



Drug Court Review

Author Guidelines

Article Manuscript Submission

Authors should email manuscripts as Microsoft Word documents to ndcrc@american.edu with “Drug Court Review Submission” in the subject line. Manuscripts must be submitted **no later than July 21, 2019**. Early submissions are welcome.

JPO regards the submission of a manuscript to the *Drug Court Review* as a commitment to publish herein; a simultaneous submission to another journal is not permitted. Authors will be notified of acceptance decisions, including revision requests, **between September 16 and September 27, 2019**.

Manuscripts not meeting the following minimum requirements may be returned to the author(s) without undergoing review:

- As Microsoft Word documents
- Chicago Manual of Style format
 - Double-spaced
 - 12-point font
 - 1-inch margins at the top, bottom, left and right
- Title Page Document
 - Manuscript title
 - List of authors and their affiliations
 - Corresponding author’s contact information (email, phone number, mailing address)
 - Brief one-paragraph biographical sketch for each author
- Manuscript Document (blinded)
 - Maximum of 35 pages
 - All author names and identifying information are to be removed
 - Title at top of first page
 - An abstract (maximum of 200 words)
 - List of keywords
 - Any notes should be numbered and presented as footnotes
 - Tables and Figures in a separate document numbered consecutively by type throughout the article. Insert a location note in the appropriate place of the manuscript text.
 - For example: [Table 1 about here]
 - Citations and References: Chicago Manual of Style format (17th edition)
- Tables and Figures Document
 - Numbered consecutively by type (Table 1, Table 2, Figure 1, Table 3, Figure 2)

- Because manuscripts will undergo revisions, each figure and table (even small ones) should be on a separate page
- Attestation Document
 - An explicit statement that the submission reflects the original work of the author(s) and is submitted solely to the *Drug Court Review*
 - An explicit statement of IRB approval must accompany any submission involving research with human subjects

Peer-Review Process

After July 21, 2019, each manuscript will undergo a four-week double-blind peer-review process. The editor in chief will assign manuscripts to two to three subject matter experts highly familiar with the topic and/or methodology. Experts may include practitioners, scientists, policymakers, or administrators.

Using the peer review form supplied by the editor in chief, peer-reviewers are requested to provide written critiques suitable to be communicated directly to the author(s). Peer-reviewers are also asked to make an editorial recommendation:

- Accept as is
- Accept with minor revisions
- Revise and resubmit
- Reject

Papers may be accepted, rejected, or returned to the authors at any point in the peer-review process. The managing editor will provide authors with the Editorial Board's decision and blinded peer reviews. If revisions are requested to a manuscript, they must be received by the editor in chief **no later than October 20, 2019**, unless prior approval is granted for an extension.

Please direct all inquiries regarding the manuscripts and the submission and peer-review processes to the National Drug Court Resource Center at ndcrc@american.edu or Dr. Julie Baldwin, editor in chief, at jbaldwin@american.edu.