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Institute for Policy and Economic Development Publication and Technical Report Specifications with Grant Proposal Writing and Report Editing Timeline

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Institute for Policy and Economic Development
Publication and Technical Report Specifications

With

Grant Proposal Writing and
Report Editing Timeline

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Technical Report Number 2003-04

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These guidelines are for IPED personnel and are not meant to meet publication criteria for other publishers.

Institute for Policy and Economic Development
Publication and Technical Report Specifications
With
Grant Proposal Writing and Report Editing Timeline

GENERAL

Running heads with IPED (spelled out) left justified and title (or abbreviated title, see above) right justified in italics, 9 point font, on all pages except title page.

Two- column format, no paragraph indents, space between paragraphs or

One-column format, no paragraph indents, space between paragraphs.

Text in Arial or Times New Roman, 10 pt., and single-spaced (Use 1.5 or double when appropriate).

Page numbers in 8 or 9 point font (same as font in text).

Endnotes/Footnotes in 8 or 9 point font (same as font in text). If use both, endnotes should be in Arabic (1, 2, 3) and footnotes in Roman numeral (i, ii, iii).

Text Formatting

If possible, place text in a two-column format, no paragraph tabs, space between paragraphs.

For journal submission, use one column with ½ inch paragraph indentation, or format to journal specifications.

Formatted in Microsoft Word 6.0 or WordPerfect 6.0 and above.

Use Arial or Times New Roman 10pt. Always use font in text that is same as data reported in charts, tables or figures. *Be sure all text is same font (includes charts, graphs, figures, maps, page numbers and running heads, etc.).*

Single space text (Use 1.5 or double space when appropriate).

1 & 1/2 inch margin on left side of page.

1 inch margin on top, bottom and right side of page.

Full justification where appropriate.

No hyphenation and end of line.

Title page is not numbered. (Set as page "0", then next page will be page 1 of text.)

If a Table of Contents is required, place after title page use i, ii, iii, etc., page numbering style.

List of Tables and Charts, if needed, placed after TOC, use i, ii, iii, etc., page numbering style.

If an Executive Summary, place after TOC (or after List of Charts and Tables, if used) (or before as appropriate). Continue with page numbering of i, ii, iii, etc. or use ES-1. Es-2, etc.

Regular page numbers beginning on first main text page, bottom, right in 8 or 9 point.

Continue regular page numbers through endnotes, acknowledgements and endnotes/references.

Acknowledgements placed before endnotes/references.

Reference can be paginated as R-1, R-2, etc.

Appendices placed after references.

Page numbers for appendices to be A-1, A-2, etc.

Endnotes in 8 or 9 point in Arabic numbering.

Footnotes, if needed, placed at bottom of page in 8 or 9 point text.

Quotes in text over two (2) sentences offset by 2 tabs with no columns, one tab with columns, full justified.

Excel and SPSS Formatting

Make sure data reported in tables, charts and figures is valid and is the same as reported in the text.

Text is always in 10 pt. when using excel tables, charts, and figures in report, but may need to be reduced for spacing purposes.

Report sources, footnotes, notes and explanations at bottom, full justified in 8 or 9 point. Primary data does not need source.

Center each single chart, figure or table on one sheet in the excel file.

If chart, figure or table is to be included within text, page number appropriately using footer/header.

Make copy of chart, figure or table and special paste into the word document, do not put in as spreadsheet, etc.

Name each excel sheet, chart and figure appropriately in numeral sequence, i.e., T-1 for Table 1. If large amounts of data is reported name in appropriate section titles, i.e., CTY-1, CTY-2, FS-2.

Label each chart, figure and table in order in excel file.

Label each excel file reflecting all charts, figures, and tables enclosed.

Center title in Bold, in 10 pt. each single chart, figure or table and save sheet in separate file.

If multiple tables are logical and appropriate, save on one sheet and format for overall consistency.

Use no more than one decimal point when reporting data (unless you have a compelling reason).

