Instructions for the author of the manuscript

From manuscript to a publication

Police University College Publishing's Instructions for the author of the manuscript: From manuscript to a publication in the Polamk publication series (dated 14 December 2023) to be implemented by decision POL-2023-175238.

Contents

1 Police University College publication series

In the publication series, Police University College (Polamk) publishes previously unpublished manuscripts [1] that support the planning and development of policing and internal security, as well as teaching at the Police University College. Our publications are mainly electronic online publications, accessible free of charge at the Theseus.fi [2], Finna.fi [3] and Research.fi [4] services.

Police University College publication series are

a) Police University College Studies

> In the Studies series, we publish manuscripts related to the field of policing and that meet the basic standards of scientific research, and provide new knowledge. A peer review that meets the criteria of the Federation of Finnish Learned Societies [5] is performed on manuscripts published in the series.

b) Police University College Textbooks

> In the Textbooks series, we publish professional literature that furthers the skills and knowledge of the police and others working in the security sector.

c) Police University College Reports

> In the Reports series, we publish various systematic analyzes, reports and descriptions, based on a scientific approach.

d) Police University College Reviews

> In the Reviews series, we publish manuscripts that are, for example, short reports, working documents [6], literature reviews or summary reports.

---

[1] The theses of universities and universities of applied sciences, for example, are usually publicly available.

[2] https://www.theseus.fi/

[3] https://www.finna.fi/?lng=en-gb

[4] https://research.fi/en/

[5] https://www.tsv.fi/en/services/label-for-peer-reviewed-scholarly-publications/requirements-for-use

[6] Working documents can be based, for example, on conference presentations or material resulting from the preparation of project plans.

2 Propose your manuscript for publishing

The recommended length of manuscripts proposed for Police University College's Studies, Textbooks and Reports series is 30,000 words at maximum, except for compilations, for which the recommended length is 40,000 words. We only publish manuscripts longer than this for justified reasons. The recommended length for manuscripts in the Reviews series is 8,000 at maximum.

The topic of the manuscript must be suitable for the publication series for which it is proposed. Authors are responsible for ensuring that they have the appropriate research permits for materials used, and have complied with the principles of research ethics. We publish manuscripts in Finnish, Swedish or English.

We publish digitally accessible publications in our series. Prepare the manuscript as an MS Word file and follow the checklist below to ensure that we receive your manuscript in a clear, understandable and accessible format. Practical guidelines on how to easily improve web content accessibility are available online at [Saavutettavasti.fi](https://www.saavutettavasti.fi/) [7] (in Finnish).

2.1 Edit the content to make it readable and accessible

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 and Back Cover. In each language version, include key words at the end of the Summary page. Name the files related to the publication in a clear and uniform manner.

Header

The main header of the manuscript must be brief and informative. The main header can be specified with a sub-header, if necessary.

Summaries

The manuscript includes a short summary in Finnish, Swedish and English. Publication reference columns are not used in the summary. The summary in Swedish and English must include the translated name of the publication below the header. Polamk will obtain translations, if needed.

In textbooks, the back cover texts serves as the summary, and it must be translated into Swedish and English.

---

[7] https://www.saavutettavasti.fi/

Contents

The manuscript must contain a table of contents showing the numbering of the headers and page numbers. Use styles in headers to create the table of contents automatically. Name the chapters of your manuscript briefly and informatively. Do not use more than three header levels.

Publications in the Police University College publication series have a specific visual layout and the final layout of the published manuscript will be prepared accordingly (see 3.3).

Body text

Plain style is adequate. Align the text to the left and leave a 1 line space between paragraphs. Do not use hyphenation and do not indent the beginning of paragraphs or headers. However, indent quotes and use quotation marks.

Use header styles in order to ensure accessibility of the text: for example, after Header 1 style comes Header 2 style, not Header 3 style.

In body texts, spaces only between words and, in line with accessibility requirements, also between text and footnote number. The same applies to text in tables. Use caution when highlighting parts of the text, and use bold instead of italics. Check spelling and grammar.

Source references

Source references can be either within the text or as footnotes. When referencing a source, use the MS Word References function (Add footnote) and the APA referencing style (7th edition) [8]. As a rule, the selected reference technique must be followed consistently and accurately throughout the manuscript. Check the correct use of references before submitting the manuscript.

Reference list

Include all references in the text in the reference list. Append the reference list to the end of the manuscript and prepare the reference list consistently:

- 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.
- For magazine articles, the information provided include the author's surname and first name, year of publication, article name, magazine name, year, magazine number, article page numbers and DOI (Digital Object Identifier), if available.
- Internet references must include the author, the year, the web address and the date on which the website was viewed.

---

[8] https://apastyle.apa.org/

Diagrams, tables and images

We recommend presenting the results in clear diagrams and tables. Diagrams and tables must be created using MS Office or similar applications.

Images or diagrams need not necessarily be placed in the text file. It is sufficient to indicate the image location in the manuscript (for example: Diagram 1 approximately here). Captions can be included in a separate paragraph next to the indication of the image location. In any case, submit all diagrams in a separate MS Excel or MS PowerPoint file that can be modified, and check that the file does not include links to other files.

Write alt-texts, that is, alternative descriptions for diagrams and images: if the user cannot see the image, what will they miss? Include the alt texts in a separate file in the same order as the text. If the content of the diagram is explained in the text itself, the alt text can be a short mention of the topic and that the content is included in the text on the page.

