

REGIONAL LABOR REVIEW

STYLE SHEET for AUTHORS

SUBMISSION

Please submit three clearly legible manuscript copies and a PC diskette with the paper in Word for Windows format. Because of the high cost of postage, we cannot return manuscripts.

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Please provide us with current professional title, address, telephone and fax numbers, and e-mail address, if available, for each author of the manuscript.

LENGTH & FORMAT

Manuscripts should be approximately 2,000 – 7, 000 words long, not counting endnotes and references.

Font: Times New Roman, 12 pt., normal

Page Setup: Margins – Top/bottom: 1 inch

Left/right: 0.5 inch

Line spacing: single; double-space between each paragraph

Footnotes: Use EndNotes. Style: Times New Roman; 9 pt. Normal

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COVER PAGE:

The paper's title and author(s) in all caps. Author(s) main affiliation, telephone and fax numbers, and email address should follow.

PAGE 2:

Provide an abstract of no more than 150 words. The first sentence generally describes the main topic and purpose. If the paper uses any data analysis, the data sources and methods should be briefly stated. Two or three other sentences state the most important findings, conclusions, and, sometimes, implications. Use only terms that will be understood by a general audience with little familiarity with statistics.

PAGE 3 -- INTRODUCTION:

No authors' names here. To ensure a double-blind policy, we try to keep authors' names from referees.

Provide an untitled introduction of 3-4 paragraphs. Give brief background and explain how the study differs from previous ones. Do not present a verbal outline of the paper; do not anticipate findings or conclusions. Avoid any endnotes or statistics here.

BODY OF PAPER

There should be headings, on average, every 2-3 pages. Avoid very long paragraphs.

IN-TEXT REFERENCES:

DO NOT Use in-text ("scientific") citation style. Examples:

According to Bluestone and Harrison (1994) the "Great U-Turn" in wages started...
Over a third of New York's manufacturing workers were women in 1947 (Freeman 2000).

Instead, always put such sources in endnotes.

CONCLUSION:

The Conclusion is usually no more than two pages long. Briefly state conclusions, with reference to specific findings as necessary; recapitulate how the findings add to or differ from those of previous studies; and, if appropriate, discuss implications or unanswered questions (but avoid a detailed description of "more research needed"). As in the introductory paragraphs, avoid footnotes and in-text cites.

ENDNOTES:

Use endnotes, not in-text footnotes. Keep them brief and use only for explanatory notes and citations.

TABLES:

Any tables should be placed on separate pages at the end of the manuscript.

Table titles should be brief, clear, as descriptive as possible, and accessible to readers without a statistics background.

Keep the body of the table uncluttered. Do not draw grid lines marking rows and columns.

Table footnotes must include sources. Use a few notes (keyed a, b, c, etc.) explaining abbreviations or ambiguous elements.

CHARTS/GRAPHS:

Any charts or graphs should be placed on separate pages at end of the manuscript.

Charts/graphs will reproduce best for us in Excel format.

Graph titles should centered at the top of the page. They should be brief, clear, as descriptive as possible, and accessible to readers without a statistics background.

Keep the body of the chart uncluttered. Do not draw grid lines.

Remember that the table will be black & white, so colors are useless in trying to distinguish lines, bars, etc. For line graphs, use a different line style for each line. Keep the background white, not shaded or colored.

Chart footnotes must include sources. Use a few notes (keyed a, b, c, etc.) explaining abbreviations or ambiguous elements.

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REFERENCES:

Examples follow. As noted above, provide full first names of authors, volume + no. or month (or both) for article entries.

Article in a journal:

Be sure to include volume, number, month or season, and page numbers (of start and end pages).

Ehrenhalt, Samuel M. "Economic and Demographic Change: the Case of New York." *Monthly Labor Review*, vol. 116 (February 1993): 40-50.

Article in a book:

Fletcher, Jr., Bill and Richard W. Hurd. "Beyond the Organizing Model: The Transformation Process in Local Unions." In Kate Bronfenbrenner, et. al. eds., *Organizing to Win: New Research on Union Strategies* (Ithaca, NY: ILR Press/Cornell University Press, 1998).

Newspaper article:

Steven Greenhouse, "Bringing Health Insurance to One Million Have-Nots: How Union Leader Got State to Go for Plan," *New York Times* (Dec. 27, 1999): B5.

Book:

Mishel, Lawrence, Jared Bernstein & John Schmitt. *The State of Working America 2000/2001*. (Washington, DC: Economic Policy Institute, 2000).

Dissertation:

Gordon, David. "Class, Productivity and the Ghetto: A Study of Labor Market Stratification," Unpublished Ph.D. Diss., Harvard University, 1971.

Government publication:

U.S. Dept. of Labor. *Report on the American Workforce* (Washington, D.C.: U.S. Govt. Printing Office, 1997).

Internet Source:

New York State Dept. of Labor. "Jobs and Unemployment Fact Sheet." Retrieved Feb. 11, 2001.
<http://www.labor.state.ny.us/agency>.

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