Put charts, tables, maps and figures in grayscale unless approved for color by Executive Director. Also, realize that color may fade in time, so it is best to print in grayscale for report longevity.

When using line charts provide variation that is easy to follow.

Include legend for tables, charts and figures in 10 point.

Cite tables, charts and figures in 10 point, left justified.

For production reasons (on electronic copy to be edited) do not link excel files.

With a minimal number of tables, charts and figures on page after the are mentioned in text with appropriate page numbers, in 10 pt., making appropriate page breaks in text to accommodate.

With numerous tables, charts and figures, place them after the text.

SPECIFICS

Title Page

Title in Times New Roman (or Arial) 12 pt 2 1/4 inches from top of page, centered and bold

Author by-line in 10 pt, bold, centered in page 4.5" from top of page

Author affiliation in 10 pt, bold, italics (centered below author single or no space)

Technical Report Number 2001-0, centered, bold, 10 pt at 6.8" from page top (TR number to be obtained through Ms. Conary)

IPED address, phone, fax, e-mail centered at 7.3" from page top, bold, 10 pt, single space

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Author declaration (if required) centered, 10 pt at 9.2" from page top

<SAMPLE OF COVER SHEET ON FIRST PAGE OF THIS PUBLICATION>

First Text Page

Title in 12 pt, title case, centered in bold

(Double Space)

SUBTITLES. FIRST ORDER IN CAPS, LEFT JUSTIFIED, IN BOLD, 10 PT

2 spaces between first order title and text or second order title used for references, acknowledgements, tables and figures headings.

Second order, left justified, bold, title case, 10 pt

1 space between second order and text or third order title

Third order in Italics, left justified, 10 pt with period at end. No space between third order title and text.

1 space for fourth order title.

Fourth order double tab (or 1 inch indent), left justified, 10 pt with period at end.

No space between fourth order title and text.

1 space for fifth order title.

Fifth order double tab (or 1 inch indent), left justified in Italics 10 pt with period at end.

No space between fifth order title and text.

<*SAMPLES* >

Title Heading (as running header)

Title

FIRST ORDER SUBTITLE

TABLE OF CONTENTS (insert after title page, if needed)

ABSTRACT OR EXECUTIVE SUMMARY (insert after TOC or Title page, if needed) *use numbering i, ii…*

KEY WORDS (insert after abstract, if needed) *usually placed after abstract*

Second Order Subtitle

Third Order Subtitle.

Fourth order title. Text follows….

Fifth order title. Text follows…

Abstract or Executive Summary

The abstract should be in a single paragraph not exceeding 250 words. It should state the purpose of the study and identify the essential thoughts and principal findings of the research. The Executive Summary should reflect key findings and on its own, represent the study adequately. **Key words** should be listed at the end of the abstract; no more than 10 key words should be used.

Acknowledgements

Acknowledgements are to be placed after text and before endnotes or references in first order subtitle: caps, centered, bold, and in 10 pt.

Tables, Figures and Maps

Tables and figures are to be placed appropriately with text in first case subtitles: caps, centered, bold, and in 10 pt. Title should include description of data presented in table, years covered by the data. The source should be placed at bottom of the Table, left justified. Table and Figure description follows on next line full justified in 10 pt and center on page between the two column format. If it does not fit on page, place on next page.

Text Citations

If you use endnote format please follow the *The Chicago Manual of Style*. This is preferred as cites and references are always matched.

If you are using the American Psychological Association (APA) guidelines, list author's last name followed by year of publication with year enclosed in parentheses for text citations. If there are multiple years by same author, list by most recent year. Place a comma between author and year and a semicolon between publications. Authors having multiple publications in same year, list differentiated by a, b, c etc. If multiple authors are cited that have published in the same year are cited list them in alphabetical order.

