

## Guidelines for Authors

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### ❖ Manuscript Submission

- **Legal Requirements-** Submission of a manuscript implies that (1) the work described has not been published before (except in the form of a conference abstract or as part of a published lecture or thesis for an academic qualification), (2) is not under consideration for publication anywhere else, (3) its publication has been approved by all co-authors, if any, as well as by the responsible authorities-tacitly or explicitly-at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.
  
- **Permissions-** Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain **permission** from the copyright owner(s), and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the author(s).
  
- **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 online:* Requests to add or remove an author, or to rearrange the author names, must be sent to the Managing Editor at [prpr@rice.edu](mailto:prpr@rice.edu) 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 Managing Editor to the corresponding author, who must follow the procedure as described above. Note that: (1) Managing Editors will inform the Editor in Chief of any such requests and (2) production of the accepted manuscript 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.

### ❖ How to Submit

- Authors should submit their manuscripts online. You will be guided step by step through the creation and uploading of your files. Please submit your article via <http://www.editorialmanager.com/popu>. 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. Electronic submission substantially reduces the editorial processing and reviewing times, and shortens overall publication times. Please connect directly to the site and upload all of your manuscript files following the instructions given on the screen at <http://www.editorialmanager.com/popu>. **Do not submit .docx files to the EM system.**

#### ❖ **Manuscript Format and Preparation**

- **General-** Articles published in *Population Research and Policy Review (PRPR)* are expected to meet scholarly expectations in both formatting and content. Although there are no maximum or minimum page requirements, papers should be succinctly written, and authors are reminded that "...a sound article on an empirical investigation is marked by a clearly articulated research question or questions derived from the review of the literature and theoretical framework, well-conceived design, a thorough explication of how you collected and analyzed your data, and well-drawn, sensible conclusions that do not overextend the design and outcomes obtained" (Klingner, Scanlon and Pressley 2005: 14). Papers that are judged to be unnecessarily lengthy, poorly written, theoretically under-developed or based on poor science will be rejected by the editors and not sent out for peer review.
- All submissions should include, in the following order: **(1) title page, (2) abstract/keywords, (3) main text, (4) endnotes, (5) acknowledgements, (6) references, (7) tables, and (8) figures. All pages must be typed and double-spaced (including notes and references) using 12-point Times New Roman (or similar) font. Please use a 1-inch margin on all sides.** Each table and figure should be on a separate page. The object is to provide reviewers and editors with easy-to-read text and space for notes. It is the responsibility of authors to submit manuscripts in the proper *PRPR* format (see below). Manuscripts not submitted in *PRPR* format will be returned for revision. For questions or additional details on preparing and submitting manuscripts to *PRPR*, please write [prpr@rice.edu](mailto:prpr@rice.edu).
- Endnotes should be used instead of footnotes, and endnotes should be used sparingly. If information is important to the reader, it should be placed in the text.
- **Language-** The official language of *Population Research and Policy Review* is English, and all documents must be written in English, using correct diction, syntax, and grammar.

American English standards for spelling and punctuation are preferred. Manuscripts that draw heavily on a foreign language for figures, modeling, literary reviews, etc. may contain phrases or blocks of text in the foreign language, but must be translated into English as well. Any manuscript that does not meet a level of English proficiency consistent with English-language journals will be rejected.

