

2007 LERA Proceedings Author Instructions

Labor and Employment Relations Association Instructions to Symposium Paper Presenters and Discussants at The 59th Annual Meeting, January 4-7, 2007, Chicago, IL

Congratulations on being invited to be published in the LERA 59th Annual Proceedings! Please read these instructions carefully before you prepare and submit your paper. As a presenter or discussant in a symposium, your paper/commentary is invited to be published in the *LERA 59th Annual Proceedings*, subject to LERA author guidelines. Please indicate on the form below **whether you will or will not** be submitting your paper for publication in the Proceedings and fax to the LERA National Office at 217-265-5130, or turn in this form at the LERA Information Desk at the Boston meeting.

If you will be preparing your paper or discussant comments for publication, you should email the electronic version of your final paper to leraoffice@uiuc.edu and mail a single hardcopy to the LERA Executive Director at the LERA National Office (121 LIR, 504 E Armory Ave., Champaign, IL 61820) no later than January 24, 2007.

LERA will secure a copyright for the Proceedings and will require all authors or the lead author acting in behalf of all co-authors to complete and sign the Author Agreement Form attached at the end of these instructions. Authors of discussant comments and poster session abstracts are also required to complete and sign the Author Agreement. Please make sure that the LERA office receives one of these signed forms in order to complete the copyright paperwork, as well as the names and current affiliations, mailing addresses, phones, faxes and emails of all co-authors so we may send a complimentary sample of the publication to each.

Note the LERA office address: 121 LIR, 504 E. Armory Ave., Champaign, IL 61820

Your help and cooperation will ensure timely publication

Final Paper Submission-LERA 59th Annual Meeting, Chicago, IL, January 4-7, 2007

- Yes, I intend to submit a paper or discussant comments to the LERA Proceedings of the Annual Meeting
 No, I do not intend to submit a paper or discussant comments to the LERA Proceedings

Name: _____

Affiliation: _____

Mailing Address: _____

Phone _____ Fax _____ Email _____

Session Name _____

Session Chair _____

Paper Title _____

Labor and Employment Relations Association

Proceedings of the 59th Annual Meeting

An annual publication of the LERA

If you will be preparing your paper or discussant comments for publication, please email the electronic version of your final paper to leraoffice@uiuc.edu and mail a single hardcopy to the LERA Executive Director at the LERA National Office (121 LIR, 504 E Armory Ave., Champaign, IL 61820) no later than January 24, 2006.

LERA will secure a copyright for the Proceedings and will require all authors or the lead author acting in behalf of all co-authors to complete and sign the Author Agreement Form attached at the end of these instructions. Authors of discussant comments and poster session abstracts are also required to complete and sign the Author Agreement. Please make sure that the LERA office receives one of these signed forms in order to complete the copyright paperwork, as well as the names and current affiliations, mailing addresses, phones, faxes and emails of all co-authors so we may send a complimentary sample of the publication to each.

SUBMISSION REQUIREMENTS AND INSTRUCTIONS

- **The LERA reserves the right to publish or not to publish any paper presented at an LERA meeting in the Annual Proceedings.**
- The LERA secures the copyright for the content of the *Proceedings of the 59th Annual Meeting*. The Association permits authors to reprint or adapt their work for other uses subsequent to the publication of the *Proceedings*. All others interested in copying or reproducing a paper published in the *Proceedings* must contact the Copyright Clearance Center (phone 508/750-8400, fax: 508/750-4744) for permission.
- The LERA requires that a paper author (or at least one co-author) be a member of the Association in order to have their paper published in the *Proceedings*. If you are not currently an LERA member, we hope that you will consider becoming one. Please visit our website at www.LERA.uiuc.edu to join online.
- Submit a copy of your paper via email to leraoffice@uiuc.edu and mail 1 hard copy of your paper to the LERA National Office. Sending a hardcopy by regular post is acceptable.
- **Include on a separate page an abstract up to 100 words of your paper.** The abstract will be published on the website.

LENGTH FOR SYMPOSIUM PAPERS

- Papers must be no longer than 10 double-spaced pages (excluding the 100-word abstract) of 12-point text (Times New Roman is preferred) with standard margins. This includes all text, tables, figures, endnotes, and references. Endnotes and references are to be placed at the end of the manuscript. Papers over this limit may be returned to the author(s) at the editor's discretion.
- Please do not use footnotes. Papers with footnotes will be returned for conversion to the LERA Endnote/Reference style.
- Try to limit the title of a paper to 10 words or less.
- Do not reduce font size or line spacing or maximize margins to achieve the 10-page ceiling.

