INTERNATIONAL JOURNAL OF DRUG POLICY

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

ISSN: 0955-3959

- **Description** **p.1**
- **Audience** **p.1**
- **Impact Factor** **p.1**
- **Abstracting and Indexing** **p.2**
- **Editorial Board** **p.2**
- **Guide for Authors** **p.4**

DESCRIPTION

The International Journal of Drug Policy provides a forum for the dissemination of current research, reviews, debate, and critical analysis on **drug use** and **drug policy** in a global context. It seeks to publish material on the social, political, legal, and health contexts of **psychoactive substance use**, both licit and illicit. The journal is particularly concerned to explore the effects of drug policy and practice on drug-using behaviour and its **health** and **social consequences**. It is the policy of the journal to represent a wide range of material on drug-related matters from around the world.

The International Journal of Drug Policy is ranked 5th out of 34 journals in the SUBSTANCE ABUSE category in the 2013 Journal Citation Reports, published by Thomson Reuters, and has an Impact Factor of 2.475.

Please submit your article via http://ees.elsevier.com/drugpo/

Electronic usage An increasing number of readers access the journal online via ScienceDirect, one of the world's most advanced web delivery systems for scientific, technical and medical information, and through the journal's web site, ijdp.org.

2013 Usage:

19,037 average monthly article downloads on ScienceDirect

11,868 average monthly pageviews on Ijdp.org

AUDIENCE

Governmental organizations, university libraries, hospital libraries, research institutions, sociologists, nurses, police departments, addiction centers, educationists and politicians.

IMPACT FACTOR

2013: 2.475 © Thomson Reuters Journal Citation Reports 2014

ABSTRACTING AND INDEXING

ASSIA
Addiction Abstracts
Elsevier BIOBASE
Criminal Justice Abstracts
Cumulative Index to Nursing and Allied Health Literature
MEDLINE®
International Bibliography of the Social Sciences
EMBASE
Social Services Abstracts
Sociological Abstracts
Scopus

EDITORIAL BOARD

Editors-in-Chief

Tim Rhodes, London School of Hygiene and Tropical Medicine, London, UK
Gerry Stimson, London School of Hygiene and Tropical Medicine, London, UK

Associate Editors (Public Health & Epidemiology)

Paul Dietze, Burnet Institute, Melbourne, Victoria, Australia
Benedikt Fischer, Simon Fraser University, Vancouver, British Columbia, Canada
Jason Grebely, The Kirby Institute, University of New South Wales, Australia
Kate Shannon, University of British Columbia, Vancouver, British Columbia, Canada

Associate Editors (Qualitative & Social Research)

Philippe Bourgois, University of Pennsylvania, Philadelphia, Pennsylvania, USA
Cameron Duff, School of Psychology, Psychiatry and Psychological , Medicine, Monash University, Melbourne, Australia
Helen Keane, School of Sociology, Australian National University, Australia
Steve Koester, Departments of Anthropology, and Health & Behavioral Sciences, University of Colorado, Denver, CO, USA

Associate Editors (Social Justice & Law)

Scott Burris, Temple University Beasley School of Law, Philadelphia, Pennsylvania, USA
Fiona Measham, Fiona Measham, School of Applied Social Sciences, Durham University, UK
Alex Stevens, University of Kent, Canterbury, UK

Associate Editors (Policy and Economics)

Daniel Ciccarone, University of California, San Francisco, CA, USA
Claudia Costa-Storti, EMCDDA-OEDT, Lisbon, Portugal
Susanne MacGregor, Centre for History in Public Health, University of London, UK
Alison Ritter, National Rsearch Centre, University of New South Wales, Randwick, NSW, Sydney, Australia

Editorial Board

Atul Ambekar, New Delhi, India
Apinun Aramrattana, Chiang Mai, Thailand
Tasnim Azim, Mohakhali, Bangladesh
Andrew Ball, Geneva, Switzerland
Damon Barrett, London, UK
Francisco Bastos, Rio de Janeiro, Brazil
Kirsten Bell, Canada
David Bewley-Taylor, Swansea, Wales, UK
Ricky Bluthenthal, Los Angeles, California, USA
Chris Bonell, London, UK
Martin Bouchard, Burnaby, British Columbia, Canada
Waleska Caiaffa, Brazil
Patricia Carrieri, France
Jia-Shin Chen, Taiwan
Ross Coomber, Plymouth, UK
Louisa Degenhardt, Kensington, New South Wales, Australia
Cameron Duff, Victoria, Victoria, Australia
Adam Fletcher, PhD, Cardiff, Wales, UK

