



Law Enforcement Executive Forum

Submission Guidelines

General Information

The acceptance criteria for all articles are the quality and originality of the research and its significance to our readership. The subject matter must provide a clear and consistent message related to law enforcement and criminal justice issues and their relation to those in leadership roles, whether formal or informal.

Manuscripts are considered provided they have not been published previously or concurrently submitted for publication elsewhere and its publication has been approved by all co-authors, if any, as well as by the responsible authorities. In the case that a manuscript is found to have already been published, the manuscript will be denied and the author(s) of that work will be banned from submitting manuscripts to the *Forum* in the future.

Authorship must be limited to those who have contributed substantially to the work. All collaborators should have in place an appropriate process for reviewing the accuracy of the reported results. The publisher will not be held legally responsible should there be any claims for compensation.

Book reviews and research notes will be considered for publication. No submission will be published until recommended by referees, who will review blind copies.

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Article Format

Manuscripts should be in English, typed double-spaced, and should not exceed 25 pages, inclusive of the narrative, tables, references, appendices, and figures. Pages of each copy must be sequentially numbered.

The journal follows the *Publication Manual of the American Psychological Association* (6th ed., 2009) for article format and citations. Please refer to the References sections in past issues for examples. *Webster's Third New International Dictionary* (3rd ed., 1993) is the standard reference for spelling.

Manuscripts should be compiled in the following order:

- Title page
- Abstract
- Key words
- Main text
- Acknowledgments
- References
- Appendices(as appropriate)
- Table(s) with caption(s) (on separate pages)
- Figure(s) with caption(s) (on separate pages)

Material which is not essential to the continuity of the text (e.g., proofs, derivations, or calculations) should be placed in Appendices.

Two separate electronic files will be needed to complete the submission:

1. *The title page* – The title page should include a running head (no more than 35 characters), the manuscript title, and the author’s name and contact information (including e-mail, phone number, and mailing address). A brief biographical statement describing each author’s current affiliation and rank should also be included in the title page. In addition, one author should be designated as the corresponding author on the title page.
2. *The main document* – The main document should not contain any identifying information of the author(s). The first page of the main document must be a blinded title page, including the title only. The second page should include an abstract of no more than 200 words. Authors are also asked to provide up to six key words or phrases that characterize the contents of the paper. These will be used for indexing and data retrieval purposes. The main text of the manuscript should start from the third page of the main document.

Online Submission

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