

**Guidelines for Contributing Authors:**  
*The Journal of Race and Policy*

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## **Guidelines for Contributing Authors: *The Journal of Race and Policy***

This document is intended to provide basic information about *The Journal of Race and Policy* (ISSN 1540-8450) and guidance pertaining to its style and the format of its published manuscripts. While not exhaustive of all style and documentation requirements and possibilities, this document should provide the necessary information to properly format and document the standard manuscript submission.

*The Journal of Race and Policy* is an interdisciplinary forum for the presentation of research dealing with education, employment, citizen participation, health care, social welfare, and social justice. Its objectives are to promote intellectual debate, scholarly investigation and new ideas that focus on the intersection of race and policy in American society and in the global arena. *The JRP* is especially interested in policy-oriented research employing innovative theoretical and methodological approaches. Articles for publication may be either from an academic or practitioner perspective, but should contribute to the general public discourse and the scholarly community.

The journal is organized into two sections. Section one contains peer-reviewed research articles. The second section is for book reviews. Manuscripts dealing with race, multiculturalism, and global affairs are strongly solicited.

### **Style and Format**

In the sections below the format and style of manuscripts published in the *JRP* is detailed. Further information can be obtained from the journal's editorial assistant.

**Manuscript Submission.** Manuscripts must address subjects of concern to the readership, be of current and ongoing interest, and be written in a readable style. All manuscripts are peer reviewed by experts in the particular field. Occasionally, solicited review papers or special issues will be published. All submissions should be made via email to the appropriate editor. Research articles should be submitted to Dr. Michael Clemons at [mclemons@odu.edu](mailto:mclemons@odu.edu) in Microsoft Word. Book reviews should be submit to the Book Review Editor. It is assumed that any manuscript submitted for publication has been cleared, if clearance is required, by the author's agency or organization and has not been published previously.

**Research Articles.** Manuscripts that are accepted for publication will be cut for length and clarity. Authors will have an opportunity to review all editorial changes prior to publication. An important emphasis of the journal is a presentation of a thorough review of the relevant literature in all published research articles. In addition to an extensive treatment of the scholarly literature and relevant theory, all manuscripts should test the stated hypothesis, address the research question(s) raised, and/or provide policy recommendations. Because of space constraints, it is suggested that manuscripts not exceed 25 double-spaced manuscript pages, 12-point Times Roman. This does NOT include graphs, tables, charts, or images, in addition to the text. Exceptions will be made on a case by case basis.

**Review Process.** Manuscripts are evaluated at submission to ensure adherence to journal guidelines. Manuscripts may be returned to authors for correction without substantive evaluation. Submitted manuscripts are then reviewed by the Editor or an Associate Editor, who will assign it to an Editorial Review Board member to contact potential referees. From the time the Editor receives a paper, up to the point the Editorial Review Board member assigns referees, an internal editorial review is completed based on priority to limit referee requests to those manuscripts that are likely to be accepted and/or fit the interests of the journal readership. Once agreement is reached to send the manuscript to referees, the Editorial Review Board member will make a recommendation to the Editor based on his or her evaluation and that of the reviewers. The Editor makes a final determination and forwards the final decision to the corresponding author. Every effort is made to return unreviewed manuscripts within 10 days and reviewed manuscripts within 8-10 weeks. Papers submitted by members of the Editorial Review Board are handled separately by the Editor and undergo anonymous peer review.

**Manuscripts Submitted by Affiliates, e.g., Editors, Associate Editors, Editorial Review Board Members, and their Institutional Colleagues.** Manuscripts submitted by an Editorial Review Board member, an Editor, or a researcher at the institution of any Editorial Review Board member are reviewed by Editorial Review Board members from outside that institution. The Editorial Office ensures confidentiality and equity in reviewing all manuscripts.

**Compliance to Ethical Standards.** Please note manuscripts will be evaluated for compliance to ethical standards. Any concerns that arise during peer review may require clarification from authors and/or lead up to rejection of the manuscript.

