13 August 2020

Dear manuscript author,

The Police University College publishes previously unpublished manuscripts in its series (e.g. theses from universities and universities of applied sciences are generally already publicly available) that serve police training, police activities and internal security, their planning, management and development.

The Police University College's publication series include

a) Police University College Studies

High-quality police manuscripts that meet the basic standards of scientific research and provide new knowledge are published in the Studies series. A manuscript published in this series, unlike the manuscripts published in other series of the Police University College, is peer reviewed.

b) Police University College Textbooks

Professional literature that develops the competence of, in particular, police officers but also others working in the security sector are published in the Textbooks series.

c) Police University College Reports

Research reports that are more narrow in scope are published in the Reports series. Publications in the Reports series do not include, for example, a theoretical background/literature review, an open weighing of the validity of observations and conclusions, or a detailed description of research methods. They provide justified information that is relevant to the planning, evaluation or development of the police sector, internal security or police training.

d) Police University College Reviews

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Manuscripts that are short reports, various types of plans, critical reviews or summary reports are published in the Reviews series. Reviews are published as online publications.

Note that a manuscript submitted for consideration for Studies and Reports series must include the following in addition to the actual body text:

- Abstract (both in Finnish and English),
- Text of the back cover of the publication (in Finnish and English for textbooks),
- diagrams saved in a separate file (editable format) and
- alternative text for diagrams, charts, tables and images that supports accessibility (see saavutettavasti.fi).

When proposing a manuscript for publication in a Police University College series, submit the manuscript as a single document in electronic format to the secretary of the Publications Committee:

Terhi Nupponen
The Police University College of Finland
terhi.nupponen@poliisi.fi

Manuscript

The manuscript must be complete, linguistically finalised and in one electronic Word document. The recommended length for the manuscript is less than 40,000 words. Manuscripts that are more extensive than this will only be published for justified reasons. The recommended length for manuscripts in the reviews series is less than 6,000 words. When necessary, use the services of an external proofreader. The structure of the Studies and Reports series is: Cover, Front Page, Summary, Abstract, Contents, (possibly: Foreword, Figures, Tables, Terminology), body text, (possibly: Summary), References, Appendices, Back Cover.

Summaries
Manuscripts submitted for consideration to the Studies and Reports series must include a brief summary

In Finnish and a corresponding abstract in English. The summary will not be placed om the publication data columns.

The back cover text on textbooks acts as a sufficient summary for the textbook and this is translated into English.

Reviews do not need an English abstract.

Contents

A manuscript must contain a table of contents showing the numbering of the headings and page numbers.

Styles

Plain text is adequate. Do not use italics, hyphenation, columns, align both edges of the text, or use any other styling Styles can be used in headers to create an automatic table of contents.

Body text

Leave a 1 line space between paragraphs. Do not indent the beginning of paragraphs or titles. Indent quotes and use quotation marks. No spaces except between words (Remember this also in tables). Check spelling and grammar.

Source references

Source references can be either within the text (Tuori 1998, 12–14) or as footnotes[1]. When referencing a source, we recommend the use of the MS Word References function and the APA referencing style. As a rule, the selected reference technique is followed consistently and accurately throughout the manuscript. The correct use of the references must be checked before submitting the manuscript.

Reference list

The reference list is appended to the end of the text. The list shall be drawn up in alphabetical order according to the surname of each source author. Information provided on the source include the surname and first name of the author, the year of publication, the name of the work, place of publication and the publisher. Information provided on magazine articles used as references include the author's surname and first name, year of publication, article name, magazine name, year, magazine number and article page numbers. Internet references must include the author, the year,

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[1] Tuori 1998, 13–14

the web address and the date on which the website was viewed. All the sources that appear in the text must be found in the Reference list. When referencing a source, we recommend the use of the MS Word References function. The reference list must be compiled in a consistent manner.

Diagrams, tables and images

It is recommended that results be presented as diagrams and tables. Diagrams and tables must be created using MS Office or similar applications. We recommend that you use the colour scale black-grey -white and clear, colour-independent line types for diagrams. Diagrams must be submitted as a separate, editable file. Tables and diagrams are given titles. The titles must also be easy to understand without reading the actual text. Titles must be placed above tables, but below images. Tables and diagrams must have consecutive numbering. Photos are named as images, given titles, and numbered. The author must have the right to use them.

Publishing process

The manuscript must be sent to the secretary of the Publications Committee

Check that all the necessary parts of the manuscript are included (body text, abstract in Finnish and English, and back cover text). Include your contact information. Also, specify the Police University College series to which you are submitting your manuscript for consideration. A manuscript submitted at least five working days before a Publications Committee meeting will be discussed at the meeting in question.

First meeting of the Publications Committee

The secretary of the Publications Committee shall enter the manuscript offered for publication to the agenda of the meeting. The Publications Committee then assesses the suitability of the manuscript for the publication series of the Police University College. If the manuscript is assessed as a potential publication in terms of its topic and its method, the committee will appoint a sponsor for the manuscript. The sponsor is responsible for appointing the necessary manuscript evaluators, for putting together their evaluations and for publishing the publication matter for a later presenting a proposal for publication to the Publications Committee on the basis of these.

When a manuscript is submitted for consideration in the Studies series, the sponsor makes a preliminary assessment of the quality of the manuscript, and, on the basis of this, the Publications Committee decides on the referee procedure. At this stage, the sponsor may contact the author

regarding their observations related to the manuscript. A manuscript submitted for consideration in the Reports or Textbooks series is evaluated by two readers, of which one can be the sponsor appointed for the manuscript. On reader's evaluation is sufficient for publications submitted to the Reviews series.

Referee procedure

As a rule, experts from the Police University College are used in the evaluation. The committee will always request referee statements from at least two external experts for manuscripts submitted to the Studies series. A statement from an external expert may also be requested for manuscripts offered to other series. The peer review procedure (referee procedure) is anonymous in both directions. The aim is to obtain statements within approximately one month. Based on these statements, the Publications Committee then decides on the publishing of a manuscript or any changes to the manuscript required from the author. After making the changes, the author must submit the revised manuscript and an account of the changes they have made to the Publications Committee.

Publications Committee meeting and cost agreement

At the proposal of the sponsor, the Publications Committee makes a decision on publishing, as well as on the text's publication series and format. The approved manuscript will published either exclusively electronically or both electronically and in printed form (Reviews only electronically). Publishing will require the preparation of a cost agreement with the author or authors.

Layout

The Police University College of Finland will order the layout work, assume responsibility for the costs incurred and submit the text in its final layout electronically to the author for review. At this point, it will no longer be possible to make significant changes to the text. At this point, the main aim of the review is to search for errors that may arise at the time of layout and to approve the text for printing.

Publication cover pages

The Police University College's standard covers are used in all publications in the Police University College of Finland's publication series.

Communication

The author of the manuscript must write a proposal for a press release (approximately 1 page). (No press release is generally written for publications in the Reviews series). The press release text will be sent to the Police University College's Communications Services (viestinta.polamk@poliisi.fi). The press release is finalised in a joint effort between the Communications Services and the author, also

taking into account any comments made by the Police University College Director and Chief of Research. The publication date and other matters related to communication are agreed upon by the author and the Police University College Communications Services.

Please note that the duration of the publishing process from providing a manuscript to a finished printed work is approximately 3 months (Shorter for reviews).