LENGTH FOR REFEREED PAPER SESSION PAPERS

- Papers must be no longer than 20 double-spaced pages (excluding the 100-word abstract) of approximately 12-point text (Times New Roman is preferred) with standard margins. This includes all text, tables, figures, endnotes, and references. Endnotes and references are to be placed at the end of the manuscript. Papers over this limit may be returned to the author(s) at the editor's discretion.
- Please do not use footnotes. Papers with footnotes will be returned for conversion to the LERA Endnote/Reference style.
- Try to limit the title of a paper to 10 words or less.
- Do not reduce font size or line spacing or maximize margins to achieve the 20-page ceiling.

LENGTH FOR DISCUSSANT COMMENTS

- Papers must be no longer than 5 double-spaced pages of 12-point text (Times New Roman preferred). This includes all text, and any tables, figures, endnotes, and references. Any endnotes and references are to be placed at the end of the commentary. Papers over this limit may be returned to the author(s) at the editor's discretion.
- Please do not use footnotes. Papers with footnotes will be returned for conversion to the LERA Endnote/Reference style.
- Try to limit the title of your discussant remarks to 10 words or less.
- Do not reduce font size or line spacing or maximize margins to achieve the 5-page ceiling.

PAPER FORMAT

- Type the text on one side of the paper only. Double-space all text, including endnotes and references. Indent all paragraphs, use 1-inch margins all around the page, and number all pages consecutively.
- Begin headings flush with the left margin. Do not number headings and use only three levels of headings using bold face and *italics* as follows:

First Level of a Heading	(space above and below, bold)
<i>Second Level of a Heading</i>	(space above and below, italics)
<i>Third level of a heading.</i>	(runs into text, indent 5 spaces, no space below, italics, lower case)
- Submit all figures, tables, charts, and graphs (art) at the end of your paper on separate pages in electronic form. Please clearly indicate the approximate position you wish the art to be placed within the text. It is very important you provide a hard copy of all art as well. Keep in mind that the *Proceedings* are printed on pages with 4 1/2 x 6 3/4 live copy areas. Tables and charts should not be so intricate as to prevent deciphering when reduced to the size of a *Proceedings* page.
- In order to conserve space, we generally discourage lengthy acknowledgments. If you feel an acknowledgment is essential, put it at the end of the text before endnotes and references and label "Acknowledgments."
- All references cited within the text must be listed in the reference section and all references listed in the reference section must be cited within the text. **Do not use footnotes** or your paper will be returned to you to re-format. Endnotes should be used sparingly, must be double-spaced, and are included in the 10-page limit. Any appendix precedes the reference section.

GENERAL INFORMATION

- Define all acronyms at first mention and thereafter use the acronym: Do not alternate. Avoid beginning a sentence with an acronym.
- Do not use an apostrophe in dates, i.e., 1900s not 1990's.
- Use serial commas (The numbers are one, two, and three). Put periods and commas inside quotation marks.

WRITING HINTS

- Use the first person when appropriate.
- Do not use a summary paragraph telling readers what you have written about.
- Small tables should not be used. Include information in a sentence or two in the text instead. Do not repeat the information given in tables; instead, discuss the implications of those data.
- Refer to persons by name only; that is Mark K. Brown instead of Professor Brown, unless it is important to the content, then use Mark K. Brown, Chair of the Committee on Finances.

- Write economically. This not only makes your paper easier to read, it often saves significant space, an important consideration with current page limits.
- Please remember that the intended audience includes representatives from many academic disciplines and various types of practitioners. Please make your insights intelligible to this broad audience.

REFERENCES

All references cited within the text must be listed in the reference section and all references listed in the reference section must be cited within the text. They should appear in the author-date format as follows:

(Kochan, Katz, and McKersie 1985: 227)

(Tracy 1987; Kleiner and Bouillon 1988)

(Heneman and Sandover 1983)

(Osterman 1984, 1987)

Keff (1977a) [References contain more than one publication by same author in same year]

References should be listed in alphabetic order by author at the end of the paper. Multiple publications by the same author(s) should appear in chronological order with oldest publications listed first. Examples of reference listings are:

Article in a book:

Blau, Francine D., 1984. "Occupational Segregation and Labor Market Discrimination." In Barbara F. Reskin, ed., *Sex Segregation in the Workplace: Trends, Explanations, Remedies*. Washington, DC: National Academy Press, pp. 117-43.