Suzanne Fraser, Fitzroy, Victoria, Australia
Craig Fry, Parkville, VIC, Australia
Sandro Galea, Ann Arbor, Michigan, USA
Vivian Go, Baltimore, Maryland, USA
Magdalena Harris, London, UK
Robert Heimer, New Haven, Connecticut, USA
Margaretha Jarvinen, Denmark
Adeeba Kamarulzaman, Kuala Lumpur, Malaysia
Thomas Kerr, Vancouver, British Columbia, Canada
Jo Kimber, Australia
Suresh Kumar, India
Alisher Latypov, Bratislava, Slovakia
Rick Lines, London, UK
Jim McCambridge, London, UK
Katherine McLean, New York, USA
Peter Meylakhs, Russian Federation
David Moore, Bentley, Western Australia, Australia
Bronwyn Myers, Cape Town, South Africa
Jo Neale, Oxford, UK
Rosalie Pacula, Santa Monica, California, USA
Samiran Panda, Beleghata, India
Kane Race, Australia
Afarin Rahimi-Movaghar, Iran
Craig Reinarman, Santa Cruz, California, USA
Peter Reuter, College Park, Maryland, USA
Diana Rossi, Buenos Aires, Argentina
Akihiko Sato, Japan
Mukta Sharma, London, UK
Susan Sherman, Baltimore, Maryland, USA
Steffanie A. Strathdee, La Jolla, California, USA
Carla Treloar, Kensington, New South Wales, Australia
Sebastien Tutenges, Denmark
Peter Vickerman, London, England, UK
Darin Weinberg, UK
Adhi Wibowo Nurhidayat, Indonesia
Daniel Wolfe, New York, New York, USA
Evan Wood, Vancouver, British Columbia, Canada
Zunyou Wu, Beijing, China

GUIDE FOR AUTHORS

INTRODUCTION

The *International Journal of Drug Policy* is a bimonthly multidisciplinary journal for original research, reviews, debate, and critical analysis on the epidemiology and social contexts of drug use and drug policy in a global context. The journal seeks to explore the health and social effects of drug use and drug policy, in relation to both licit and illicit substances. The *International Journal of Drug Policy* aims to be truly multidisciplinary, for example, considering work in epidemiology, modelling, economics, criminology and law, psychology, sociology, anthropology, cultural studies, and historical and policy analyses. The journal is accepting of longer length papers, especially for qualitative, ethnographic and historical analyses, and is encouraging of critical and methodological work. It is the policy of the journal to represent a wide range of material on drug-related matters from around the world.

We are happy to advise you on submissions. Please contact Professor Gerry Stimson (gerry.stimson@gmail.com), Professor Tim Rhodes (tim.rhodes@lshtm.ac.uk) or the Editorial Office at ijdp@elsevier.com.

Following the advice below will expedite the review of your manuscript. This advice is also available on the journal's website: http://www.elsevier.com/locate/drugpo.

Readership
The journal has a broad readership drawn from the variety of disciplines working in the area of licit and illicit drug use and drug policy, including those working in: public health and epidemiology; social science; evaluation;, community, education and welfare services; criminal justice; policy and advocacy; and human rights. The journal has an international readership.

Types of manuscripts
The journal encourages the submission of the following types of manuscript:

Editorial: These are usually between 1,500 and 2,000 words. Editorials do not have abstracts.

Commentary: These are usually between 2,500 and 4,000 words, and seek to explore in depth a particular topic or issue for debate, and may also include evidence and analysis. The Editor may invite expert responses to commentaries for publication in the same issue. Unstructured abstract.

Review: These are usually between 4,000 and 8,000 words, and seek to review systematically a particular area of research, intervention, or policy.

Research paper: These are usually between 3,000 and 5,000 words, but we also consider longer length papers up to 8,000 words. Research papers are usually based on original empirical analyses, but may also be discursive critical essays. Structured abstract.

Short report: These can be up to 2,000 words, an abstract of no more than 200 words, with one table, and no more than fifteen references. Structured abstract.

Policy analysis: These are focused specifically around contemporary or historical analyses of policies and their impacts, and are usually between 3,000 and 5,000 words, and exceptionally up to 8,000 words. Unstructured abstract.

