Instructions for Authors

Thank you for submitting your paper to the *International Journal of Cybersecurity Intelligence and Cybercrime* (the "Journal"). Your paper will receive the full attention of the journal's editors and will be reviewed according to the following guidelines. Submissions that do not conform to the guidelines will be returned to the author.

General Submission Rules

- You must be the author, or the authorized agent of the author(s) and copyright holder (if different from the author(s));
- The author(s) must have approved the work for publication;
- The author(s) must accept full responsibility for the content of the Article;
- The manuscript must be the author(s) original work and must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury
- The manuscript must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.

By submitting the manuscript, you represent and warrant that the above are true.

Each manuscript submitted will undergo the Journal's editorial decision process. The *International Journal of Cybersecurity Intelligence and Cybercrime* is not under any obligation to publish the manuscript. The Journal will send notices to the email address associated with the corresponding author's account.

Preparing Your Paper for Submission

- *Structure* o The submission should be compiled in the following order: title page, abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate);
  - o Any personally identifying information should be placed on the title page only.
  - o Do not include author(s)'s name in headers or footers.

- *Word Limits* o Academic papers: 6,000-9,000 words in length.
  - o Policy papers: 3,000-5,000 words in length, though not including references.
  - o Case studies: 3,000-5,000 words in length.
  - o Book reviews: 1,000-1,500 words in length, though not including references.

Manuscript Style Guidelines

In preparing the final draft of your manuscript, please note the following:

1. General Guidelines
- Use American spelling consistently throughout the manuscript, except quotations that use alternative spelling styles.
- Use US letter size, Time New Romans, 12 points, and 1-inch margins (top, bottom, left, right), single-line spacing for the Title page, and double-line spacing for the manuscript
- Use double quotation marks, except when "a quotation is 'within' a quotation". Treat quotes longer than four lines as indented block quotes.
- Papers should be submitted as a Microsoft Word document (.docx) or as a Rich Text Format (.rtf) file.

2. Manuscript Title
- Capitalize Each Word, except abbreviations and proper nouns
- Aligned to the center

3. Author Byline
- Capitalize Each Word, except abbreviations and proper nouns
- Aligned to the center
- Use asterisk (*) for corresponding author: e.g., Kyung-shick Choi*

4. Affiliation
- Capitalize Each Word, except abbreviations and proper nouns
- Aligned to the center

5. Author Correspondence

 Mailing address with an email address only; no need for telephone and fax numbers Email: Always start on a new line with standard text Email with colon, e.g., Email:

6. Abstract
- Put the manuscript title on this page
- Abstract heading required
- Single paragraph for block abstracts; Use a single line spacing
- Do not include floats and references
- Limit the abstract to **200 words** [NOTE: Virtual Commons cannot accept video uploads because of the large size of video files. Authors wishing to submit a video abstract must provide a URL from which the video can be streamed and/or downloaded.]

7. Keywords
- Keywords head in sentence case with semi-colon, e.g., *Keywords;*
- Set keywords in the order of importance
- All keywords are in lowercase, including the first keyword, except abbreviations and proper nouns
- No end punctuation
- Aligned to the left
- Limit the keywords to no more than six (6) terms.
- Prefer nomenclature common to the discipline or the topic.

8. Headings and Subheadings

Our style provides for three levels of headings. The three heading levels are:

 Heading 1:
  - o No numbered and should be bold; the dividing line should be roman o Aligned to the left with the title case
  - o E.g., **Literature Review** Heading 2:
  - o No numbered and should be bold and italicized; the dividing line should be roman
  - o Aligned to the left with the title case o E.g., ***Theories of Cybercrime*** Heading 3:
  - o No numbered and should be bold and italicized. o Aligned at the beginning of the sentence and capitalize each word, except proper nouns and the period.
  - o E.g., ***Theorists of cybercrime.***

<u>Example:</u>
Heading One

The context starts …

Heading Two

The context starts …

Heading three. The context starts …

9. Tables and Figures

Please note that if a manuscript is accepted for publication, all the formatting and layout of tables and figures will have to be redone in the composition stage of publication. It is therefore requested that table formatting and layout be kept simple and straightforward. Information should be conveyed as simple as possible.

