

## **AIPIO Journal — Instructions to Authors**

### **Aims and Scope**

The AIPIO Journal is a refereed publication dedicated to the advancement of the discipline of intelligence studies. The Journal aims to be a medium for professionals and scholars to exchange views and present new and original research on contemporary issues in Australian and international intelligence theory and practice. The Editorial Committee welcomes contributions related to all aspects of intelligence theory and practice and/or studies in the application of intelligence in related disciplines (e.g. intelligence and terrorism, intelligence and peacekeeping and intelligence and security).

The Journal seeks to encourage a broad cross-fertilisation of ideas from all AIPIO members and non-members working in the field of intelligence. The Journal strongly encourages submissions that focus on themes relating to different practice contexts such as national security, law enforcement and business intelligence. Professional/workplace projects, conference papers and research contributions from university students and postgraduates in the field of intelligence are also welcome.

The AIPIO Journal is an independent, non-partisan forum. It seeks to disseminate the diverse findings of its contributing authors and does not advocate positions of its own.

### **Submission and Editorial Procedures**

High quality submissions are welcome and should be submitted to the Managing Editor, email: [journal@aipio.asn.au](mailto:journal@aipio.asn.au) Manuscripts should be emailed as Word attachments.

Submissions should include an anonymised copy of the article (with the identity of the author removed), together with a separate cover sheet that includes an abstract (no longer than 200 words), three keywords, and the author's name and full contact details. A short biographical statement (up to 70 words) must also be included for each author. The Editorial Board assumes in submitting an article for publication, that the author has received any necessary clearances from his/her employer for their work to be published in the Journal. Manuscripts submitted for publication must not contain any classified material.

Evaluation of submissions involves blind peer review by the AIPIO Editorial Board. The Managing Editor or members of the Editorial Board review these comments and, where appropriate, communicate them directly to the author. Where necessary, the Managing Editor will also confer with other members of the Editorial Board. The Managing Editor will inform the author of whether or not the original or revised paper has been accepted for publication in the Journal.

The criteria for evaluating the suitability of the submissions for publication are:

- Rigorous and insightful analysis
- Relevance and interest of the article to AIPIO Journal readers.
- Accessibility to the general readership and not only to specialists in the area addressed.

- Topicality and use of up-to-date sources
- Adequacy and thoroughness of coverage of the topic (e.g. coverage of theoretical concepts and/or practical applications)
- Adequacy and clarity of tables, diagrams and figures included
- Treatment of topic in a way that makes a contribution to the theory and practice of intelligence
- Avoidance of plagiarism
- Clarity of expression
- Conformity to APA style specifications

## **Types of Submissions**

### ***Scholarly Articles***

Submitted articles should be approximately 5,000 words, double spaced, and should be accompanied by an abstract of 200 words. Three keywords should be included beneath the abstract. Copies should be submitted with names removed and with contact details attached separately. All article submissions are sent out for blind peer review. Before publication, proofs will be sent to authors for amendment and must be returned to the Managing Editor by the deadline given.

### ***Practitioner Perspectives***

The Journal welcomes submissions providing analysis, commentary and debate on specific topics related to current Intelligence practices and concepts in the areas covered by the Journal. Responses to published articles or book reviews are also welcome. Contributions should be between 2,000 and 5,000 words. Submissions should include an abstract of up to 200 words, and three keywords listed beneath.

### ***Book Reviews***

The Journal encourages succinct, evaluative reviews of books relevant to the interests of the Journal. Reviews should provide a descriptive and evaluative summary and a brief overview of the work's significance in the context of current theory and practice. Reviews should also clarify any conceptual trends and developments arising from the reviewed work. Reviewers are encouraged to contact the Managing Editor concerning their book of interest before writing the review. Submissions should be between 800 and 1,500 words.