<SAMPLES>

One author: (Snow, 1987)

Two authors: (Rogers and Fabio, 1993)

Three or more authors: (Fred, et al., 1996)

One author with multiple cites same year: (Snow, 1987a; 1987b; 1987c)

Multiple authors: (Snow, 1993; Roger, 1992; Fred, 1989)

Multiple authors in same year: (Anon, 1986; Jacobs, 1986; Lamb, 1986; Quinn, 1986)

Acronyms

Acronyms may be used in text but spelled out in first use followed by acronym in parentheses with

spelled out acronym in reference section; for example, American Psychological Association (APA).

Work *In Press*

If a paper has been formally accepted by a journal, but has not been published, cite author, year, followed by the journal title with "In Press."

Chicago style is acceptable if format is consistent to style guidelines.

<SAMPLES>

Journal Article. Author(s), year. "Title," *Journal*, serial, volume, issue: page(s).

Book. Author(s), year. *Title*, Edition or Volume. City, State or Country: Publisher, page(s).

Chapter in Book or Article in Proceedings. Author(s), year. "Title," in editor(s), (eds.), *Book Title*, Edition or Volume. City, State or Country: Publisher.

Legal Citations

Legal citation of cases at law and statutes should be placed within text in italics and set off with parentheses. Example: (*California v. United States*, 438 U.S. 645, 98S. Ct.2985). Statutes and administrative example (40 C.F.R. pt. 1500 et seq.). Cases and statutes are not cited in the references section.

References

Following the APA style, only works cited in the text should be included in the references. List references at end of manuscript alphabetically by author, most recent publication first. Use author's full name. Use title case. References should be single space with double space between each reference. Indent one tab or ½ inch on second line of reference. Use p. for one page, pp. for more two or more consecutive pages.

The following example of reference style should be used; however, either the APA or

Contract report. Author(s), year.Title. Contract Report Number. Organization that received the report: city, State or country, page(s).

Government publication. Author, year. Title. City, State or Country: Agency (type a no. [number] of publication, page(s).

Dissertation or Thesis. Author, year.*Title*. Doctoral Dissertation (or Master Thesis). City: State or Country, University, Department.

Endnotes/Footnotes

Endnotes are listed at end of text by superscript arabic numerals in 8 or 9 pt. If footnotes are necessary, they should be indicated in the text by superscript Roman numerals in 8 or 9 pt. and placed at bottom of the page on which the note(s) numbers appear to avoid confusion.

Writing Numbers

Spell out numbers one through nine, unless they are used with units of measure; use numerals for larger numbers. In a series of like items containing some numbers of 10 or more and some less than 10, use numerals for all. Use Arabic numerals for Table and Figure numbers. Do not begin a sentence with a numeral; spell out the number or restructure the sentence. However, if a sentence must start with a spelled-out number use numerals when appropriate in the rest of the sentence.

Spell out percent except when reporting within parentheses. Example: It was found that nearly half (48.7 %) of the respondents….

GRANT PROPOSAL WRITING AND REPORT EDITING TIMELINE

IPED Procedures and timelines to Send in a Proposal or Edit a Report

*Prior to setting up a grant writing team**:***
Read and evaluate if appropriate to IPED and its components.

*At **two months**: Determine deadline.*
60 days prior to deadline define research question and select Principal Investigator and key personnel.

*At **6 weeks**: Outline.*
Have outline of proposal bulleted and highlighted based on RFP.

*At **5 weeks**: Team assignments.*
Assign components of proposal to be constructed by PI and staff.

*At **4 weeks**: First draft of grant or report.*
Estimate of budget to Executive Director.and first draft of grant proposal.
Draft of first report available for review, formatting and editing.

*At **3 weeks**: Second draft or grant or report.*
Have second draft and budget reviewed by Executive Director.
Second draft of report available for review, formatting and editing.

*At **2 weeks**: Final proposal of grant or final report for final editing.*
Final proposal and budget approved by ORSP.
Final report available for final edit.

*At **1 week**: Ready to send grant or ready to distribute report.*
One week prior to deadline have proposal or report ready to send out with appropriate copies.