Journal of Police Emergency Response

Manuscript Submission Guidelines

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This Journal is a member of the Committee on Publication Ethics.

This Journal recommends that authors follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the journal's submission site https://mc.manuscriptcentral.com/sageopen to upload your manuscript. Be sure to select the Journal of Police Emergency Response as your Manuscript Type. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of Journal of Police Emergency Response will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Open Access

Journal of Police Emergency Response is an open access, peer-reviewed journal. Each article accepted by peer review is made freely available online immediately upon publication, is published under a Creative Commons license and will be hosted online in perpetuity. Publication costs of the journal are covered by the collection of article processing charges which are paid by the funder, institution or author of each manuscript upon acceptance. There is no charge for submitting a paper to the journal.

For general information on open access at SAGE please visit the Open Access page or view our Open Access FAQs.

2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons license.

The article processing charge (APC) is $800.

3. What do we publish?

3.1 Aims & scope

Before submitting your manuscript to Journal of Police Emergency Response, please ensure you have read the Aims & Scope.
3.2 Article types
*Journal of Police Emergency Response* welcomes the submission of original research articles and literature reviews.

3.3 Writing your paper
The SAGE Author Gateway has some general advice and on how to get published, plus links to further resources.

3.3.1 Making your article discoverable
*When writing up your paper, think about how you can make it discoverable.* The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: How to Help Readers Find Your Article Online.

4. Editorial policies

4.1 Peer review policy
The journal’s policy is to have manuscripts reviewed by two expert reviewers. *Journal of Police Emergency Response* utilizes a double-blind peer review process in which the reviewer and authors’ names and information are withheld from the other. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Article Editor who then make the final decision.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

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4.4 Funding
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4.5 Declaration of conflicting interests
Journal of Police Emergency Response encourages authors to include a declaration of any conflicting interests and recommends you review the good practice guidelines on the SAGE Journal Author Gateway.

Please include any declaration in file separate from the main text, after any acknowledgements, under the heading ‘Conflicts of Interest.’ If no declaration is made the following will be printed under this heading in your article: ‘None declared’. Alternatively, you may wish to state that ‘The Author(s) declare(s) that there is no conflict of interest’.

When making a declaration the disclosure information must be specific and include any financial relationship that all authors of the article has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

4.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.
Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Please do not submit the patient’s actual written informed consent with your article, as this in itself breaches the patient’s confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent but the written consent itself should be held by the authors/investigators themselves, for example in a patient’s hospital record. The confirmatory letter may be uploaded with your submission as a separate file.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants

4.7 Research Data

At SAGE we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, Journal of Police Emergency Response encourages authors to share their research data in a suitable public repository subject to ethical considerations and to include a data accessibility statement in their manuscript file. Authors should also follow data citation principles. For more information please visit the SAGE Author Gateway, which includes information about SAGE’s partnership with the data repository Figshare.

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5. Publishing policies

5.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway. Journal policy prohibits an author from submitting the same manuscript for consideration by another journal and does not allow publication of a manuscript that has been published in whole or in part by another journal.

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Journal of Police Emergency Response and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; or taking appropriate legal action.
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6. Preparing your manuscript

6.1 Word processing formats
The preferred format for your manuscript is Word. Templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

6.2 Artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines.

Figures supplied in color will appear in color online.

6.3 Reference style
Journal of Police Emergency Response adheres to the APA reference style. Please review the guidelines on APA to ensure your manuscript conforms to this reference style.

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Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.
7. Submitting your manuscript

7.1 How to submit your manuscript

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7.2 Title, keywords and abstracts

Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](https://mc.manuscriptcentral.com/sageopen).

**Articles** should not exceed 10,000 words (excluding references) and may present original research or literature reviews. The word count (which includes all text including the abstract, manuscript, notes, tables, figures, etc.) should appear on the title page.

Manuscripts should include an **abstract** of approximately 150 words, and, beneath the abstract, 4-5 keywords. All manuscripts should follow the style guidelines set forth in the sixth edition of the Publication Manual of the American Psychological Association.

7.3 Information required for completing your submission

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

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9. Further information
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