Proceedings:

Blau, Francine D., and Marianne A. Ferber. 1987. "Women's Progress in the Labor Market: Should We Rest on Our Laurels?" *Proceedings of the Thirty-Ninth Annual Meeting* (New Orleans, Dec. 28-30, 1986). Madison, WI: Industrial Relations Research Association, pp. 70-6.

Journal Article:

Blinder, Alan S. 1973a. "Wage Discrimination: Reduced Form and Structural Elements." *Journal of Human Resources*, Vol. 8, no. 4 (Fall), pp. 436-55.

Dissertation:

Ellis, Martin G. 1984. "Men's and Women's Earnings in Manufacturing, 1939-1979." Diss., University of Illinois.

Book:

Freeman, Richard B., and James L. Medoff. 1984. *What Do Unions Do?* New York: Basic Books.

Newspaper article:

Pear, Robert. 1987. "Women Reduce Lag in Earnings but Disparities with Men Remain." *New York Times*, September 4, p. A I.

Government publication:

U.S. Bureau of the Census. 1993. *Census of the Population: 1990, Characteristics of the Population, General Social and Economic Characteristics, US Summary Report PC80- I -C 1*. Washington, DC: GPO.

Unpublished paper:

Yoruba, Baswan. "Characteristics of Women with Higher-Paying jobs in White-Collar Occupations." Unpublished paper, University of Pennsylvania.

Internet Sources:

If a document is published in both printed form (as in a newspaper or journal) as well as on the Internet, it is preferable to include bibliographic information about the printed source as well, which will tend to be more readily available and easily located over the years. Just as for printed sources, the information for an Internet source must be complete enough to allow interested readers to identify and locate the piece.

World Wide Web

Please include the *complete* URL to the article cited, not just the home page of the site where the article can be found, in angle brackets. If the piece itself has no title, use the Web page title. After the URL, provide the date that you accessed the page.

Limb, Peter. 1992. "Alliance Strengthened or Diminished?: Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa."
<http://neal.ctstateu.edu/history/world_history/archives/limb-l.html>. [May 14, 1992].

Page, Melvin E. 1996. "A Brief Citation Guide for Internet Sources in History and the Humanities." February 20.
<<http://h-net.msu.edu/~africa/citation.html>>. [July 13, 2000].

"Champaign Co. National Organization for Women." 2000. <<http://www.freespeech.org/ccnow/index.html>>. [July 14, 2000].

Listserv Messages

Provide the name of the list, the e-mail posting address in angle brackets, and the date of the posting. If archives are available on the Internet, provide appropriate archive information (e.g., *complete* URL, *path* if needed).

Curtin, Phillip. 1995. "Goree and the Atlantic Slave Trade." In H-AFRICA <h-africa@msu.edu>. July 31. Archived at <gopher://gopher.h-net.msu.edu> [path: H-NET E-Mail Discussion Groups/H-AFRICA/Discussion Threads/Goree and the Atlantic Slave Trade--item number 465].

Lobban, Richard. 1995. "REPLY: African Muslim Slaves in America." In H-AFRICA <h-africa@msu.edu>. August 4. Archived at <<http://h-net.msu.edu/~africa/archives/august95>>.

We ask you to adhere to the above guidelines. Papers that exceed the page limits, that include footnotes or that list references in improper form may be returned to the author(s) for revision. Thank you for your cooperation.

PUBLISHER CONTACT INFORMATION

Lisa Sprinkle, Coordinating Editor
Labor and Employment Relations Association
121 Labor and Industrial Relations Building
504 East Armory Avenue
Champaign, IL 61820
Phone: 217.333-0072 Fax: 217/265-5130
Email address: leraoffice@uiuc.edu

AUTHOR COPIES AND DISTRIBUTION

At least one author of a paper must be a LERA member. Each author and co-author is provided one complimentary copy by the LERA. Additional copies are available for purchase through LERA. Members receive a special discount.

