

## Exemplary Practices in Corrections (EPC)

### Submission Guidelines

To be considered for publication in EPC, the program or practice highlighted in the submission must comply with the American Correctional Association's policies on corrections, the principles of the Association and any applicable accreditation standards associated with the theme selected for that issue. It will be the responsibility of the editorial board members to ensure such compliance in the review process. All articles must meet the required deadlines for submission. Each article shall be subject to a blind, impartial, peer review by two editorial board members at least one of whom will be a member of the Exemplary Practices Coordinating Council. If no one on the editorial board has an expertise in the area covered by the submission, a reviewer will be identified and approved from other relevant ACA committees to vote on the submission. Several board members will be designated to serve as "backup" reviewers who have an expertise in research and program evaluation.

The members will vote to "accept the submission," "accept the submission with revisions," or "reject the submission." Those submissions accepted with revisions must be returned within the specified deadline to be considered for publication.

Editorial board members may sponsor submissions for consideration. They will not be involved in the review process for such submissions. These articles will be subject to the same blind peer review process as those submitted by non-editorial board members.

All submissions must comply with the following editorial guidelines.

- The submission must have the written approval of the agency Director or equivalent.
- The article must be limited to 3-5 pages in length.
- An abstract must be included with the submission that is no more than 150 words in length.

- The article must highlight or showcase an “exemplary practice” in corrections with sections organized using the following headings: introduction (include discussion of mission/goals); development and implementation; supporting data and outcomes; and the conclusion.
- The article must demonstrate that the “exemplary practice” is evidence-based or has been evaluated and that it has shown its effectiveness for twelve months or more.
- The “exemplary practice” must show promise or be capable of replication by other jurisdictions and/or agencies with comparable resources and staffing.
- The “exemplary practice” complies with relevant ACA standards, policies, and principles. (Note: These criteria are nearly identical to those used in the ACA’s 1998 monograph entitled *Best Practices: Excellence in Corrections*.)

All articles shall be submitted to the address and name of the American Correctional Association publications staff designated as the editorial assistant to EPC. Articles shall include the author’s name, job title, agency or organization, address, and phone number.

Authors are encouraged to keep references and citations to a minimum and to include them as endnotes. If the submission is accepted, any subsequent editing will be done in good faith and to format the article in accordance with the editorial guidelines. The editing will not change the substance or content of the article. The author(s) will be given an opportunity to proof the final edited version of their submission and at that point will be expected to sign a publication agreement.