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## Guidelines for Article Submission

### *Corrections From the Field*

The National Institute of Corrections (NIC) publishes a regular monthly newsletter by e-mail that highlights news from the director and NIC events, training, and programs. In addition, the newsletter will highlight examples of evidence-based practices in action and general topics of importance to corrections practitioners. This newsletter, *Corrections From the Field*, accepts article submissions from practitioners in corrections and partners in the criminal justice field. Article topics must be timely, factual, and relevant to the field of corrections.

All articles become the property of the National Institute of Corrections and are subject to the fair use and public domain copyright laws to which NIC strictly adheres.

The following are additional guidelines for article submissions:

**Style:** Tips for writing documents for NIC are listed on its plain language webpage at [www.nicic.gov/plainlanguage](http://www.nicic.gov/plainlanguage).

**Suggested Length:** 75-200 words

**Photos/Graphics:** Acceptable file types are jpeg images only. All photos must be at least 300 dpi. With all images, please provide a photo credit if known.

**Tables/Charts:** Many charts and tables will need to be recreated in a design program. To assist us with this process, please provide all data points/values (x and y axis values) for all tables and charts.

**Submission Guidelines:** The National Institute of Corrections reserves the right to review all articles for submission. Placement of a submitted article in a future issue of *Corrections From the Field* is not guaranteed. To submit an article for consideration, you may do one of the following:

- Send an e-mail with the text of your article in a Microsoft Word file to NIC Writer/Editor Donna Ledbetter at [dledbetter@bop.gov](mailto:dledbetter@bop.gov). Include all images as attachments separate from the Word file.
- Save the article files to a CD. Mail the disc to:

Donna Ledbetter, Writer/Editor  
National Institute of Corrections  
500 First Street, 2<sup>nd</sup> Floor  
Washington, DC 20534