although the Editors retain over-riding discretion in deciding which articles are published and when, their precise length and language, and may make modifications to ensure published content is in line with in-house style.

The PSJ publishes research/academic articles, book reviews, and interviews. We produce both 'general' and 'special' editions. Content published within general editions is a diverse mix of content brought together and collated by the Editors. For special editions, guest editors are often used. In all cases, the Editors check guest editor's credentials to ensure that they are well placed to bring together and collate content on their chosen topic. The Editors maintain final editorial oversight of all content. This includes the over-riding discretion in deciding whether content will be published in a planned special edition. Papers authored by

guest editors for inclusion within special editions are handled under an independent review process, and do not make more than 25% of the special editions content.

## PSJ Access

The PSJ is published six times per year.

It is an open access journal which means that all content is freely available without charge to the user or their institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. See later section for more details regarding copyright and licensing.

The PSJ is committed to the permanent availability and preservation of scholarly research and ensures accessibility by partnering with the [Centre for Crime and Justice Studies](#) who maintain our digital archive.

The PSJ is free to access online (full editions and individual articles):

<https://www.crimeandjustice.org.uk/publications/psj>

The PSJ Editorial Board is actively working to increase the discoverability of the PSJ and its content. This means that publications may be made available via external indexing services, such as EBSCO, DOAJ, Scopus, PsycInfo, and others.

Print versions of editions can be purchased for a fee (which includes postage):

United Kingdom	
Single copy	£7.00
1 year subscription (organisations or individuals in their professional capacity)	£40.00
1 year subscription (private individuals)	£35.00
Overseas	
Single copy	£10.00
1 year subscription (organisations or individuals in their professional capacity)	£50.00

June 2026

1 year subscription (private individuals)      £40.00

## Publication Disclaimer

The views and opinions expressed in the articles published in the PSJ are those of the authors and do not necessarily reflect the official policy, position, or views of the journal, its Editors, the publisher/His Majesty's Prison and Probation Service, the Ministry of Justice (UK)/HM Government, or the Centre for Crime and Justice Studies.

The journal, its Editors, the publisher, and website host make every effort to ensure the accuracy of all the information contained in its publications. However, they make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the content for any purpose. Any reliance placed on such information is strictly at the reader's own risk.

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All content is provided 'as is' and for academic, educational, and research purposes only.

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Authors may share and distribute their article on websites and repositories immediately upon publication. We ask all authors to ensure that reference to their work being published in the PSJ is included.

## International Standard Serial Numbers (ISSN)

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## Publication Process

### Fees

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

### Manuscript Preparation

Authors should refer and adhere to the PSJ's author guidelines when preparing and submitting manuscripts.

### Peer Review

Peer review assists the Editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavour. The PSJ shares the view of many that all scholars who wish to contribute to the scientific process have an obligation to do a fair share of reviewing.

Submitted manuscripts being considered for publication by the PSJ undergo a two-stage, independent peer review process; the first stage is conducted by at least one reviewer who is an expert in the field, and the second stage is conducted by at least one of the Editors.

Manuscripts submitted to the PSJ (research articles and interviews specifically) that are authored by employees of His Majesty's Prison and Probation Service and Ministry of Justice (UK) need to be additionally approved for publication via the Ministry of Justice's People Group. This process is managed by the Editors and does not impact the editorial independence of the PSJ.

Submitted manuscripts (of any type) that are authored by people in prison, or on probation, are reviewed via the same process used for any other submissions. The naming of such authors within PSJ differs however, and a copy of our policy is available on request.

## Publication Ethics and Publication Malpractice

The PSJ is committed to upholding the highest standards of publication ethics and takes all possible measures to prevent any kind of publication malpractice. All parties involved in the publication process—authors, editors, peer reviewers, and the publisher—are expected to adhere to the following ethical principles.

