POLICE CHIEF

Manuscript Guidelines

- Articles should be **original work, previously unpublished**, and not simultaneously submitted to another publication. Previous publication includes posting on personal or organizational websites.

  Exceptions for content published outside of North America may be made at the editor's discretion. Authors hold the responsibility to notify *Police Chief* of any such circumstances when submitting content and for obtaining necessary permissions for any material previously published in full or in part.

- Articles should clearly **demonstrate practical relevance** to law enforcement executives and provide them with **information they can apply** to their agencies and/or officers. Including lessons learned, recommendations, or similar information is strongly encouraged.

- Articles should be **authored by professionals in the field or law enforcement officers**. Other articles will be considered, but those by law enforcement are preferred.

- Manuscripts are subject to a multi-stage review and editorial process; the editor reserves the right to edit and revise submitted manuscripts prior to publication.

- Feature articles (main articles) should be 2,000–3,500 words long; exceptions may occasionally be made for online bonus material or at the editor's discretion.

Style

Police Chief house style is based on the most recent edition of *The Chicago Manual of Style (CMOS)*. Articles will be edited to align with *CMOS* and our internal style guides. Please adhere to the following guidelines for articles:

- Articles should be explanatory, rather than anecdotal—keep direct quotations to a minimum.

- Manuscripts must be written in **third person** (he, she, they, it). First-person (I, we, our) submissions will only be permitted in rare circumstances at the editor's discretion.

- **Images/figures are encouraged**. Please see the submission guidelines for graphics below.

- Authors are encouraged to submit other forms of multimedia, as well, to accompany and enhance the digital versions of their articles.

Notes/Citations

Police Chief uses endnotes—manuscripts should not have footnotes, in-text citations, or reference lists. Instead all notes should be marked in the text in brackets (i.e., [1]) and the corresponding citations or information should be listed at the end of the manuscript, also with bracketed numbers.

Endnotes are published with the web version of the article, but typically do not appear in print.

- Follow *CMOS* guidelines in §14 for endnote formats.
- Do NOT use Microsoft Word's automatic footnote/endnote functions
- Citations (via endnotes) are required for all statistics, court cases, quotations, facts, and works mentioned. This includes quotes from personal conversations, emails, interviews, and so forth.
- Sources may include texts, people, websites, internal documents, periodicals, newspapers, etc., but citations from uncontrolled sources such as Wikipedia are not permitted.

Images and Other Media

- Do not embed graphics (e.g., images or figures) in text; instead, mark their placement in brackets. (i.e., [Insert Figure 1 here]). Provide any necessary captions along with the placement instructions.

- **Provide graphics as separate files. They must be high-resolution (300 dpi+) image files.** Preferred files types are JPEG (.jpg, .jpeg) and PNG (.png).

- Videos and other media intended to complement online articles (online bonus articles and digital republications of printed articles) will be used at the digital manager's discretion. Acceptable video file types include .mp4, .mov, .wmv, and .mpg. We can also accept interactive elements and other features suitable for online publication.

Submission

Preparing your manuscript:

- Ensure your manuscript adheres to the guidelines above. Variation from the above without the direct permission from the editor may result in the rejection of a manuscript.

- Avoid over-formatting submissions. **Do not use decorative fonts, headers/footers, page numbers, colored text, text boxes, or other formatting elements**. Submissions should be in Times New Roman, Calibri, Aptos, or a similar font, and should be clean documents (no tracked changes or comments).

- Acceptable file types are Microsoft Word (.doc or .docx) or other editable text files (.txt). Please do not send PDFs, InDesign, Pages, or WordPerfect files.

- Include a brief author bio and an author headshot with the article. All submissions must include the author's name, position/title, organization, mailing address, and e-mail address.

- Articles with multiple authors should clearly identify the lead author/main point of contact.

Submitting your manuscript:

- Upload submissions and accompanying files (images, bios, etc.) via the online platform, accessible via the link at www.policechiefmagazine.org/submit-an-article.

- Submissions undergo a multistage review process. This process, along with the need to evaluate space and schedule availability, means it can take 6–12 months for an author to receive notice of a decision to publish. Manuscripts not selected for publication are returned without criticism or comment.

Policies and Payment

- Authors do not receive compensation for published articles—they receive byline credit and five complimentary copies of the issue.

- IACP holds exclusive manuscript rights between acceptance and publication. Authors must withdraw their manuscript from consideration if they wish to submit it to another publication.

- Upon publication in *Police Chief*, copyright is held by IACP. This applies regardless of whether the article is published online or in the print magazine. Permissions for reprints or reuse are granted by the IACP on a case-by-case basis, but are typically approved.

- It is the author's responsibility to ensure they have permission to use photographs and other materials. Additionally, the submission of an article indicates to the IACP that all authors/contributors are open to the publication of the article in *Police Chief* and/or on www.policechiefmagazine.org.

Questions

Editorial

Danielle Gudakunst
Managing Editor
703-647-7321
dgudakunst@theiacp.org

Magazine Copies/Reviews/Manuscript Status

Alec Diradourian
Circulation Assistant
diradourian@theiacp.org