- **Blinded Title Page-**For all new submissions and revisions, the first page of the manuscript should be a blinded title page (author(s) names and affiliations should be removed). Include title, total word count (include all text, notes, and references; do not include word counts for tables or figures), number of tables, number of figures, and running head (short title, fewer than 55 characters with spaces).
- **Separate (Un-Blinded) Title Page-** The separate un-blinded title page should include:
  - The name(s) of the author(s)
  - A concise and informative title
  - The affiliation(s) and address(es) of the author(s)
  - The e-mail address, phone, and fax numbers of the corresponding author
- **Abstract-** The abstract should be between 100-250 words. When applicable, the abstract should include (1) the sample size, (2) study design (i.e., survey, in-depth interview, linear regression model), and (3) the source of the data. The abstract should not contain any undefined abbreviations or unspecified references.
- **Keywords-** Please provide 4-6 keywords which can be used for indexing purposes.
- **Text-** The text of the manuscript should begin on a new page headed by the full title. Notes, references, tables, figures, and appendices appear in separate sections following the text, in that order. Since manuscripts are evaluated through an anonymous peer review process, authors must remove identifying references or material. When citing your own work, please write “Smith (1992) concluded...,” but do not write “I concluded (Smith 1992)...” Please either blind or remove citations of working papers or papers in progress. Additionally, use italics only for emphasis or titling, do not use field functions, use tab stops or other commands for indents (instead of the space bar), use the table function (not spreadsheets) to make tables, use the equation editor or MathType for equations, and save your file in two formats: .doc and .rtf. **Do not submit .docx files.**
  - **Headings and Sub-Headings** in the text indicate the organization of content. As a general principle, please do not use more than three levels of displayed headings.

- **Abbreviations and Acronyms** should be defined at first mention and used consistently thereafter.
  - **Citations** in the text should provide the last name of the author(s) and the year of publication. Include page numbers for direct quotes or specific passages. Cite only those works needed to provide evidence for your assertions and to refer to important sources on the topic. In the following examples of text citations, ellipses (...) indicate manuscript text:
    - If author's name is in the text, follow it with the year in parentheses: "Duncan (1959)..."
    - If author's name is not in the text, enclose the last name and year in parentheses: "... (Gouldner 1963)."
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    - For three authors, list all three last names in the first citation in the text: "...(Carr, Smith, and Jones 1962)." For all subsequent citations use "et al." throughout: "...(Carr et al. 1962)." For works with four or more authors, use "et al." throughout.
    - List a series of citations in alphabetical order or date order separated by semicolons: "... (Burgess 1968; Marwell et al. 1971)." Use consistent ordering throughout the manuscript.
    - Use "forthcoming" to cite sources scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, use "n.d." in place of the date: "...Smith (forthcoming) and Oropesa (n.d.)."
    - For machine-readable data files, cite authorship and date: "...(Institute for Survey Research 1976)."
  - **Endnotes** to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).
  - **Equations** in text must be typed. Use consecutive Arabic numerals in parentheses at the right margin to identify important equations.
- **Acknowledgements (where applicable)**- Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full, and for the purposes of the blind peer-review process, acknowledgements should not violate the anonymity of the author (i.e., avoid acknowledgments in the format of "Thank you to my institution [x] and colleagues [name], [name]...).
- **References**- References follow the text in a separate section headed "REFERENCES." All references cited in the text must be listed in the reference section, and vice versa.

Publication information for each must be complete and correct. It is authors' responsibility to make sure that all information provided in the reference section is complete and correct. Using APA citation style, list the references in alphabetical order by authors' last names; include first and middle initials for all authors. If there are two or more items by the same author(s), list them in order of year of publication. If the cited material is unpublished but has been accepted for publication, use "Forthcoming" in place of the date, and give the name of the journal or publishing house. For dissertations and unpublished papers, cite the date and place the paper was presented and/or where it is available. If no date is available, use "n.d." in place of the date. If two or more works are by the same author(s) within the same year, list them in alphabetical order by title and distinguish them by adding the letters a, b, c, and so on, to the year (or to "Forthcoming" or "n.d."). List all authors; using "et al." in the reference section is not acceptable. Personal communications should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. A few examples follow below:

- **Journal Article**- Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P. et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213-245.
- **Book (authored)**- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- **Book (edited)**- Felner, R. D., Jason, L. A., Moritsugu, J. N., & Farber, S. S. (Eds.) (1983). *Preventive psychology: Theory, research and practice*. New York: Pergamon Press.
- **Book Chapter**- O'Neill, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.
- **Paper presented at a conference**- Phelan, J. C., Link, B. G., Stueve, A., & Pescosolido, B. A. (1996). *Have public conceptions of mental health changed in the past half century? Does it matter?* Paper presented at the 124th Annual Meeting of the American Public Health Association, New York.
- **Dissertation**- Trent, J. W. (1975). Experimental acute renal failure. Dissertation, University of California.
- **Newspaper Article**- Di Rado, A. (1995, March 15). Trekking through college: Classes explore modern society using the world of Star Trek. *Los Angeles Times*, p. A3.
- **Patent**- Norman, L. O. (1998). Lightning rods. US Patent 4,379,752, 9 Sept 1998
- **Article by DOI**- Slifka, M.K., Whitton, J.L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086
- **Online Document**- Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG. <http://www.rsc.org/dose/title> of subordinate document. Cited 15 Jan 1999

- **Tables-** Number tables consecutively throughout the text. Insert a note in the text to indicate the placement (e.g., “Table1 about here”). Type each table on a separate page. Each table must include a descriptive title and headings for columns and rows. Do not use abbreviations for variable names or column and row headings within tables. Align numbers in columns by decimal. Gather general notes to tables as “*Note:*”; use a, b, c, and so on, for table footnotes. Use asterisks \*, \*\*, and \*\*\* to indicate significance at the  $p < .05$ ,  $p < .01$ , and the  $p < .001$  levels, respectively, and specify one-tailed or two-tailed tests. Do not photo-reduce tables. Identify any previously published material by giving the original source in the form of a reference at the end of the table heading. **Tables must be in an editable format.**
  
- **Figures-** Number figures consecutively throughout the text. Insert a note in the text to indicate placement (e.g., “Figure1 about here”). Each figure should include a title or caption, and please make sure to identify all elements found in the figure in the caption. Do not use abbreviations within figures. Figures must be executed by computer or by graphic artist. Figure parts should be denoted by lowercase letters. Identify any previously published material by giving the original source in the form of a reference at the end of the caption.
  - **IMPORTANT:** All figures (including all type) must be legible when reduced or enlarged to widths of 2-9/16 inches (one column width) or 5-5/16 inches (full page width).
  - **PERMISSION:** The author(s) are responsible for securing permission to reproduce all copyrighted figures or materials before they are published by *PRPR*. A copy of the written permission must be included with the manuscript submission.

#### ❖ **Additional Information**

- *Population Research and Policy Review* does not normally list more than six authors to a paper, and special justification must be provided for doing so.
- Authors should approach the Managing Editor at [prpr@rice.edu](mailto:prpr@rice.edu) if they wish to submit companion articles.

#### ❖ **Electronic Supplementary Material (ESM)**

- If ESM is submitted, it will be published as received from the author in the online version only. EMS may consist of:
  - information that cannot be printed: animations, video clips, sound recordings
  - information that is more convenient in electronic form: sequences, spectral data, etc.
  - large original data, e.g. additional tables, illustrations, etc.
  - If supplying any ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., “.as shown in Animation 3.”).

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- Upon acceptance of your manuscript, you will receive a link to the special Springer web page with questions related to:
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  - **Proof reading.** The purpose of the **proof** is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor. After online publication, further changes can only be made in the form of an erratum, which will be hyperlinked to the article.
  - **Indexing / Abstracting.** *Population Research and Policy Review* is abstracted and/or indexed in: Academic Abstracts, Current Contents: Social Behavioral Sciences, Current Index to Journals in Education, Journal of Economic Literature, Family Abstracts, Family Resources Database, Family Studies Abstracts, Geo Abstracts, Index to Periodical Articles Related to Law, International Political Science Abstracts, Journal of Regional Abstracts, Pais Bulletin, Population Index, Review of Population Reviews, Sage Public Administration Abstract, Sage Urban Studies Abstracts, Social Science Citation Index, Social Work Research and Abstracts, Sociological Abstracts, and The Survey of Regional Literature.



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