AIPIO JOURNAL - **Instructions to Authors**

Aims and Scope

The AIPIO Journal is a refereed publication dedicated to the advancement of the discipline of intelligence studies. The Journal aims to be a medium for professionals and scholars to exchange views on contemporary issues in Australian and international intelligence practice. The Editorial Committee welcomes contributions related to all aspects of intelligence theory and practice and/ or studies in the application of intelligence in related disciplines (for e.g. intelligence and terrorism or intelligence and peacekeeping).

The Journal seeks to encourage a broad cross fertilisation of ideas from all AIPIO members and non-members working in the field of intelligence. Research and thematic articles relating to different practice contexts such as national security, law enforcement and business intelligence are welcome. Synopses of professional/workplace projects backed by appropriate references, conference papers and research contributions from University students and postgraduates in the field of intelligence are also welcome.

The Journal is an independent, non-partisan forum. It seeks to disseminate the diverse findings of its contributing authors and does not advocate positions of its own.

Submission and Editorial Procedures

High quality submissions are welcome and should be submitted to the Managing Editor, Rebecca Vogel, email: journal@aipio.asn.au. Manuscripts should be emailed as Word attachments.

Submissions should include the article with the identity of the author removed, together with a separate cover sheet that includes an abstract of the submitted paper of no longer than 200 words, three keywords, and the author's name and full contact details. A short biographical statement (up to 70 words) must also be included for each author. The Editorial Board assumes in submitting an article for publication, that the author has received any necessary clearances from his/her employer for their work to be published in the Journal. Manuscripts submitted for publication must not contain any classified material.

Evaluation of submissions involves blind peer review by the AIPIO Editorial Board. The Managing Editor or members of the Editorial Board reviews these comments and, where appropriate, communicate them directly to the author. Where necessary, the Managing Editor will also confer with other members of the Editorial Board. The Managing Editor will inform the author of whether or not the original or revised paper has been accepted for publication in the Journal.

The criteria for evaluating the suitability of the submissions for publication are:

- Rigorous and insightful analysis
- Relevance and interest of the article to AIPIO Journal readers.
- Accessibility to the general readership and not only to specialists in the area addressed.
- Topicality and use of up-to-date sources.
- Adequacy and thoroughness of coverage of the topic (e.g. coverage of theoretical concepts and/or practical applications).

- Adequacy and clarity of tables, diagrams and figures included.
- Treatment of topic in a way that makes a contribution to the theory and practice of intelligence.
- Avoidance of plagiarism
- Clarity of expression
- Conformity to APA style specifications.

Length and Format of Submissions

Scholarly Articles
Submitted articles should be approximately 5,000 words, double spaced, and should be accompanied by an abstract of 200 words. Three keywords should be included beneath the abstract. Copies should be submitted with names removed and with contact details attached separately. All article submissions are sent out for blind peer review. Before publication, proofs will be sent to authors for amendment and must be returned to the Managing Editor by the deadline given.

Practitioner Perspectives
The Journal welcomes submissions providing analysis, commentary and debate on specific topics related to current Intelligence practices and concepts in the areas covered by the Journal. Responses to published articles or book reviews are also welcome. Contributions should be between 2,000 and 5,000 words. Submissions should include an abstract of up to 200 words, and three keywords listed beneath.

Book Reviews
The Journal encourages succinct, evaluative reviews of books relevant to the interests of the Journal. Reviews should provide a descriptive and evaluative summary and a brief overview of the work's significance in the context of current theory and practice. Reviews should also clarify any conceptual trends and developments arising from the reviewed work. Reviewers are encouraged to contact the Managing Editor concerning their book of interest before writing the review. Submissions should be between 800 and 1,500 words.

Layout and Style

All submissions to the Journal must conform to the following guidelines. Times New Roman font should be used, with a font size of 12. Spelling and grammar should conform to English (Australian) standards. Numbers up to and including ten should be spelled out. All acronyms should be expanded at the time of their first use. Submissions should be double-spaced with pages numbered consecutively.

Title page
In the following order, include the title, abstract of 200 words and three keywords. Do not use underlining. The author's name should be omitted.

Headings
Headings should be left justified, in sentence case, with only the first letter of headings and proper nouns capitalised. Do not use underlining. Major headings are in bold; middle headings are bold and italicised and minor headings are italicised. Indicate new paragraphs by using one extra line space and indenting the first line.

Quotations
Short quotations should be included in the body of the text in double quotation marks with the author and source cited. Quotations of more than 50 words should be set off from the text and indented without quotation marks.

Tables and figures
Number tables and figures consecutively. Table headings should be placed at the top of a table, and figure headings below the figure.

Referencing
APA (author-date, 6th edition) system is followed.

In general, author's surname and year of publication is given in brackets after the cited text (Johnson & Adams, 1988).

- For direct quotes, also add the page number (Johnson & Adams, 1988, pp. 27–8).
- Where there are three or more authors, list all authors the first time you cite the source (Kernis, Cornell, Sun, Berry, & Harlow, 1993); subsequently list only the first author's name and et al. (Kernis et al., 1993).
- If there is no author, use a short title ('New drug', 1993).
- For websites, use paragraph number if no pages given (Johnson, 1988, para.7).
- For websites, if author is unknown, cite website URL (http://www.mq.edu.au , 1988, para.7).

The reference list should be structured as follows, and ordered alphabetically by author at the end of the manuscript:

- **Books**

Johnson, G.H., & Adams, F.I. (1998). Harper's connection (3rd Ed.). Boston: Penguin Books.

(For no author) Harper's connection (1990). Canberra: Australian Government Publishing Service.

(For edited books) Forgas, J. P. (Ed.). (2000). Feeling and thinking: The role of affect in social cognition. New York: Cambridge University Press.

- **Chapters in books**

Macklin, R. (1983). Conflicts of interest. In T. L. Beauchamp & N. E. Bowie, Ethical theory and business (240–46). Englewood Cliffs, New Jersey: Prentice-Hall.

- **Journal articles**

Johnson, G.H. (1988). Harper's connection: Exploring the alternatives. Journal of Arctic Exploration, 33(4), 78–99.

- **Government documents**

Department of HM Inspectorate of Constabulary. (1999). Police integrity, England, Wales and Northern Ireland: Securing and maintaining public confidence. London: Home Office Communication Directorate/HMIC.

- **Newspaper articles**

Johnson, G.H. (1988, August 2). Harper's connection. The Australian, 78–9.

- **Web documents/sites**

Johnson, G.H. (1988). Harper's connection. Retrieved from http://www.mq.edu.au/

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 For any further information related to submissions to the Journal, please contact the Managing Editor, Rebecca Vogel, journal@aipio.asn.au.