

CEPA-Journal

Guidelines for writing an article (October 2015)

CEPA-Journal is an important source of information for the members of CEPA committees, for former graduates of CEPA-courses and seminars, for the staff of National Contact Points and for Police departments that permanently work in the field of international cross-border crime.

The journal is published three times a year. The main goal of the editorial department is to publish informative, current and practice-oriented contents; the editorial department relies on the contribution of the colleagues belonging to the "CEPA-family".

Who can be the author?

Everyone who would like to write an article, a report, a reader's letter, an interview, an anecdote...in relation to the activities of CEPA.

What should authors pay attention?

The message of the article is very important. Therefore, we do not expect the text written in a special form. All the articles are editorially revised by the Central Coordination Office; afterwards a graphic designer will work on the article. You would make our job much easier, if you pay attention on the following points:

- Write your article as a continuous text, left justified in "Verdana 11 Point". Please avoid the usage of the return-key. Use this key only if you want to make a paragraph deliberately.
- In case of enumeration, please let the structure points begin on the left column margin. Please use only the enumeration points (•)! Use the standard function "Bullet" for your text format (MS-Word etc.)

For an easier graphical integration, every table, charts or PowerPoint presentations should be sent as a separate file.

- Headings should be clearly marked;
 - The size of main heading: **Verdana 18 points/bold**
 - The size of second headings: **Verdana 12 points/bold**
- **Legends**
 - for photos and charts in the text – the size: *Verdana 9 points cursive/not bold*
 - Inserts about the author under the title of the article – the size: **Verdana 11 points/bold**
 - The name of the department of the author should be inserted also under the title of article - the size: *Verdana 11 points/not bold*
- Please insert the **blank lines** as follow:
 - Before the headlines
 - Before and after the enumerations
- **Do not use any footnotes!**

They are not included in the layout of the journal. Endnotes are permitted as exception.

- Each article should be provided with a filename, which corresponds with the title.

The journal looks much more "alive", if it contains pictures. So, please send always pictures! You should pay attention on the following points:

- Each article should contain at least two pictures (if possible more). The editorial department has the possibility to choose the adequate pictures. In principle, pictures should contain people, because these are more impressive as pictures from building or different spaces.
- Every digital picture or photo should be sent as **data file** in ".jpg" format.



- That pictures maintain its quality during printing, at least 300dpi is required.
- Please name pictures so that the non-involved persons can associate the picture with the article.

- Please write an explanation of the picture, for ex.:

.....
"Picture of the group _ seminar _xx"
Explanation: "Prof. Eisenbart with the participants in the seminar"
.....

- **Sending pictures as attachment of an e-mail:**

Please pay attention that e-mail server can reject pictures bigger than 5MB. In case of doubts, please send a CD also.

The agreement of an author

Providing an article for the CEPA-Journal, the author agrees that this article will be available for police and other law enforcement authorities of CEPA member countries.

The editorial team