

## INSTRUCTIONS FOR AUTHORS

April 11, 2013

**Text** – Please provide us the text of your document as double-spaced electronic copy, preferably in Word. PDFs are not acceptable. We ask that you keep the submission simple; additional formatting (i.e., trying to make your submission “look like a book”) complicates the production of your manuscript. Make each chapter a separate file instead of creating one very large file. Submit your manuscript in 12 pt. Times New Roman.

**Notes** – Our books use endnotes as opposed to footnotes. Where you call out a note in the text please do so using the standard superscript format and 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. Either place the tables in a separate file from the text, one to a page, or at the end of the chapter. 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. 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). Statistical significance should be shown as \* is significant at the 0.10 level; \*\* is significant at the 0.05 level; \*\*\* is significant at the 0.01 level.

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.

**Figures** – Please do not include graphics imbedded in your text files unless the linked data used to create the figure is included. Send graphs, charts, maps, etc., to us as separate electronic file(s). The electronic files should be sent from a spreadsheet program, preferably Excel, and the data should be included. Photocopies are not acceptable. If you have figures that were drawn in a graphics program, send us the electronic files (saved in Adobe Illustrator, if possible). All text in your graphic (e.g., axis values and labels, legend labels) should be in Times New Roman. Do not use the hairline thickness option for any lines in your graphics—the minimum line width should be 0.5 pt.

Graphics that were used as illustrations for oral presentations are seldom suitable for reproduction in printed form. Please have such graphics recreated in grayscale without the title as part of the figure; font 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.

Again, all figures should have a “Source.”

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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.

#### **Web site**

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

## Report

General Accounting Office (GAO). 1991. *Improvements Needed in Performance Measures to Produce a More Accurate Picture of WIA's Effectiveness*. Report to Congressional Requesters. GAO-02-275. Washington, DC: GAO.

**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 to be included as described above.

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

**Sending manuscripts** – Files on CD-ROM may be sent to us by mail or express service to

Publications Department  
W.E. Upjohn Institute  
300 S. Westnedge Avenue  
Kalamazoo, Michigan 49007

Electronic files may also be sent to [black@upjohn.org](mailto:black@upjohn.org).

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

Finally, 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.