

PRISON SERVICE JOURNAL

Purpose and editorial arrangements

The *Prison Service Journal* is a peer reviewed journal published by HM Prison and Probation Service of England and Wales. Its purpose is to promote discussion on issues related to the work of the Prison Service, the wider criminal justice system and associated fields. It aims to present reliable information and a range of views about these issues.

The editor is responsible for the style and content of each edition, and for managing production and the Journal's budget. The editor is 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 and decides the outline and composition of each edition, although the editor retains 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.

About our work

We encourage research, informed by clear thinking and analysis and underpinned by our values. We are committed to:

- Scrutinising the causes of crime and its social regulation through criminal justice.
- Understanding the experiences of criminal justice and penal practices for those who live and work in prisons as well as others who are also affected.
- Exploring different approaches to criminal justice and penal interventions.
- Working in partnership and collaboration to lever real and lasting change.
- Understanding and mitigating the harms of the penal system, including issues of gender, class, race.

In our work we:

- Publish research and analysis on crime and punishment, the process of criminalisation and the penal system.
- Develop holistic, practical and sustainable solutions to the problem of crime and punishment in the UK and beyond.
- Encourage creative networks and coalitions between organisations.
- Engage in public affairs and education work in the areas in which we operate.
- Give voice to the experiences of those who live in, work in, or are affected by, the penal system

We have an impact by:

- Publishing research in our area of interest.
- Bringing people together to share ideas and develop solutions.

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- Providing a platform for people to share experiences and promote ideas.
- Working in collaboration with partners to extend our reach and influence.
- Using media and communications technology effectively.

Reproduction of PSJ materials

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.

All other correspondence may also be sent to the editors at prisonservicejournal@crimeandjustice.org.uk, or by post to:

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

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

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

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c/o Print Shop Manager,

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HMP Leyhill,
Wotton-under-Edge,
Gloucestershire,
GL12 8HL.

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.
- 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 copyright 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>.

If your article is accepted for publication, you be asked to 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 chose 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.