
EDITORIAL POLICY

Acta Criminologica: The African Journal of Criminology and Victimology

Acta Criminologica: African Journal of Criminology & Victimology, 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 SOCIETY OF AFRICA (CRIMSA)** (first published in 1988). Annual paid-up members of CRIMSA will automatically be subscribed to the e-journal version of *Acta Criminologica*.

NOTE TO AUTHORS BEFORE SUBMISSION:

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).

ONLINE SUBMISSION OF ARTICLES TO JOURNAL

Submission process for articles: All submissions are to be made online. Please use the following link: <http://powerreview.aptaracorp.com/crimsa/acta>, for the online submission of your article to the journal. Use this secure website to submit a manuscript and follow its progress through the peer review and editorial processes.

If you are not yet registered, please click on: “New user signup”. You will be issued a login ID and password for your own site: confidentiality is strictly observed. Please retain your login ID and password for future submissions and editorial transactions.

When making a submission author(s) will be requested to upload two separate files, namely:

1. First file simply to be titled: Title. This file to contain the following information:
 - i) Author title (e.g.: Mr/Mrs/Ms/Dr/Prof);
 - ii) Full name(s) + Surname;
 - iii) Academic/professional affiliations including position at organisation/university (e.g.: Lecturer/Senior Lecturer/Professor/Researcher/Postgraduate Student, etc.). Department, School, Faculty, University, City.
 - iv) Contact details (email+mobile).
 - v) If you have an **ORCID ID**, this can also be added in this section.
2. A 2nd file, containing only the paper title, followed by an: Abstract and the full text/body of the paper with a full detailed List of References. This file to be named with an abbreviated/shortened title of the paper topic. No information contained in the ‘Title’ file, should be included in this second file.

3. Please ensure that both files have had all embedded personal (author) identification information removed. This can be done by: Going to the tab: 'File'. Scroll down index to and click on: 'Info'. Go to: 'Inspect document'. Click on: 'Check for issues' (to check for hidden/embedded properties/information & author's name). Click on: 'Inspect document' and click on: 'Inspect'. Tick all 'boxes' in list and click again in box: 'Inspect'. 2nd ticked box ('Documents Properties and Personal Information') click on button: 'Remove all' and close (then you can save the file and proceed to making a submission online).
4. Both files must be in MSWord (see document: *Guidelines for Authors: Technical and formatting (article structure) requirements* for additional technical formatting requirements).

Enquiries pertaining to *Acta Criminologica* that cannot be addressed through the online system should be directed to:

The Editor-in-Chief: Prof Francois Steyn
Email: EditorActaCriminologica@gmail.com

Please ensure that, as the author of the submitted article, you have complied fully with all the requirements, instructions and guidelines in the three documents (as per the CRIMSA website) titled: i) *Editorial Policy*; ii) *Guidelines for Authors (Referencing Style)*; and iii) *Guidelines for Authors (Technical and Formatting (Article Structure) Requirements)*.

SUBMITTING AN ARTICLE FOR PEER REVIEW

1. Submitting a manuscript:

An article contribution to the journal will only be considered provided:

- a) It has been edited and is ready for processing, namely: been language edited; stylistically polished and carefully proofread; accurately follows the referencing guidelines; and has been technically formatted as per journal requirements – all outlined in the three website documents listed above.
- b) 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 acknowledged and referenced (cited) according to the *Guidelines for Authors* documents.
- c) The contribution follows the journal style, referencing technique, technical format and been language edited. Submissions not in compliance with the guideline documents (as listed above) will be returned to author(s) for correction and re-submission before being sent out for refereeing.

2. The Editorial Team:

The Journal 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:

- a) 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.
- b) will submit manuscripts 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.
- c) ensure that the refereeing process is always anonymous, and the identity of referees remain confidential.

3. Acceptance, rejection and processing of a submitted manuscript:

- a) 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.

- b) 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:
- Accept for publication in its present form;
 - Accept with minor revisions as indicated; or
 - Resubmit with major revisions in accordance with critical and constructive feedback provided;
 - 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;
 - Sources consulted are sufficiently acknowledged in the text (and full detailed listing 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.
- c) 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.
- d) The authors bear full responsibility for the accuracy of the factual content of their contributions and indemnify CRIMSA or its agent against any loss, damage, cost, liability or expense, including legal and professional fees arising out of legal action against the CRIMINOLOGICAL SOCIETY OF AFRICA (CRIMSA) or its agent with reference to actual or alleged infringement of copyright or the intellectual property rights of any natural or legal person. Copyright of all published material is vested in CRIMSA.
- e) The views and opinions expressed by the authors are not necessarily those of the editor(s) or CRIMSA and do not necessarily reflect the policies or views of CRIMSA. Authors are solely responsible for the content of their articles.

