

INSTRUCTIONS FOR AUTHORS

May 12, 2005

Text – Please provide us with a double-spaced, single-sided paper copy of your manuscript and with electronic files of that document. Any additional formatting you add to the document complicates the production of your manuscript. Make each chapter a separate file instead of creating one very large file. Prepare text files in either Word or WordPerfect. If you use a different word processor, save the files, preferably in either Word or WordPerfect format. Submit your manuscript in 12 pt. Times New Roman.

Most importantly, please ensure that the electronic files and the hard copy you send match exactly. Do not print out the file, make some changes, and then print out only the pages on which you worked; please print out the full manuscript or paper again. Differences between the electronic files and printed manuscript will always result in a call from us and, usually, more work for you. Be sure to keep hard and soft copies of the version of the manuscript you submit.

Hard-copy printout – Do not take the time and effort to make the printed pages look like a final product by placing the tables and figures into their proper places within the text. Although this does make the manuscript look more "finished," it means much more work for us. Instead, print out all tables and figures, one to a page, and gather them together at the end the chapters. Please be sure the printout includes page numbers. We also ask that you save your tables and figures as separate files from the text files. Our books also use endnotes as opposed to footnotes. Where you call out a note in the text please do so using the standard superscript format, but then gang all the notes onto a separate page or pages (again, double-spaced) and include those at the end of the chapter.

Tables – Create all tables in your manuscript using your word processor's tables function. Place the tables in a separate file from the text, one to a page, and send us hard copies. Do not create tables by spacing or tabbing to form columns of items within the text pages. Tables that are originally in a spreadsheet must be transferred into the word processor table function; please ensure that the format of the table on a hard copy printout is correct after the transfer. If possible, values within the table should be rounded down to two decimal places with a zero to the left of the decimal point (e.g., 0.38).

Also, we generally ask that all the tables you submit have a "Source." If, however, most of the tables are based on your own computations, then a "Source" is not necessary.

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References – Cite references in text using the author name(s) and year of publication in parentheses (Smith and Jones 1996). In the reference list itself, the year of publication always follows immediately after the authors' names. References with more than three author names will be cited in the text as (Smith et al. 1996). However, the corresponding reference will list all the authors' names. Use the names of the authors as published; do not use only initials if the full names are shown. Multiple references attributed to the same author or authors are to be listed in chronological order from the earliest to the most recent. If citing a document that appears on the Web, please include the date you accessed that document. Here are some common examples.

Journal article:

Smith, Edward P., and Thomas A. Jones. 1996. "Title of Paper." *Journal Title* 34(1): 105-111.

Book:

Kleiner, Morris, ed. 1990. *Human Resources and the Performance of the Firm*. 2d ed. Madison, WI: Industrial Relations Research Association.

Chapter in an edited volume:

Allen, Steven G., and Robert L. Clark. 1990. "Pensions and Firm Performance." In *Human Resources and the Performance of the Firm*, Morris Kleiner, ed. Madison, WI: Industrial Relations Research Association, pp. 195-203.

Working paper:

Crone, John D. 1993. "Part-Time Labor." NBER working paper no. 1234. Cambridge, MA: National Bureau of Economic Research.

U.S. Department of Labor

U.S. Department of Labor (USDOL). Employment and Training Administration. 1977. *The Employment Service: An Institutional Analysis*. R&D Monograph 51. Washington, DC: U.S. Department of Labor.

Web site:

U.S. Census Bureau. 2001. *Statistical Abstract of the United States*. <http://www.census.gov/prod/www/statistical-abstract-us.html> (accessed September 10, 2003).

Graphics – Please do not include graphics in the electronic text files; graphics in word processing files are often unusable for typesetting purposes. Send graphs, charts, maps, etc., to us as separate electronic file(s) and in hard copy. The electronic files should be sent from a spreadsheet program, preferably Excel, and the data should be included. If you find that your only alternative is to send a graph or chart created by your word processor, be sure to include the data you used to create that graphic. Please provide all hard-copy graphics directly from your laser printer, one figure to a page. Photocopies are not acceptable. If you have figures that were drawn in a graphics program, send us both a laser-printed hard copy and the electronic file (saved as an Adobe Illustrator file, if possible). All text in your graphic (e.g., axis values and

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Graphics that were used as illustrations for oral presentations are seldom suitable for reproduction in printed form. Please have such graphics recreated in black and white without the title as part of the figure; lettering size, capitalization, etc., may have to be changed once we see the graphic. We discourage you from submitting graphics created in PowerPoint, also from submitting any graphic in the .jpeg, .gif, .tif, or .pdf formats.

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Finally, all figures should have a “Source.”

Appendixes – For monographs, all appendixes will be grouped following the final chapter. We feel this increases the readability of our books. When preparing your monograph manuscript for submission, please keep the appendixes separate from the book chapters, and label them as “Appendix A”, “Appendix B”, etc. Tables or figures within appendixes should be labeled as following: Table A.1, Figure B.3, etc.

For chapters to be included in edited volumes, please label appendixes and any tables or figures as described above.

Index – The Institute will hire one of its freelance indexers to create the index for your book.

Sending manuscripts – Hard copy should be sent to us by mail or express service to

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Diskettes or CD-ROMs may be included in the package, or the electronic files can be sent by e-mail to black@upjohninstitute.org.

Questions may be directed to Rich Wyrwa, Manager of Publications and Marketing, at (269)343-5541 or wyrwa@upjohninstitute.org.