Viewpoint: Short comments and opinion pieces of up to 1200 words which raise an issue for discussion, or comprise a case report on an issue relevant to research, policy or practice. No abstract.

Response: Responses are short comments on papers published in the current or previous issues. They are usually between 500 and 1,000 words. Responses do not require abstracts.

Conference report: These provide reviews or commentaries on key international or national meetings relevant to drug use research and policy. They are usually between 1,500 and 3,000 words. Conference reports do not require abstracts.

BEFORE YOU BEGIN

Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see http://www.elsevier.com/publishingethics and http://www.elsevier.com/journal-authors/ethics.

Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also http://www.elsevier.com/conflictsofinterest. Further information and an example of a Conflict of Interest form can be found at: http://help.elsevier.com/app/answers/detail/a_id/286/p/7923.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see http://www.elsevier.com/postingpolicy), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service CrossCheck http://www.elsevier.com/editors/plagdetect.

Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

After the accepted manuscript is published in an online issue: Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

Copyright

This journal offers authors a choice in publishing their research: Open access and Subscription.

For subscription articles

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright, see http://www.elsevier.com/copyright). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult http://www.elsevier.com/permissions). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult http://www.elsevier.com/permissions.

For open access articles

Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (for more information see http://www.elsevier.com/OAauthoragreement). Permitted reuse of open access articles is determined by the author's choice of user license (see http://www.elsevier.com/openaccesslicenses).

Retained author rights

As an author you (or your employer or institution) retain certain rights. For more information on author rights for:
Subscription articles please see http://www.elsevier.com/journal-authors/author-rights-and-responsibilities.
Open access articles please see http://www.elsevier.com/OAauthoragreement.

Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Funding body agreements and policies

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit http://www.elsevier.com/fundingbodies.

Sponsored Articles
International Journal of Drug Policy supports sustainable open access options, and offers authors the option to sponsor non-subscriber access to individual articles. The charge for article sponsorship is $3,000. Authors can only select this option after receiving notification that their article has been accepted for publication. This prevents a potential conflict of interest where a journal would have a financial incentive to accept an article. Authors who have had their article accepted and who wish to sponsor their article to make it available to non-subscribers should complete and submit the order form.

Sponsored Articles have a specific set of user rights - for more information, please follow this link.

Open access

This journal offers authors a choice in publishing their research:

Open access
• Articles are freely available to both subscribers and the wider public with permitted reuse
• An open access publication fee is payable by authors or their research funder
Subscription
• Articles are made available to subscribers as well as developing countries and patient groups through our access programs (http://www.elsevier.com/access)
• No open access publication fee

All articles published open access will be immediately and permanently free for everyone to read and download. Permitted reuse is defined by your choice of one of the following Creative Commons user licenses:
Creative Commons Attribution-NonCommercial-ShareAlike (CC BY-NC-SA): for non-commercial purposes, lets others distribute and copy the article, to create extracts, abstracts and other revised versions, adaptations or derivative works of or from an article (such as a translation), to include in a collective work (such as an anthology), to text and data mine the article, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, do not modify the article in such a way as to damage the author's honor or reputation, and license their new adaptations or creations under identical terms (CC BY-NC-SA).
Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND): for non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

Elsevier has established agreements with funding bodies, http://www.elsevier.com/fundingbodies. This ensures authors can comply with funding body open access requirements, including specific user licenses, such as CC BY. Some authors may also be reimbursed for associated publication fees. If you need to comply with your funding body policy, you can apply for the CC BY license after your manuscript is accepted for publication.

To provide open access, this journal has a publication fee which needs to be met by the authors or their research funders for each article published open access.
Your publication choice will have no effect on the peer review process or acceptance of submitted articles.

The open access publication fee for this journal is **$2500**, excluding taxes. Learn more about Elsevier's pricing policy: http://www.elsevier.com/openaccesspricing.

Language (usage and editing services)

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop (http://webshop.elsevier.com/languageediting/) or visit our customer support site (http://support.elsevier.com) for more information.

Submission

Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts source files to a single PDF file of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF files at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

Referees

Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our Support site. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

PREPARATION

Essential title page information

• ***Title.*** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• ***Author names and affiliations.*** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
• ***Corresponding author.*** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.**
• ***Present/permanent address.*** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Abstracts

• On the second page, include the title of the paper, between 3-6 keywords, and an abstract of between 150 and 300 words.