## **Format of Submissions**

### ***Layout and Style***

All submissions to the Journal must conform to the following guidelines. Times New Roman font should be used, with a font size of 12. Spelling and grammar should conform to English (Australian) standards. Numbers up to and including ten should be spelled out. All acronyms should be expanded at the time of their first use. Submissions should be double-spaced with pages numbered consecutively.

### ***Title page***

In the following order, include the title, abstract of 200 words and three keywords. Do not use underlining. The author's name should be omitted.

### ***Headings***

Headings should be left justified, in sentence case, with only the first letter of headings and proper nouns capitalised. Do not use underlining. Major headings are in bold; middle headings are bold and italicised and minor headings are italicised. Indicate new paragraphs by using one extra line space and indenting the first line.

### ***Quotations***

Short quotations should be included in the body of the text in double quotation marks with the source cited. Quotations of more than 50 words should be set off from the text and indented without quotation marks.

### ***Tables and figures***

Number tables and figures consecutively. Table headings should be placed at the top of a table, and figure headings below the figure. If tables/figures are not self-generated, permission must be obtained from the original publisher, this also applies to new figures/tables that derive substantially from a copyrighted source.

### ***Referencing***

APA (author/date, 7th edition) system is followed. For further on this referencing style, refer to the Publication Manual of the American Psychological Association, Seventh Edition (2020).

In general, author's surname and year of publication is given in brackets after the cited text (Schmidt, 2017).

- For direct quotes, also add the page number (Davies, 2018, pp.11-12).
- Where there are three or more authors, write only the first author's name and et al. (Osborne et al., 2017), including the first citation.
- If there is no author, use the first few words of the title instead ("New strategy", 2015). If it is a title of a work that is standalone (e.g. book), italicise instead of using double quotes.

The reference list should be ordered alphabetically by author at the end of the manuscript. Examples of referencing are as follows, for further references, refer to the Publication Manual of the American Psychological Association, Seventh Edition (2020).

- Book

Dery, M. (2018). *Born to be posthumous: The eccentric life and mysterious genius of Edward Gory*. Little, Brown and Company.

*(For edited book - print)*

Slater, A. M., & Quinn, P. C. (Eds.). (2012). *Developmental psychology: Revisiting the classic studies*. Sage.

*(Chapter in edited book)*

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). Guilford Press.

- Journal article

Rosenfeld, N., & Steffens, J. (2019). Effects of audiovisual congruency on perceived emotions in film. *Psychomusicology: Music, Mind, and Brain*, 29(4), 200–208. <https://doi.org/10.1037/pmu0000242>

- Report by a government agency

National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). U.S. Department of Health and Human Services, National Institutes of Health. [https://www.nhlbi.nih.gov/files/docs/resources/lung/NACI\\_ManagingAsthma-508%20FINAL.pdf](https://www.nhlbi.nih.gov/files/docs/resources/lung/NACI_ManagingAsthma-508%20FINAL.pdf)

- Newspaper article

Brody, J. E. (2007, December 11). Mental reserves keep brains agile. *The New York Times*. <https://www.nytimes.com/2007/12/11/health/11iht-11brod.8685746.html>

- Webpage

*(Individual author)*

O'Hara, D. (2019, November 14). *Study of human intelligence at center of Michael Gardner's career*. American Psychological Association. <https://www.apa.org/members/content/gardner-human-intelligence>

*(Group author)*

ACT Raising Safe Kids Program. (n.d.). *About the ACT raising safe kids program*. American Psychological Association. <https://www.apa.org/pi/prevent-violence/programs/act>

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When submitting an article to the AIPIO Journal, authors should also include with their article an additional page with the following sentence:

I (name of author) transfer copyright of my article (insert title) to the publishers of the AIPIO Journal, the Australian Institute of Professional Intelligence Officers (AIPIO).  
Signature, name of author and date.

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For any further information related to submissions to the Journal, please contact the Managing Editor at [\*\*journal@aipio.asn.au\*\*](mailto:journal@aipio.asn.au)