



NATIONAL  
CORRECTIONAL  
INDUSTRIES  
ASSOCIATION

**NATIONAL CORRECTIONAL INDUSTRIES ASSOCIATION, INC.**

800 North Charles St. \* Suite 550B \* Baltimore, MD 21201 \* (410) 230-3972 \* Fax (410) 230-3981

## **NCIA News Author Guidelines**

For more than half a century, the National Correctional Industries Association (NCIA) has operated as an international, nonprofit professional organization of individuals, agencies and companies, both public and private, who are committed to:

- promoting excellence and credibility in the field of Correctional Industries through the professional development of its members;
- increasing public awareness of the benefits of Correctional Industries as programs that provide real-world work experience and training to offenders in order to prepare them for successful reentry and employment after their release, and
- supporting innovation in and the development of offender work programs.

NCIA is the leading voice in Correctional Industries. Our readers consist of correctional industries administrators, mid-managers, shop supervisors, sales and marketing staff, as well as commissioners, wardens, suppliers and vendors, consultants, legislators and educators.

*NCIA News* an integral part of NCIA's mission and is one of the primary ways NCIA reaches its members. *NCIA News* is a 40-48 page newsletter published quarterly. Our readership is estimated to extend to 8,000 key industry and corrections professionals.

We seek articles of direct relevance to the field of Correctional Industries, including stories chronicling new program startups or re-structuring, innovative approaches to Correctional Industries, interviews and profiles of key industry players, the latest in correctional industry equipment and technology, and news and commentary about the industry.

### **Article Submissions and Manuscript Review Process**

All articles must be submitted with a cover letter or email that includes your name, full address, phone, fax, and e-mail address. We accept manuscripts for publication in electronic file format only via e-mail and created in a recent version of Microsoft Word or Adobe Acrobat. *No scanned documents will be accepted.*

If you are a for-profit entity, we request that you ensure that articles are written in a generic format regarding a particular technology or topic, and do not promote your company's products and services in any way. The subject matter should be focused on the benefits to the Correctional Industries field rather than a promotional article about your company. It is highly preferable that for-profit entities have a correctional industries practitioner or agency co-author the article.

You may be contacted during the review process to discuss any comments or questions about your completed manuscript. Rewrites may be requested at this time to accommodate NCIA's concerns. Once your article has been accepted, our editorial department will review your article to ensure it meets NCIA's standards for clarity, punctuation, grammar, and style. If your article requires extensive editing, the editors will try to allow you to review the changes before publication.

**Style:** Use one line of space between paragraphs, and do not indent the first line of paragraphs. Please do not use footnotes. If a References or Resources section is necessary, please format all references to match the Chicago Manual of Style, 15<sup>th</sup> ed. NCIA encourages authors to write in the active voice for a clear, concise style. Headlines should be as brief as possible while conveying the point clearly. Short subheadings should be used to help guide readers through the article. Editors will insert headlines and subheads when necessary.

**Length:** Manuscripts for feature articles should run between 500 and 1500 words.

**Editing:** *NCIA News* reserves the right to edit manuscripts to ensure conciseness, clarity and stylistic consistency and to fit articles to available space. If an article requires extensive editing, NCIA will return the edited article to the author for review and comment before publication. However, time does not always permit this.

**Photos:** Pictures to accompany articles are welcomed and encouraged. We accept photos in JPEG, PNG or PDF format with a resolution of at least 300 dpi. Authors should provide photo captions in either the image file's name, at the end of the article, or in the article submission email. *Please do not mail photos or embed photos within the article body.* Although we try to use as many photos as possible, we cannot guarantee that every photo submitted will be published. Offenders appearing in photos must authorize the use of their image(s) in the article. The author may send in a photo release already on file for each offender, or, have each offender sign NCIA's written release form. To obtain NCIA's written release form, please contact Jared Boze at [jared@nationalcia.org](mailto:jared@nationalcia.org).

**Author identification:** The author should include his or her professional title, work affiliation, complete address, telephone and fax numbers, and e-mail address. Indicate whether you wish to include contact information in the published article. Bylines include author name, title and work affiliation.

**Copyright transfer:** NCIA holds the copyright for all editorial content published in *NCIA News* unless otherwise noted at the end of each article. All accepted manuscripts and their accompanying illustrations become the permanent property of NCIA, and may not be published elsewhere in full or in part, in print or electronically, without written permission from NCIA.

**Disclosure:** Each author must disclose any financial, economic or professional interests that may influence positions presented in the article.

Manuscripts should be sent to:

Jared Boze  
800 N. Charles St.  
Suite 550B  
Baltimore, MD 21201  
Email: [jared@nationalcia.org](mailto:jared@nationalcia.org)