PUBLICATION DIVERSIFICATION

Multiple articles submitted from one institution need to conform to the 2017 publications policy of the Department of Higher Education & Training for accredited journals which is encapsulated in the journal's editorial policy (which is available on the CRIMSA website). This policy, inter alia, states that:

“In March 2017, the DHET instituted the following rule: (5.10(c)): At least 75% of contributions published in the journal must emanate from multiple institutions.”

In other words, only 25 percent of articles accepted for publication may be from one university/organisation. Accordingly, multiple submissions from the same university/institution are placed in a queue according to date received and only 25 percent of those articles (different authors) will be accepted in a specific edition of the journal, and so a specific university's queued submitted articles will be processed and apportioned accordingly into regular and special editions in line with the DHET's *25 Percent Rule*.

Against the background of the DHET criteria, the need for the journal to ensure a diversity of publications (institutional, author and disciplinary diversity), and to increase opportunities for emerging and other researchers, the practice of submitting multiple papers per annum will no longer be accepted. During 2018 the Editorial Team saw fit to make changes to the journal's *Editorial Policy*, by adding specific new submission criteria, namely:

“Acta Criminologica will not be accepting multiple submissions from the same author(s) within any given publication year”.

The Journal will therefore, as from 15 October 2018, limit the number of articles submitted in any one publication year to:

- a) One (1) sole-authored paper; or
- b) Two (2) co-authored papers, *per annum*.

In other words, the submission(s) should not add up to more than one Publication Subsidy Unit per author per annum as per DHET policy document on research outputs.

However, there is a caveat to the above new guidelines on number of papers submitted by one author (or co-authors) per annum, in that if a submitted article has been accepted for publication a new submission may be made but again on the understanding that such submission will be placed in the review system for processing only in the following publication year.

ARTICLE PROCESSING FEES

1. A publication and production (page) processing fee (language editing; technical formatting; copyediting; printing; hardcopy mailing; and website maintenance costs) 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.*

The current publication processing fees are the following:

Paid-up CRIMSA members:	R3 000
Non-members:	R3 500

Note: The annual membership form for CRIMSA (membership includes subscription to the e-journal format of the journal (authors and deposit institutions will receive hardcopies) can be downloaded from the CRIMSA website at: www.crimsa.ac.za.

2. Where substantial changes are deemed necessary, contributions may be referred back to the authors for finalisation. Alternatively, where articles exceeding the prescribed length are accepted for publication, an additional fee of **R200.00** per page may be levied. In the instances where submissions are not satisfactory (i.e., ready for processing) and require additional attention from the editors and language editor, an additional fee of **R1 650.00** may also be levied, notwithstanding the authors' status as members.
3. The publication processing fee invoice will only be sent to author(s) for payment upon full publication (online web-publishing and hardcopy) of an article.

NOTE ON OPEN ACCESS

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 of 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:

1. **Restricted access (Paid Open Access):** This refers to accessing and downloading the journal's articles from the SABINET archives via university library annual SABINET subscription to their *SA_ePublications* (Sabinet African Electronic Publications) account (see: www.sabinet.co.za, for more information). This provides immediate subscription-based access to the journal's archived articles from the date such articles are uploaded on the CRIMSA/SABINET website.
2. **Free Open Access.** All journal articles have a **12-month free open access embargo** – similar to other publishing houses' policies on open access – placed on them but after the expiry of the 12-month embargo (from date of publication/loading on CRIMSA/journal website) all author(s) can request the pdf copy of the article from the Editor-in-Chief or download their article(s) from the website via their university libraries and deposit such article(s) file(s) in their university research repositories. In addition, such files can then (on the expiry of the 12-month embargo) also be uploaded to such open access websites as *Academia*, *ResearchGate* or *Google Scholar* for the further open access dissemination of published articles and to boost the journal's *Impact Factor*.

Table of contents of all volumes/issues (1998- to present)

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

<http://www.crimsa.ac.za/acta.html>

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).