

Industrial Relations Research Association

Guidelines for Chapters to be Published in the Research Volume - Revised July 2004

Please read these instructions carefully before you prepare your chapter and follow them closely. Your help and cooperation will save publication time and money and enable our Association to continue to publish timely research in the field.

SUBMISSION OF CHAPTERS

You should send two (2) final copies of your paper to your coordinating editor of the Year 2005 Volume. Please make sure that your name, affiliation, current mailing address, phone, fax numbers and email address are indicated. We ask that you also submit a copy of your paper on disk in MS Word. (WordPerfect would be acceptable but will be retranslated to Word, so Word is preferred.) Do not fax your submission.

SCHEDULE

Please be aware of the following schedule for the 2004 volume:

- **Summer of 2004.** We suggest that volume editor ask authors to send a first draft to their editor before August 2003. That will give the editor time to make any substantive editorial suggestions to each contributor.
- **November 2004–February 2005.** Final manuscripts are due in the IRRA national office in the early winter of 2004. Chapters are sent to the IRRA office for copyediting as they are accepted by the editors for publication during this time period; hopefully, not everyone will wait until February. This allows time for the copyeditor to edit the chapters in batches and communicate with the authors on any queries that need to be answered. It also allows time for the editors to write an integrative essay summarizing the contribution of the publication.
- **February 1, 2005.** Final manuscripts of all chapters due in National Office from editor.
- **April 1, 2005** All final copyedited and approved materials, with all queries answered by authors and approved by editor for that volume must be finalized and received in the IRRA office for forwarding to the compositor and printer at this time.

The above schedule needs to be followed in order for the Association to publish and distribute the volume in the summer of the year of 2005. This will also allow the volume to be included in the important Spring/Summer catalog for Cornell University Press, enhancing its circulation and academic and library distribution.

COPYRIGHT

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LENGTH AND PAPER FORMAT

- The volume editor has advised you of the length (maximum word count) of your individual chapter. The specified page limit **includes** tables, graphs, endnotes, and references. Papers over their limit may be returned to the author(s) for reworking at the editor's discretion.
- Limit the title of a chapter to 10 words or less.

- The text of the paper should be double-spaced (references may be single-spaced) in 12- point font. Do not reduce font size or line spacing.
- Endnotes and references are to be placed at the end of the manuscript. Please do not use footnotes.
- Indent all paragraphs, using 1-inch margins all around the page, and numbering all pages consecutively.
- Clearly indicate the proper placement of tables and charts, or graphs in the text.
- Please type only one (1) space after a period or a semicolon.
- Indent quotations of 5 lines or more 5 spaces in from each margin and double-space. The beginning of each paragraph within the quotation is indented an additional 5 spaces, and there are 3 lines above and below the quotation.

HEADINGS

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)

Example: “ . . . HR systems and work force governance, although parallels and comparisons with foreign experience are possible.

Organization Theory Framework

What is termed organization theory is a broad collection of conceptual frameworks attempting to explain different phenomena . . . ”

- Second Level of a Heading (space above and below, italics)

Example: “ . . . offers some important design lessons for improving intrafirm representation in the U.S.

Elements of Design

At the outset, it is critical to recognize the different representation functions can be performed by different orts of institutions.”

- Third Level of a Heading (runs into text, indent 5 spaces, no space below, italics, **lower case**, **2003 BOOK SHOWS CAP AND LOWERCASE; an example showing a Level 3 subhead with more than one word would be preferable for clarity**)

Example: "Meaningful choice requires organization factions or political groups, as I discuss later.

Stewards. In many unions, the steward-member relationship may be the key. . . . ”

TABLES AND CHARTS

- Tables and charts must be included in your final page count. They are not additional pages. Chapters that exceed page limits because of the addition of tables and charts may be returned to the authors at the editor’s discretion.
- Any tables and charts included in your paper should be printed on a separate page and saved in a separate electronic file on your disk. **Do not embed a table or chart in your paper.** Simply mark in the text where you would like the table to approximately be placed.

- Submit all figures, tables, charts, and graphs “camera-ready.” Any material that is not camera-ready will be returned to the authors. Please keep in mind that the Research Volume is printed on 4 1/4 x 6 3/4 inch pages. Tables and charts must be designed keeping those dimensions in mind. A table that is readable when printed on an 8.5 x 11 inch page may not be readable when reduced to the volume size. Please test your tables by printing them and reducing them on a copier to a size that fits the 4.25 x 6.75 inch live copy area format. If they don’t look good, consider re-designing your table.
- Please submit all tables and charts in Word files. This allows the compositor to work with your table to resize if necessary.

ACKNOWLEDGMENTS

In order to conserve space, we generally discourage lengthy acknowledgments. If you feel an acknowledgment is essential, put it in a separate section on a separate page labeled "Acknowledgments" and place it at the end of the text.

FOOTNOTES

Do not use footnotes. Papers will be returned for revision if they include footnotes. Put all citations in the reference list labeled "References" beginning on a new page at the end of text.