**Book Reviews.** Critical reviews of new and recent scholarly books should be no more than 6 double-spaced manuscript pages. Book reviews that are accepted for publication will be cut for length and clarity. The decision on the acceptability of a manuscript for the feature article category rests with the Book Review editor of *The JRP*. Book reviews are judged on the basis of importance of the work reviewed, and the content, quality, and readership appeal of the review. Books reviewed should deal with some aspect race and the intersection of policy. Authoritative discussions of policy, philosophy, problems, and significant controversies are appropriate. Comprehensive, timely review articles dealing with research and/or management topics also are pertinent. In the case of book reviews, it is suggested that inquiry about the book to be reviewed and the process be made prior to manuscript submission.

**Style.** *The JRP* style is based on the *Chicago Manual of Style*, 14th edition, but is altered to meet the needs of the *Journal*. Past issues of *The JRP* is the best resource on "how to" present items in your manuscript. Copies of the journal can be purchased by contacting the editor at [mclemons@odu.edu](mailto:mclemons@odu.edu). The preferred font style is Times Roman. The manuscript should adhere to the following guidelines:

1) **Abstract:** Make sure your abstract gives a summary of the essential content and conclusions to the research performed. Abstracts should not be more than 200 words

using 10-point Times Roman. It should be placed below the manuscript title and author(s) name(s) and institution(s).

2) **Authors:** Full first names, middle initials, last names, and titles for all authors should be included on the first page, along with contact information (address, phone, fax, email) for all authors.

3) **Sections:** The *Journal* manuscripts are organized into sections. Contributors are asked to pay particular attention to the utilization of theory and to show how their research engages extant theory. In addition, the statement of methodology should be detailed and clearly documented. For major sections use ALL CAPITALS; for subsections use *Title Case Italics*.

4) **Tables and Figures:** Place figures, captions, tables, references within the body of the manuscript. The source of the information should be indicated at the bottom of the display.

5) **Text:** In the text, use author(s) last name only, with date, and page number. Use “*et al.*” for three or more authors. For example: (Smith, 2003, 33); 2 authors: (Smith and Jones, 2004, 498-99). When using lengthy quotes they should be indented and single spaced, 10-point Times Roman.

6) **Notes and References:** The notes and references sections should be placed at the end of the manuscript. The headings “NOTES” and REFERENCES” should be in all caps and both sections in 10-point Times Roman. All references cited must be spelled out, accurately documented, and complete. Please format references as follows:

a) **BOOK:** Smith, Bill. 2003. *Title of Book*. Place: Publisher.

b) **BOOK WITH more than 2 AUTHORS:** Smith, Bill and Mike Jones. 2004. *Title of Book*. Place: Publisher.

c) **EDITED BOOK:** Smith, Bill, ed. 2003. “Title of Article.” In *Title of Book*. Place: Publisher.

d) **JOURNAL ARTICLE WITH 1 AUTHOR:** Smith, Bill. 2006. “The Title of Article.” *Name of Journal* 21 (3): 467-69.

e) **JOURNAL ARTICLE WITH MORE THAN 2 AUTHORS:** Smith, Bill, Mike Jones, and Mary Jane. 2004. “The Title of Article.” *Name of Journal* 21 (3): 467-69.

f) **NEWSPAPERS (Internet source):** Smith, Bill. 2005. “Title of Newspaper Article.” *Title of the Newspaper*, January, 28. Retrieved from <http://the name/of the website/location.htm>.

g) NEWSPAPERS (Hardcopy source): Smith, Bill. 2005. "Title of Newspaper Article." *Title of the Newspaper*, January, 28, 1-2.

Also, any conferences, meetings, etc., should carry the full name of the conference, the paper title, if it was presented, and/or if it was included in the written proceedings, along with the date (month, day, and year) of the conference or meeting, and the location where it was held. Include page numbers for book citations or meeting proceedings. All Internet references will be checked for access; therefore, please provide a print reference to go along with the URL. If the author cannot provide a print version of the material found at the URL, the URL reference will be found in the text only—the same as a personal communication reference.

### **Notification of Status of Manuscript**

Authors are notified of manuscript status within three to four months from the date they are received. If published, we inform authors of the issue in which the manuscript will appear. Accepted manuscripts are published no later than six to nine months from the date of acceptance. Reprints are available at a reasonable price.

### **For Further Information**

If further information is needed regarding the style and format of your manuscript, please contact Dr. Michael Clemons, editor of *The JRP* via e-mail at [mclemons@odu.edu](mailto:mclemons@odu.edu).