

Dear Authors,

When submitting your article, please note the following guidelines. Our editorial team can be reached at info@kriminologie.de and will answer any queries you may have.

What you need to send to us

- ✓ **Anonymised manuscript** (that does not contain the name of the author(s) or any information that could be used to identify them) as a **Word file**
- ✓ **Article title** together with the name(s) of the author(s) and their institution(s) contained in a **separate** document
- ✓ **Article summary (abstract)**, max. 150 words
- ✓ **Four to eight keywords listed in alphabetical order**
- ✓ **English** (or, if the article is written in English, **German**) **translation** of the article title, keywords and abstract
- ✓ **Figures, diagrams and charts submitted as separate files** in their original format

Basic formatting

- **Font:** Georgia (size 11)
- **Alignment:** justified (body text), aligned left (headings)
- **Structure:** max. three heading levels (1., 1.1, 1.1.1)
- **Emphasis in running text:** italics
- Please **avoid:**
 - using the tab key or repeat spaces to position text
 - manual hyphenation
 - links to other sections within the manuscript (cross-references, table of contents, hyperlinks)

Tables, diagrams and figures

- Save **diagrams, charts and figures** in their **original format** and as a separate file (they should not be inserted into the text file)
- Scanned diagrams, charts and figures **cannot** be used; please recreate them instead
- **Tables** should be inserted directly into the text; Georgia (size 10), text should be left aligned, numbers right aligned
- Always reference tables and figures explicitly within the text, e.g. '(see Fig. 3)'. Do not use references such as '(see above)'
- Sentences appearing before a table, figure, etc., should end with a full stop

Numbers, currencies and percentages

- Numbers up to and including twelve are written out in full
- Do not use currency abbreviations in the text body (i.e. 30 euros and not EUR 30 or €30)
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Abbreviations

- Use abbreviations consistently and never at the start of a sentence

Copyright

- Citations, charts and figures are subject to copyright. The author is responsible for securing all the necessary rights
- Use of photos: as a rule, it is necessary to obtain the written consent of any person who appears in an image

Proofreading

- Check spelling in accordance with the Oxford English Dictionary, ensure consistency and please use gender-neutral language
- English Articles have been proof-read by a translator and/or native speaker regarding spelling and grammar

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Please adhere to **APA style (7th edition)**, in particular:

- **In-text citations:** footnotes should not be used. Instead, the surname of the author and the year should be included in the text in parentheses, e.g.: ‘Meier (2020) writes that...’; (Meier, 2020)
- **Multiple publications** by one author from the same year should be listed alphabetically and distinguished through the addition of lower-case letters: (Meier, 2020a, 2020b)
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Bibliography

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