

# THE NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE

## Magazine Author Guidelines

### **Scope and Content**

The *New Jersey Police Chief*, is the official publication of the New Jersey State Association of Chiefs of Police, a professional organization committed to excellence in delivering quality service to our membership, the law enforcement community, and the citizens of New Jersey. The *New Jersey Police Chief* is published ten times during the year to serve the police leadership in New Jersey. The Magazine accepts unsolicited articles which are of interest to the membership. It is the policy of the New Jersey State Association of Chiefs of Police that all articles reflect only the views of the author and that publication of articles or advertisements within the *New Jersey Police Chief* does not constitute endorsement by the Association or its agents of products, services, or views expressed herein.

### **Submission of Articles**

Articles submitted for publication in the *New Jersey Police Chief* must be sent as an e-mail attachment to [njsacop@njsacop.org](mailto:njsacop@njsacop.org). Submission is not a guarantee of publication. All content is subject to editorial review, acceptance, copy editing, and space allotment. Every effort will be made to return submissions that do not comply with the Author Guidelines to the author for possible resubmission at a later date.

Articles must be prepared using Microsoft Word®. All graphic images must be submitted as separate graphic files in either .jpeg or .tiff file format at 300 dpi. The deadline for submission of articles for the next issue of the magazine is the 20<sup>th</sup> of the month.

Submitted articles must include and be written as follows:

- a. A proposed title
- b. Author's name/title/designations/organization as desired in the publication byline
- c. Articles should not exceed 3,000 words
- d. Please avoid abbreviations, if at all possible
- e. Lists, bullet points, and subheadings should be avoided

Author warrants that information submitted in article:

- is factual and truthful,
- does not contain libelous or unlawful statements,
- does not infringe upon the rights of others,
- contains no information which may cause harm or injury,
- the article has not been copyrighted by an other entity,
- no previous publication copyright exists for the submitted article, and
- hereby assigns author copyright, if any, to the Publisher.

Author agrees to indemnify and hold harmless the Publisher, its editors, contractors, and agents from any and all claims, damages, and expenses which may arise for alleged breach of author warranties, to hereby assign any and all rights, including any copyright to the submitted article to the publisher. The Publisher may publish the article in the intended publication, and in additional media in print or electronically, including the Internet, and the Publisher may at its discretion authorize reprinting and refuse of the article, with pledge to acknowledge the Author's authorship.

Author acknowledges that:

- submission of article is not a guarantee of publication, and
- the publisher, its editors, contractors, and agents may edit the article for any purpose, including but not limited to style, length, content, consistency and/or to provide editorial clarification.

**New Jersey State Association of Chiefs of Police**  
**One Greentree Centre, Suite 201, Marlton, NJ 08053**  
**p] 856.988.5880 f] 856.810.0223 e] njsacop@njsacop.org w] www.njsacop.org**