• **Structured abstract:** We recommend these for: Research papers, Review papers, Policy Analysis, and Short reports. **Please adhere to the following mandatory abstract headings:** background, methods, results, conclusion.

• **Unstructured (plain) abstract:** We recommend these for: Commentaries, Historical Analysis, Review Essays, as well as for Research and Review papers where a plain abstract is better suited, as is the case with some social science submissions.

• **No abstract:** Editorials, Responses, Case Reports, Conference Reports.

House style

• Please write in a clear style for an international readership. We are an international journal and many of our readers do not have English as a first language. Avoid (or explain) colloquialisms.
• Keep the text style and sub-headings simple. Text should preferably be in Times New Roman or Arial, 10-12 font, with double line spacing.
• Spelling is English (not American)
• All pages should be numbered at the bottom
• We do not normally like footnotes (but recognise that they are necessary for some styles of writing). Only use footnotes when absolutely necessary (otherwise incorporate into text).
• Keep tables simple. Do not duplicate information in the text. Include all tables and figures on separate sheets at the end; indicate in the text where these should be placed.
• Include in the acknowledgements any funding source for the work
• IJDP favours clear organisation of papers, an economical writing style, and a modest tone.
• IJDP requires all submissions to incorporate a clear and sufficiently detailed account of methods of data collection and analysis, including in Review Papers, Policy Analysis and Historical Analysis. IJDP encourages qualitative and ethnographic research submissions to sufficiently account for, and reflect upon, how data were analysed.

Graphical abstract

A Graphical abstract is optional and should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. Authors must provide images that clearly represent the work described in the article. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. See http://www.elsevier.com/graphicalabstracts for examples.
Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images also in accordance with all technical requirements: Illustration Service.

Highlights

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). See http://www.elsevier.com/highlights for examples.

Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Size the illustrations close to the desired dimensions of the printed version.
• Submit each illustration as a separate file.
A detailed guide on electronic artwork is available on our website:
http://www.elsevier.com/artworkinstructions
You are urged to visit this site; some excerpts from the detailed information are given here.
Formats
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.
Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
EPS (or PDF): Vector drawings, embed all used fonts.
TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.
Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;

• Supply files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

References

Text: Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual; of the American Psychological Association, Fourth Edition, ISBN 1-55798-243-0, copies of which my be ordered from PAP Order Dept, P.O.B. 2710 Hyattsville, MD 20784, USA or APA, 3 Henriette Street, London EC3E 8LU, UK.

Details concerning this referencing style can also be found at http://humanities.byu.edu/linguistics/henrichsen/APA/APA01.html

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b". "c" etc placed after the year of publication.

Examples

Reference to a ***journal*** publication:
Van der Geer, J., Hanraads, J.A.J., & Lupton, R.A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*,163, 51-59

Reference to a ***book:***
Strunk, W., Jr., & White, E.B. (1979). The *elements of style*. (3rd ed.) New York: Macmilllan, (Chapter 4).

Reference to a ***chapter*** in an edited book:
Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds), *Introduction to the electronic age* (pp.281-304. New York: E-Publishing inc.

Reference to a ***website*** must contain the date on which the information was retrieved:

Gerlach R, Schneider W. Injecting room at INDRO, Munster, Germany. Retrieved 2nd June 2002 from http://www.indro-online.de/sir.htm

Reference links
Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

Reference formatting
There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

AudioSlides

The journal encourages authors to create an AudioSlides presentation with their published article. AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. More information and examples are available at http://www.elsevier.com/audioslides. Authors of this journal will automatically receive an invitation e-mail to create an AudioSlides presentation after acceptance of their paper.

Supplementary data

Elsevier accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: http://www.sciencedirect.com. In order to ensure that your submitted material is directly usable, please provide the data in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our artwork instruction pages at http://www.elsevier.com/artworkinstructions.

Submission of manuscripts

The *International Journal of Drug Policy* uses an online, electronic submission system. By accessing the website http://ees.elsevier.com/drugpo/ you will be guided stepwise through the creation and uploading of the various files. When submitting a manuscript to Elsevier Editorial System, authors need to provide an electronic version of their manuscript. Authors may send queries concerning the submission process, manuscript status, or journal procedures to the Editorial Office:

Elsevier Ireland Ltd., Brookvale Plaza, East Plaza, Shannon, Co. Clare, Ireland, Fax: +353 61 709250, ijdp@elsevier.com. This address should also be used to submit multimedia files

Once the uploading is done, the system automatically generates an electronic (PDF) proof, which is then used for reviewing. All correspondence, including the Editor's decision and request for revisions, will be by e-mail.