A screen reader reads tables in the same way as body text. Place the table directly in the MS Word file, in a format that can be modified, and create as simple tables as possible to make them understandable also for readers using a screen reader. Include a header row in the table with a separate header for each column. Alt texts are not needed for tables.

Use clear headers for tables and diagrams to make them understandable even without reading the text itself. For tables, the header is placed above the table, and for diagrams, below the diagram. Consecutive numbering is used for tables and diagrams. Add a point after header numbers (for example: Diagram 2. This is the header text of an image).

Photos are named as images, given titles, and numbered (for example: Image1.JPG). It is the author's responsibility to ensure the right of use of photos in the publication. Include information about the photographer with the photo.

2.2 Submit the material to the Police University College by email

Check that your email message includes all required parts: body text, summaries, back cover text and files for diagrams, tables and images, including alt texts. Enclose your contact details. Also, specify the Police University College publication series, one or several, for which you propose your manuscript.

Send your manuscript by email to Polamk as an MS Word document that is as complete as possible, to tutkimus.polamk@poliisi.fi. Address your message to the secretary of the Publication Committee.

3 Your manuscript will be sent for review

Police University College Publication Committee convenes approximately once each month to discuss topical matters in publishing. A manuscript submitted at least five working days before a Publication Committee meeting will be discussed at the meeting in question.

3.1 Publication Committee discusses proposed manuscripts

The secretary of the Publication Committee will enter the manuscript proposed for publication in the agenda of the meeting. The Publication Committee then assesses the suitability of the manuscript for Police University College publication series. 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 appoints the experts for evaluating the manuscript and puts together their evaluations. The sponsor will then present the results of the review round to the Publication Committee.

A manuscript submitted for consideration in the Reports, Textbooks or Reviews series is evaluated by two readers, one of which can be the sponsor appointed for the manuscript. For a manuscript submitted for consideration in the Studies series, the sponsor makes a preliminary assessment of the quality of the manuscript. Based on the assessment, the Publication Committee decides on the referee, that is, the peer review procedure. For manuscripts submitted for consideration in the Reports series, the committee will request referee statements from at least two external experts. A statement from an external expert may also be requested for manuscripts proposed for other publication series.

3.2 The manuscript will be peer-reviewed

As a publisher, the Police University College is committed to promoting in its operations the principles of the Finnish Association for Scholarly Publishing's peer review guidelines [9] (in Finnish) and the Finnish National Board on Research Integrity (TENK)'s Guidelines for the responsible conduct of research [10] (pdf). We also operate in line with the criteria for using the Federation of Finnish Learned Societies' rules relating to the granting and use of peer review ID. These criteria are met, when

- a publication has at least two external, independent expert reviewers
- the review is made on the basis of scientific criteria
- the review statements are submitted to the author
- the review process is documented
- information on the review are submitted, by request, to the Federation of Finnish Learned Societies or the Finnish National Board on Research Integrity.

---

[9] https://tiedekustantajat.fi/ohjeet/vertaisarviointi/
[10] https://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf

By proposing a manuscript for publication, the author accepts the peer review processes of scientific publishers. Likewise, when agreeing to review an article or a book, the reviewer accepts the peer review processes and documentation procedures of scientific publishers.

The peer review process is anonymous in both directions. The aim is to obtain statements within approximately one month from the Publication Committee having appointed sponsors for the publication. Based on the statement, the Publication Committee decides on the publishing of a manuscript or delivers to the author information about any changes required to the manuscript. The Committee will also submit the statements received to the author. The author will submit the revised manuscript and an account of the changes made to the Publication Committee.

The following information will be saved on approved and rejected peer-reviewed manuscripts:

- the date the manuscript was received
- names of the authors and header of the manuscript
- reviewers' names and statements
- decisions on publishing and the dates of sending them.

3.3 The manuscript moves on to the publishing process

At the proposal of the sponsor, the Publication Committee makes a decision on publishing of the manuscript and the final publication series. Publishing will require drawing up a publishing contract with the author or authors. The publishing contract transfers the copyright of the work to the Police University College.

Publication layout is made in line with the visual layout of Police University College publication series. Polamk will order the layout work and assume responsibility for the costs incurred. The Secretary (Research) will coordinate the layout process, submit the layout versions electronically to the author for checking and approves the final layout. If necessary, diagrams, images and tables will be modified to ensure accessibility. Individual diagrams can be prepared together with the layout editor.

During the layout process, it is no longer possible to make significant changes to the text. Modifications required for layout are made during the process and the work is approved for publishing. The timescale of the publishing process from proposing a manuscript to a finished printed work is approximately three months. Approved manuscripts are primarily published in electronic format.

3.4 Communication about the publication with communications professionals

We prepare a news item of publications in the Police University College publication series for publishing in the police intranet and on the [Police University College website](#) [11]. The news item will also be highlighted in Police University College social media channels. Our topical publications and their themes are discussed in Police University College RDI forums.

When you have signed the publishing contract, please contact Police University College Communication services and agree on communications about your publication

---

[11] https://polamk.fi/en/front-page

(viestinta.polamk@poliisi.fi). It is up to you to summarize the key points of your publication for the media release on the publication (approximately one page). Based on that, Communication services will prepare a draft release to be finalized with you. The schedules for communications and practical matters are agreed with Communication services. Police University College Communication services are responsible for translations of communication materials into Swedish and English.