In a draft manuscript, please **place all tables and figures on proper location within the manuscript** based on the authors' discretion. Tables and figures should be numbered consecutively throughout the article**.**

 Tables ○ Table Title and *Caption*
example:

Table 1. *Descriptive Statistics*

- Title should be aligned in the left side right above the table
- No full stop at the end of the legend as an abbreviation, except if an integral part of the title.
- Use regular font and sentence case for Table
- Use italic font and capitalize each word in the caption, except abbreviations and proper nouns
- Use Arabic numbers for table numbers followed by a period: e.g., Table 1.
- Table 2 continued style: "(Conts)" – in roman at the end of the page and "Table

  1 (Contd)" at the start of the next, which should be in roman

○ Table entries

- Column headings bottom align;
- Variable entries left align
- Other content entries middle align
- Align the operator/decimal point for numbers
- The font size should be the same as the content unless the table is too big to fit
  ○ Table notes
- Use superscript alphabetic for table footnotes; asterisk used for levels of probability
- Order table footnotes: (1) general notes; (2) Abbreviations and their definitions; (3) linked table footnotes; and (4) level of probability
- The heading "Note:" is used for general statements. "Note:" is not required if there are only labeled and linked footnotes.

○ Table citation

- Spell out in full even in parenthesis ○ Table 1 shows … ○ As shown in Table 1 … ○ ... in the overview (Table 1).

 Figures

Figures submitted with the final draft must be of professional quality and ready for reproduction. Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color). Figures should be saved as JPEG or PNG files. ○ Figure caption example:

Figure 1. IJCIC logo

- Title should be aligned in the left side right below the figure
- Use italic font and sentence case for *Figure*
- Use regular font and capitalize each word in the caption, except abbreviations and proper nouns

- - Use Arabic numbers for table numbers followed by a period, e.g., *Figure 1*.
      - Figure notes

    - Use superscript alphabetic for table footnotes, e.g., [1] Std. = Standard deviation)

    - The heading "Note:" is used for general statements.
  - Figure citation
    - Spell out in full even in parenthesis o Figure 1 shows … o As shown in Figure 1 … o ... in the illustration (Figure 1).

10. Equations

- Complex equations using mathematical symbols must be in an editable format. LaTeX format is preferred.
- Expressions should be aligned and compute subscripts and superscripts should be clearly marked if there is any potential for confusion.

11. Citation and References

- The IJCIC follows the APA style citation and references. The manuscript **must be submitted using the APA citation format**, including in-text citations and reference lists.
  - In-text citations include the author and the year of publication, either both inside parentheses or with the author names in running text and the date in parentheses.
    - According to Choi and Lee (2019), cybercriminology encompasses knowledge from the various fields of study.
    - It is important to know how public perception shapes their willingness to cooperate with the police (Lim & Lee, 2019).
  - For multiple citations within parentheses, alphabetize the studies as they would appear in the reference list and separate them by semicolons.
    - Cyberterror – a term coined by Barry Collin in the 1980s – has received heightened attention in recent years from the media (Tafoya, 2011; Weimann, 2004a)
- Please double-check citations for the references.
  - Frequent Mistakes:
    - The article title should be in sentence case with the regular font.
    - The name of the journal has to be in full name with an italic font instead of abbreviations.
    - Please include the digital object identifier (doi) information.
    - The book title should be in sentence case with an italic font.

Example: Journal article

Holt, T. J., & Bossler, A. M. (2008). Examining the applicability of lifestyle-routine activities theory for cybercrime victimization. *Deviant Behavior*, *30*(1), 1-25. doi:10.1080/01639620701876577

Example: Book

Moore, R. (2010). *Cybercrime: Investigating high-technology computer crime* (2nd ed.). New York, NY: Routledge.