## Duties of Authors

- **Originality and plagiarism:** Authors must submit only original work. If the work and/or words of others have been used, they must be appropriately cited or quoted. Plagiarism in any form constitutes unethical publishing behaviour and is unacceptable.
- **Multiple submissions:** Authors must not submit the same manuscript simultaneously to more than one journal. Submitting the same manuscript to multiple journals is unethical and unacceptable.
- **Acknowledgement of sources:** Proper acknowledgment of the work of others must always be given. Authors should cite publications that have influenced their research.
- **Authorship of the paper:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study. All contributors who have significantly participated should be listed as co-authors.
- **Disclosure and conflicts of interest:** Authors must disclose any financial or other conflicts of interest that could influence the results or interpretation of their manuscript.
- **Data access and retention:** Authors may be asked to provide raw data in connection with a paper for editorial review and should be prepared to provide public access if possible.
- **Fundamental errors in published works:** When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal's editors (and through them, the publisher) and cooperate with them to either correct the paper in the form of an erratum or to retract the paper.

## Duties of Editors

- **Fair play:** Manuscripts shall be evaluated solely on their academic merit without regard to the authors' race, gender, religious belief, ethnic origin, citizenship, or political philosophy.

- **Confidentiality:** Editors must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher.
- **Publication decisions:** The Editors are responsible for deciding which of the submitted articles should be published, guided by the policies of the editorial board and legal requirements.
- **Disclosure and conflicts of interest:** Editors must not use unpublished information in their own research without the author's express written consent. They must recuse themselves from handling manuscripts in which they have conflicts of interest.

## Duties of Reviewers

- **Confidentiality:** Reviewers must treat manuscripts received for review as confidential documents.
- **Objectivity:** Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.
- **Acknowledgement of sources:** Reviewers should identify relevant published work that has not been cited by the authors. Any substantial similarity or overlap between the manuscript and other published works should be reported.
- **Conflict of interest:** Reviewers must not review manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships with any of the authors, companies, or institutions connected to the papers.

## Publisher Responsibilities

- **Monitoring and enforcement of ethics:** The publisher shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.
- **Corrections and retractions:** In cases of fundamental errors, proven misconduct, plagiarism, or fraudulent publication, the publisher will take appropriate action, including publication of corrections, retractions, or expressions of concern.

- **Archiving:** The publisher ensures digital preservation of published content and implements appropriate measures to ensure data integrity.

## Generative AI policy

### Purpose

The Prison Service Journal supports transparent, ethical use of generative AI to support manuscript preparation. Authors must clearly declare any meaningful use of AI tools and remain fully responsible for the accuracy, originality and integrity of their work.

Meaningful use is defined as any use of generative AI to produce, modify, summarise, translate, analyse, or structure substantive content in the manuscript.

### Core Principles

- AI tools cannot be listed as authors; human authors remain accountable.
- Authors must disclose any use of AI beyond basic proofreading and grammar checking.
- AI must not be used to fabricate or misrepresent data, or to construct arguments or interpretations without methodological transparency/replicability.
- Editors may request further detail on AI use at any stage.
- Authors must independently verify all AI-assisted content (subject to conditions below).
- Undisclosed (where required) or inappropriate use of AI may result in rejection or retraction of articles.

### Permitted Use (No Declaration Required)

Basic proofreading or grammar checking tools (e.g. standard word processor editing tools) may be used without declaration.

### Permitted Use (Declaration Required)

- Summarising or synthesising material
- Translation of the manuscript. All translation needs to be done responsibly and to include human checking.
- Generating or improving images or figures

- Creating tables, graphs, or visualisations
- Supporting with identifying, and writing, references.

## Not Permitted

- Presenting AI-generated content as original data or evidence
- Fabricating or adding references and sources that were not part of the research / work conducted.
- Using AI to populate submitted content with references or sources
- Using AI outputs without human verification
- Using AI to generate original scholarly arguments, interpretations, or conclusions without substantial human intellectual contribution.
- Using AI to analyse data or produce findings without full methodological transparency and reproducibility.

## AI Use Declaration Requirements

Authors must include an AI Use Statement outlining:

- Whether generative AI was used
- Which tools were used (e.g. ChatGPT, Copilot)
- What the tools were used for
- The extent of use

## Example AI Use Statements

Example 1: The author(s) used [tool name] to assist with language editing. All outputs were reviewed and edited by the author(s), who take full responsibility for the content.

Example 2: Generative AI (ChatGPT, OpenAI) was used to assist in drafting early sections of the manuscript and improving clarity of language. No AI tools were used to generate data or research findings. All content has been reviewed and verified by the author(s).

## Responsibility

Authors remain fully responsible for the accuracy, originality and integrity of their work.

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