

## **Instructions for Authors**

### **Journal of the International Ombudsman Association**

#### **Editorial Statement**

The Journal of the International Ombudsman Association (JIOA) is a peer-reviewed online journal for scholarly articles about the ombudsman profession. JIOA aims to foster recognition and understanding of the roles and impact of ombudsman offices in a variety of institutions and sectors. JIOA is a unique publication for organizational ombudsmen and other professionals to reach out to their colleagues with ideas, findings, recommendations for best practices, and engage in ongoing discussions of critical issues.

#### **Eligible Contributors**

Submissions are encouraged from all responsible contributors regardless of affiliation with the International Ombudsman Association. JIOA encourages contributions relevant to the work of organizational ombudsmen in any setting. JIOA is a refereed journal and articles are accepted without remuneration. Authors wishing to discuss submission ideas are encouraged to contact the editors or a member of the editorial board.

#### **Guidelines for Submitting an Article**

Please send an electronic copy of your article as an attachment to JIOA@ombudsassociation.org. JIOA's editor will send a reply when the email has been received and the attachment(s) are opened successfully. Submissions should conform to the following guidelines.

##### Originality

A cover letter should be submitted with your submission and must include a statement that neither the paper nor its essential content has been published or is under consideration for publication elsewhere. It will be presumed that all listed authors of a manuscript have agreed to the listing and have seen and approved the manuscript.

##### Authorship

All persons designated as authors should qualify for authorship. Each author should have participated significantly to the concept and design of the work and writing the manuscript to take public responsibility for it. The editor may request justification of assignment of authorship. Names of those who contributed general support or technical help may be listed in an acknowledgment.

## Type of Submission

We accept submissions in the form of articles, commentaries, book reviews, essays, short reports, and letters to the editor.

**Articles** of any length will be considered, although JIOA is particularly interested in publishing concise scholarship generally between 1,500 and 6,000 words. Commentaries and book reviews should be no longer than 1000 words.

**Essays** and short reports that advance an idea, summarize a development, or initiate or engage in a discussion are solicited.

**Letters** to the editor are encouraged, but may be edited for length.

## Format

Manuscripts should be double spaced, with ample margins of at least one inch. All identifying information should be removed from the manuscript files themselves prior to submission. Proofs for checking will normally be sent to the first author named to whom any correspondence and reprints will also be addressed. Footnotes to the text should be avoided wherever this is reasonably possible.

JOIA prefers submissions prepared in Microsoft Word. Word Perfect, ASCII and RTF are also acceptable.

## Title Page and Author Information

The name(s) of the author(s) should appear only on a separate title page which should also include the author(s) affiliation and mailing address. The title page should also include a biographical note of no more than 75 words. Contact information, including telephone numbers and mailing addresses, should be provided for each author.

Author(s) should also submit a statement indicating all affiliations, financial or otherwise, that may compromise or appear to compromise the objectivity or unbiased nature of their submission. Such conflicts of interest may arise out of commitments involving honoraria, consultant relationships, participation in a speakers' bureau, stock holdings or options, royalties, ownership of a company or patent, research contracts or grants, and, in some instances, being an official representative of another organization. Any conflict of interest will be included as a footnote in the published manuscript.

## Abstract

Please supply an abstract of 100 or fewer words with your submission. The abstract should also include a word count of the article, excluding references.

## Graphics

Please convert all graphics to TIFF or EPS format. Line art should be a minimum of 600 dpi, and halftones a minimum of 266 dpi in resolution.

**Illustrations** should not be inserted in the text but each provided as separate files and given figure numbers and title of paper and name. All photographs, graphs and diagrams should be referred to as Figures and should be numbered consecutively in the text in Arabic numerals (e.g. Fig. 3). Captions for the figures should be provided and should make interpretation possible without reference to the text. Captions should include keys to symbols.

**Tables** should be submitted as separate files and should be given Arabic numbers (e.g. Table 3). Their approximate position in the text should be indicated. Units should appear in parentheses in the column heading but not in the body of the table. Words or numerals should be repeated on successive lines; 'ditto' or 'do' should not be used.

### Style

Authors should conform to the Chicago Manual of Style. Authors will be consulted during the editing process, but are expected to permit minor standardizations and corrections (i.e., headings, alignments, citation formatting, standard American English spelling, and minor punctuation). JIOA encourages and promotes the use of gender-neutral language.

### Citations

The author(s) are responsible for the accuracy and thoroughness of citations. Footnotes should be consecutively numbered and collected at the bottom of each page. References should be listed on a separate page at the end of the manuscript. Citations should follow the Chicago Manual of Style format. If the submission is accepted for publication, the author should be prepared to provide access to copies of all materials cited.

Examples of citations:

Kosakowski, T., & Miller, D. (2007). Why we get no sleep at night. *Journal of the International Ombudsman Association*, 1, 100-101.

Rowe, M.P. (1977). Go Find Yourself a Mentor. In P. Bourne & V. Parness (Eds), *Proceedings of the NSF Conference on Women's Leadership and Authority*, University of California, Santa Cruz, California, 1977 (pp 120-140). Santa Cruz: University of California Press.

Miller, D. (2000). *Dying to care? Work, stress and burnout in HIV/AIDS careers*. London: Taylor & Francis.

Titles of journals should not be abbreviated.

### Copyright

JIOA seeks to provide authors with the right to republish their work while protecting the rights of JIOA as the original publisher. Authors of accepted articles will be asked to sign an agreement form transferring copyright of the article to the publisher.

After original publication, authors retain the right to republish their article, provided that authorization is obtained from JIOA. Authorization is generally granted contingent upon providing JIOA with credit as the original publisher.

Authors will be required to sign a Publication Agreement form for all papers accepted for publication. Signature of the form is a condition of publication and papers will not be passed to the publisher for production unless a signed form has been received. Please note that signature of the agreement does not affect ownership of copyright in the material. Government employees need to complete the Publication Agreement, although copyright in such cases does not need to be assigned. After submission authors will retain the right to publish their paper in other media (please see the Publication Agreement for further details). To assist authors the appropriate form will be supplied by the editorial board.

## **Consideration of Submissions**

### Blind Evaluations

Submissions are reviewed by at least two editors without consideration of the author's identity. Please ensure that the manuscript is anonymous by removing any link to the author. Remove reference material in any footnote that references the author of the piece for review and replace information with "Author."

### Timeline for Acceptance

JIOA accepts submissions on a rolling basis throughout the calendar year. The review process starts on the first day of every month. It is intended that decisions on publication will be made within three months of receipt of a submitted manuscript.

### Expedited Review

JIOA will attempt to honor reasonable requests for an expedited review of submissions. However, if we are unable to give an expedited review by the date requested, you will be notified that the article has been withdrawn from consideration. To request an expedited review, please contact the JIOA Editor and provide: your name, phone number, and e-mail address; the title of the article; your deadline for a decision.

### Publication Dates

JIOA is published biannually. Articles are finalized for publication in September and March.

### Antidiscrimination Policy

It is the policy of JIOA not to discriminate on the basis of race, gender, age, religion, ethnic background, marital status, disability, or sexual orientation.