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*Acta Criminologica: Southern African Journal of Criminology*  
**EDITORIAL POLICY**

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*Acta Criminologica: The Southern African Journal of Criminology*, is a peer-reviewed academic journal that promotes academic and professional discourse and the publishing of research results on the subject of crime and victimisation, conflict, deviance, abuse of power and reaction to crime and other crime-related phenomena in the broad Criminological Sciences and applied criminal justice field. *Acta Criminologica* is an accredited journal approved by the South African Department of Education and Higher Training and is published regularly by the **CRIMINOLOGICAL AND VICTIMOLOGICAL SOCIETY OF SOUTHERN AFRICA (CRIMSA)** (first published in 1988). Annual paid-up members of CRIMSA will automatically be subscribed to *Acta Criminologica* (hard copy or e-journal options).

An article contribution to the editor(s) will only be considered provided it has been edited and is **ready for processing**, namely: language edited, stylistically polished and carefully proofread and to follow the technical format and referencing guidelines as provided below. Manuscripts not following the journal style, referencing technique, technical format and language edited will be returned to author(s) for correction and re-submission before being sent out for refereeing. In submitting an article, author(s) acknowledge that it is their own original work and that all content sourced from other authors and/or publications have been fully recognised and referenced according to the guidelines for authors.

**Review and refereeing of submitted articles**

According to the *Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions*, research output is defined as “**textual output where research is understood as original, systematic investigation undertaken, in order to gain new knowledge and understanding**” (Ministry of Education, 2003: 3). Therefore, an uncritical synthesis of literature without contributing any new insight to existing knowledge falls outside the scope of this definition. Furthermore, “**peer evaluation of the research is considered a fundamental prerequisite of all recognised output and is the mechanism of ensuring and thus enhancing quality**” (Ministry of Education, 2003: 3-4).

The Journal also subscribes to and follows the peer review principles and guidelines as outlined in the Academy of Science of South Africa (ASSAF) document: *National Code of Best Practice in Editorial Discretion and Peer Review for South African Scholarly Journals* (ASSAF, 2008).

Accordingly, the Editorial Team will carefully examine submitted article manuscripts with a view to the selection of appropriate peer reviewers (who should be scholars who have not previously co-published extensively with the author(s), who are for this and other reasons free of known bias in relation to the subject matter, the author(s) and/or their institutions, and who can cover, from a position of authority and peer expertise, the topic(s) dealt with in the article concerned. In other words, they are recognised experts in a specific specialist field in the disciplines served by this journal. The Editor(s) will submit article contributions to referees (in a double blind review process) for evaluation and may alter or amend the manuscript in the interests of stylistic consistency, grammatical correctness or coherence. The refereeing process is always anonymous and the identity of referees will remain confidential. It remains the prerogative of the editors to accept or reject for publication any submission and their decisions are final. They will not enter into any debate or correspondence regarding any decision made. Evaluators agreeing to referee articles are requested to provide, where possible, critical and constructive feedback on the work of their peers. They are requested to make a recommendation based on the following:

- i. Accept for publication in its present form;
- ii. Accept with minor revisions as indicated; or
- iii. Resubmit with major revisions in accordance with critical and constructive feedback provided;
- iv. Reject (unlikely to be accepted even after revision). In this instance, it would be senseless to provide feedback and the decision of the editors would be final.

Apart from scientific shortcomings or inconsistencies, the following evaluative criteria are considered:

- The theme is academically significant (timely, important, in need of addressing);
- The theme contributes to an existing (professional) body of knowledge (knowledge useful);
- Author(s)' goals and objectives are clearly stated;
- The article addresses (unpacks) themes logically, consistently and convincingly;
- The article demonstrates an adequate understanding of the literature in the field;
- The research design is built on adequate understanding, evidence, informational input;
- The interpretative potential of the data/information has been realised;
- The article demonstrates a critical self-awareness of the author's own perspectives and interests;
- Holistically, the article is properly integrated and clearly expresses its case measured against the technical language of the field (theory, data and critical perspectives are well structured and the presentation is clear);
- Conclusions are clearly stated and adequately tie together the elements of the article;
- The standard of writing (including spelling and grammar) is satisfactory;
- The APA/Harvard *Acta Criminologica* adapted reference techniques/methods consistently applied throughout the article (see below: *Guidelines for authors*, for more detail);
- Sources consulted are sufficiently acknowledged (included in a list of references) and consistently cited to:
  - supply academically sound **evidence** on which the author's observations, statements, and/or conclusions are based;
  - enable readers to **consult** original sources themselves (precisely stating where and/or under which circumstances); and
  - **acknowledge** the authors (source) from whom information was taken.

Effective and detailed source referencing is of paramount importance. Articles will be scrutinised and checked for bibliographic references and any proven evidence of plagiarism (including self-plagiarism where more than one-third of previously published work by the author(s) is being used in the author(s)' submitted article) will result in non-publication.

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1. In order to cover the costs of reviewing; language editing/copy editing; technical layout and formatting; hardcopy printing and bulk mailing; website maintenance costs – online hosting and archiving), the journal charges an article processing fee. This will be levied at the discretion of the editors for every article published in the Journal. NGOs, unaffiliated authors, international scholars who do not have access to research grants to fund expenses of this nature, may be exempted.
2. The publication fees are the following:
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4. The publication fee invoice will only be sent to author(s) for payment upon full publication (web-publishing and hardcopy) of an article.
5. Manuscripts for publication or enquiries pertaining to *Acta Criminologica* should be directed to:

**The Editor-in-Chief: Prof Lillian Artz**

**Email:** [EditorActaCriminologica@gmail.com](mailto:EditorActaCriminologica@gmail.com)

**\*\*Note this is the only email to use for article submissions.**

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While the journal broadly subscribes to the principles of 'Open Access' as enshrined in *The Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities* (2003), the Society's journal has cost implications in terms of printing hardcopies; web-archiving (by Sabinet); language editing; bulk mailing (posting of hardcopies); upkeep of website; and technical formatting costs in terms of time and money in CRIMSA's self-publishing the journal. These operational expenses necessitate that the Society has implemented the following in terms of providing academic access to the journal's research articles:

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Journal editions and tables of contents can also be accessed via the following website:

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Note that currently volumes/issues dating from 1988 to 1998 (volumes 1-11) have been scanned in and are freely available (without subscription) as part of the African Journals Archives (see CRIMSA/ActaCriminologica website Table of Contents and go to 'Archive' or access via [http://reference.sabinet.co.za/sa\\_epublications/crim](http://reference.sabinet.co.za/sa_epublications/crim)).