



Submission and Style (APA) Requirements for Contributors

Private Influences, Privatization, and Criminal Justice in Canada

Edited by

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We are very pleased that you have agreed to contribute to this volume. Please refer to this guide for your chapter title, word count, and submission date (**July 31, 2019**).

UBC Press has a well-established reference book program and publishes books across social sciences and humanities. While there is some subject variance, these titles follow a well-established and highly successful model. Please assist your volume editors and the press by preparing your chapter in strict accordance with the following style and formatting requirements

Publisher (as per advance contract): UBC Press
Chapter Due Date: July 31, 2019
Word Count: 7,500 to 8,000 words (maximum; inclusive of references)

Chapter Content

Your chapter should offer an informed, though not necessarily exhaustive, introduction to the topic you have agreed to consider. It should generally provide:

- A robust synthesis of current scholarship and scholarly debates
- A narrative of the topic/issue under consideration through clear examples from the literature and (when appropriate) from your own research
- A rigorous analysis of the case study/topic/theme you have proposed

The target audience for this volume includes both undergraduate and graduate students, but also scholars (including those in other disciplines), as well as practitioners. The chapters should assume some prior knowledge of the field in general. We are seeking nuanced discussions of your proposed topic with clear, lively, and interesting discussion.

Length

Your chapter has a very strict word limit of no more than **8,000 words**, inclusive of references, but not abstracts, keywords, and biographical notes. Please ensure you keep within this limit as over-length chapters will have to be cut.

Title

Please title your chapter based on the proposal that you submitted to the editors. If you must change the title, please email one of the editors as soon as possible.

Presentation of Your Chapter

Please prepare your chapter in accordance with the following guidelines:

- The first page should indicate
 - The title of your chapter, in upper- and lower-case letters
 - Authors names, including any initials, as you wish them to appear in the book
 - The word count of your chapter (inclusive of references) in the upper-left corner
 - A 50- to 150-word abstract
 - Between 5 and 10 keywords
- The default style is the *Publication Manual of the American Psychological Association* (6th ed.). Please follow this style in every and all respects (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- Use Canadian English spelling and punctuation conventions (i.e., “ize” rather than “ise”; “colour” rather than “color”).

- Quotations of less than 30 words should be incorporated within the flow of the text and identified with “double quotation marks”. Longer quotations should be set apart from the main text, indented, and separated from the text on either side by one empty line.
- At the end of each chapter, please provide
 - A list of references in APA style
 - A short biographical note of yourself of no more than 75 words
- Submit your chapter directly by email to Alex Luscombe (alex.luscombe@mail.utoronto.ca) as a **Microsoft Word document**, no later than the deadline of **July 31st, 2019**.

Abstract/Keywords

Please supply a 50- to 150-word abstract and between 5 and 10 keywords for your chapter. They should be included on the title page between the title and the main text of your chapter (which will begin on the following page).

The Abstract is a brief synopsis of your chapter and should cover key themes, concepts, methods, and theoretical perspectives.

Keywords should be broad and thematic – they are designed to increase the “discoverability” of the chapter and increase readership for your chapter. Terms can include

- The general subject area of your chapter
- Specific topics/concepts covered
- Names of key figures mentioned or referenced in your text
- Methodologies
- Specific geographic or national territories under consideration
- Specific temporal periods
- Keywords should not include the title

Biographical Note

Your biography should be **no more than 75 words** for each contributing author. The biography should include your name, position, institutional affiliation, followed by a concise description of your research or key/recent publications. The biographical note will appear in the list of authors at the front of the volume.

Footnotes

Footnotes are **strongly** discouraged. Please try to keep all discussion and explanation within the main text of your chapter and present all references as specified. If you absolutely must elaborate a point that is essential outside of the main flow of text, please use the footnote feature in Microsoft Word.

Abbreviations

If you use abbreviations and/or acronyms, spell out at first mention, followed by the abbreviation or acronym in parenthesis, and thereafter use just the abbreviation/acronym. Please check whether there are standard abbreviations for your subject area before assigning your own.

Headings

- Two (2) levels of subheadings are sufficient
- Headings should be left unnumbered
- Levels of subheading should always be distinguished as follows:

First Level Heading is bold, centered

Second Level Heading is italicised, left flush

- Please do not type headings in all capital letters or with different typefaces. Use capital letters for words in headings only where this is required (i.e., first word and then any proper nouns).

Tables

Any and all tables should be embedded within your chapter at the point where you would like them to appear.

- Number tables consecutively throughout the chapter
- In the text, there should be at least one reference to each table by number: e.g. (see Table 2)
- Any table or figure should be given a title that describes what it is about: e.g. (Table 2: Brief description of table)
- If you cannot embed the table at the point at which you want it to appear, please indicate clearly in the text where it should be placed: e.g. [Table 2 near here]

Illustrations

There should be **no** photographs or other illustrations included in your chapter.

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All questions can be directed to one of the volume editors:

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Webpage with further info:
<http://www.dereksilva.org/privatization>