ENDNOTES

Endnotes should be used sparingly, must be double-spaced, and are included in the page limit.

APPENDIX

Any appendix precedes the reference section.

REFERENCES

References cited within the text should appear in the author-date format as follows:

(Kochan, Katz, and McKersie 1985:227)

(Tracy 1987; Kleiner and Bouillon 1988; "An Authorless Paper" 2000)

(Heneman and Sandver 1983)

(Osterman 1984, 1987)

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

FOR CITATIONS W/ 4 OR MORE AUTHORS, USE “Author 1 et al.”

SPECIFY HOW PAGE NUMBERS (OR, MORE TO THE POINT, A LACK OF ONE) SHOULD BE HANDLED WITH RESPECT TO QUOTATIONS AND EXTRACTS FROM WORLD WIDE WEB REFERENCES.

Put all citations in the reference list labeled "References" beginning on a new page at the end of text. References should *not* be given in footnotes or endnotes. They should be cited in text as above, and complete bibliographic information should appear in a section titled "References." **Every reference in the list should be cited somewhere in text, and the reference list should include every work cited in text.** The most common error made by authors is to include a citation without listing a reference, or vice versa. Another frequent error is to give incomplete reference information. All such queries must be resolved by the authors before publication.

Begin references on a separate sheet of paper and list them in alphabetic order by author. Multiple publications by the same author(s) should appear in chronological order. Multiple publications by the same author(s) in the same year are alphabetized by title, and the year of publication is lettered sequentially. We follow the reference list guidelines used by the *Industrial and Labor Relations Review*. For format issues that cannot be resolved by that journal or the following examples, refer to *The Chicago Manual of Style*, which uses a different format but can provide guidelines about the necessary bibliographic information to include. Examples of reference listings are:

Article in a book:

Blau, Francine D., [PAULA: comma after author's name should be deleted there]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 Meetings* (New Orleans, Dec. 28-30, 1986). Madison, WI: Industrial Relations Research Association, pp. 70-76.

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, Urbana-Champaign.

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. A1.

Government publication:

U.S. Bureau of the Census. 1993. *Census of Population: 1990, Characteristics of the Population, General Social and Economic Characteristics, US Summary*. Report PC80-1-C1. 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-1.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].

Stowell & Friedman, Ltd. [1998]. "Merrill Lynch Class Action: Claims Resolution." <http://www.classactionmerrill.com/claims_frameset.html>. [July 14, 2000].

Miller, Greg. 1996. "Kingston Employees Take Bonus in Stride." *Los Angeles Times*, December 16. <<http://www.latimes.com/cgi-bin/archsearch-cgi?DBQUERY=0960109929&DATE=1996&SECT=&TYPE=&SORT=d%3Ah&NITEMS=25&x=71&y=7>> [Article ID: 0960109929]. [July 14, 2000].

FTP Site

Include the URL to the FTP site in angle brackets, followed by the *path* to the specific piece cited in square brackets. After the URL and path, provide the date you accessed the piece.

Heinrich, Gregor. 1994. "Where There Is Beauty, There Is Hope: Sao Tome e Principe." <<ftp://ftp.cs.ubc.ca>> [path: pub/local/FAQ/african/gen/saoep.txt]. [September 23, 1996].

Gopher Site

Include the *complete* URL to the specific piece cited in angle brackets. After the URL, provide the date you accessed the piece.

Carriveau, Kenneth L., Jr. 1995. "Review of *Environmental Hazards: Marine Pollution*, by Marth Gonnar." *Environmental Green Journal*, Vol. 2, no. 1. <gopher://gopher.uidaho.edu/11/UI_gopher/library/egj03/carriv01.html>. [June 21, 1995].

"Democratic Party Platform, 1860." 1860. <<gopher://wiretap.spies.com>> [path: Wiretap Online Library/Civic & Historical/Political Platforms of the U.S.]. [June 18, 1995].

Graeber, David. N.d. "Epilogue to *The Disastrous Ordeal of 1987*." <<gopher://h-net.msu.edu:70/00/lists/H-AFRICA/doc/graeber>>. [July 7, 1995].

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>>.

Usenet Group Messages

Provide the Usenet group name 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).

Dell, Thomas. 1993. "[EDTECH] EMG: Sacred Texts (Networked Electronic Versions)." In <alt.etext>. February 4.

Legg, Sonya. 1994. "African history book list." In <soc.culture.african>. September 5. Archived at <<http://www.lib.ox.ac.uk/internet/news/faq/archive/african-faq.general.html>>.

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. Don't use a summary paragraph telling readers what you have written about. **[In light of editors' and authors' responses to this "prohibition," you may wish to consider deleting or softening it. I understand your point but also see theirs. The key is to do a graceful summary as opposed to a clunky, verbose one; some authors have that ability but others perhaps not]**
- 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 the page limit.
- 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.

Please adhere to the above guidelines. Thank you for your cooperation and help in preparing the IRRA Research Volume 2005 for publication.

PUBLISHER CONTACT INFORMATION

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