Authors' responsibilities

By submitting material for publication the authors warrant

• that it is their original work and that it has not been published in whole or in part elsewhere and is not under consideration by any other journal. If any part of the material has been or is being published elsewhere the authors should state this in an accompanying letter.
• that all persons named as authors have made a major contribution to the work reported, and are prepared to take public responsibility for its contents. Participation solely in the acquisition of funding or the collection of data does not justify authorship.

All authors must give signed consent to publication.

Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.
Ensure that the following items are present:
One author has been designated as the corresponding author with contact details:
• E-mail address
• Full postal address
• Phone numbers
All necessary files have been uploaded, and contain:
• Keywords
• All figure captions
• All tables (including title, description, footnotes)
Further considerations
• Manuscript has been 'spell-checked' and 'grammar-checked'
• References are in the correct format for this journal
• All references mentioned in the Reference list are cited in the text, and vice versa
• Permission has been obtained for use of copyrighted material from other sources (including the Web)
• Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print, or to be reproduced in color on the Web (free of charge) and in black-and-white in print
• If only color on the Web is required, black-and-white versions of the figures are also supplied for printing purposes
For any further information please visit our customer support site at http://support.elsevier.com.

AFTER ACCEPTANCE

What happens after we receive your manuscript?

Manuscript acknowledgement

Corresponding authors will be sent an acknowledgement that their manuscript has been received.

Review of manuscripts

Initial review: On receipt all manuscripts are seen by one of the Editors to assess overall suitability for publication in IJDP in terms of topic area and quality. A paper may be rejected at this stage if it falls outside the journals aims and scope; if there are obvious problems with presentation, argument or research; or if it is unoriginal. The Editor will seek advice from another Editor, Associate Editor, or member of the Editorial Board before making a decision to reject at this stage.

Full peer review: After passing initial review, submissions are assigned to one of the Editors or Associate Editors. Manuscripts are sent to peer reviewers and the Author is not blinded to the Reviewer. Reviewers advise the Editors, who are responsible for the final decision to accept or reject a manuscript. Peer reviewers are asked to respond within three weeks and are asked to rate the paper and to include comments for the Editors and for the authors. We aim to get a quick decision for authors, but review and appraisal by the editors is normally a minimum of eight weeks and can on occasions be longer. We aim to inform you if there is a delay. If you want information about progress please email the editorial office. All material accepted for publication may be subject to editorial revision. If your article is accepted for publication you will receive a proof copy from the Publisher. It is your responsibility to read, correct and return the proof within 48 hours.

Proofs and page charge

One set of proofs will be sent to the corresponding author. No alteration of the substance of the text, tables, or figures will be allowed at this stage. Corrected proofs should be returned to the publisher within two days of receipt. Authors who submit to the journal will be given access to Elsevier's On-Line Author Status Information System (OASIS). They will receive a personal identification code together with the acknowledgement letter sent upon receipt of their manuscript. This code will grant them access to the OASIS site on the internet, allowing them to track the status of their manuscript. Authors may also access Elsevier's central Log-in Department e-mail address for any specific questions they may have regarding the publication of their manuscript. The International Journal of Drug Policy carries no page charges.

Offprints

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. The PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use.

Use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*):
http://dx.doi.org/10.1016/j.physletb.2010.09.059
When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

Offprints

The corresponding author, at no cost, will be provided with a personalized link providing 50 days free access to the final published version of the article on ScienceDirect. This link can also be used for sharing via email and social networks. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for

publication. Both corresponding and co-authors may order offprints at any time via Elsevier's WebShop (http://webshop.elsevier.com/myarticleservices/offprints). Authors requiring printed copies of multiple articles may use Elsevier WebShop's 'Create Your Own Book' service to collate multiple articles within a single cover (http://webshop.elsevier.com/myarticleservices/booklets).

AUTHOR INQUIRIES

You can track your submitted article at http://help.elsevier.com/app/answers/detail/a_id/89/p/8045/. You can track your accepted article at http://www.elsevier.com/trackarticle. You are also welcome to contact Customer Support via http://support.elsevier.com.

© Copyright 2014 Elsevier | http://www.elsevier.com