Example: Book Chapter

Anderson, R., Barton, C., Böhme, R., Clayton, R., Van Eeten, M. J., Levi, M., ... & Savage, S. (2013). Measuring the cost of cybercrime. In Rainer Böhme (Ed.), *The economics of information security and privacy* (pp. 265-300). New York, NY: Springer.
- For more information about APA referencing style, please refer to the **APA FAQ**.

12. *Unit*
- Please use the International System of Units (i.e., meter, kilogram, second, ampere, kelvin, etc.)

13. *Supplemental Material*
- Supplemental materials may be submitted, if pertinent to content clarification. Supplemental materials can include videos, datasets, filesets, sound files, or anything that supports (and is pertinent to) the submitted paper.

Information Required for Submissions

The following information will be requested during the online submission process.

Please be prepared to upload the following:

- *Title Page* – Containing the paper's title, names of all authors, the affiliation of all authors, and information about the corresponding author.

- *Manuscript* – Formatted as a Microsoft Word document (.docx) or a Rich Text Format (.rtf) file.

Please be prepared to enter the following:

- *Funding Details* -- Provide the details required by your funding and grant-awarding bodies as follows: o For single agency grants
    - This work was supported by the [Funding Agency] under Grant [number xxxx].
    o For multiple agency grants
    - This work was supported by the [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].
- *Disclosure Statement* o A disclosure statement is required to acknowledge any financial interest or benefit arising from the research. If a conflict of interest is discovered and not disclosed, the paper will be returned to the submitter and not accepted for publication.
- *Biographical Note* o Provide a brief (less than 200 words) biographical note for each author.
- Submit the above information along with the title page.

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English Corrections

To facilitate proper peer-reviews of the manuscript, it is essential that the authors submit the manuscript using grammatically correct American English. Authors for whom English is a second language, we recommend that the manuscript to be professionally edited before submission or to read by native English-speaking colleagues. There are also professional editing services readily available such as Wiley Editing Services. All services are paid for and arranged by the author. The use of editing service does not guarantee acceptance or preference for publication.

Submitting your Paper

- *Submission Process* ○ Submissions must be made using the online form **Submit Article**. The submission process requires completion of the online form and uploading the manuscript, title page, and all additional files. The manuscript and title page should be uploaded during the initial submission stage. Supplemental material should be uploaded as additional files.

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Additional Information

- Publication Charges ○ There are no submission fees or page charges for this journal.
- Queries ○ Please **contact the editors** for any questions.

Types of Articles Accepted *Academic*

Papers / Empirical Studies

IJCIC invites submissions of original academic research papers on cybercrime, cyberattack, cyberterrorism, cybersecurity, digital forensic investigation, and other relevant topics across multiple disciplines. International and global perspectives on pertinent cybercrime and cybersecurity issues will also be considered. Academic research papers should be data driven, empirical research that uses either a quantitative, qualitative, or mixed methods approach. Academic papers should be between 6,000 to 9,000 words in length, excluding references. Papers must be submitted using the APA citation format, including in- text citations and reference lists.

Case Studies and Policy Papers

With the rise of experiential learning, cases studies remain a fundamental teaching tool in every subject area. Cases are a critical component to any social science or computer science curriculum. Authors published in IJCIC will enjoy wide dissemination of their work to a truly global audience, making a significant impact in the cybercrime and cybersecurity arena worldwide.

Cases from all cybercrime and computer science or cybersecurity disciplines will be considered. Cases must be factual, and releases must be available where necessary. IJCIC also invites submissions of articles relating to cases of cybercrime, cyberattack, cyberterrorism, cybersecurity, and digital forensic investigation, among other similar topics. Conceptual papers, original research, critical incidents and industry/technical notes, as well as the applied implications of others research in terms of case studies, are welcome for submission.

Book Reviews
Book reviews focus on recently-written works and offer brief descriptions of the text's central points, in addition to evaluations of the strengths and weaknesses of the work. Books that highlight cybercrime patterns and trends, cybercrime prevention methods, and advanced cybersecurity methods and analytic techniques, among other related topics, are welcome for submission. Book reviews should be between 1,000 to 1,500 words in length, excluding references. Authors must clearly acknowledge any work upon which they are building, both published and unpublished.