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Public Policy Research Center Publication and Technical Report Specifications with Grant Proposal Writing Timetable

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Public Policy Research Center Publication and Technical Report Specifications with Grant Proposal Writing Timetable

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Technical Report Number 98-3

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

Public Policy Research Center Publication
and
Technical Report Specifications

GENERAL

Text

Formatted in Microsoft Word 6.0 or WordPerfect 6.0 and above

Times New Roman 10 point (pt)

Double space

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

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

Full justification

½ inch paragraph indentation

No hyphenation

Page numbers beginning page one after title page (title page not numbered)

Place page number on bottom center

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

Page numbers for references to be R-1, R-2 etc.

Acknowledgements before references

Endnotes placed before references

Continue endnote page numbers after the text page numbers (if text ends on page 14, begin endnote page number with fifteen)

Appendices placed after references

SPECIFICS

Title Page

Title in Times New Roman 16 pt 2 1/4 inches from top of page, centered and bold

Author by-line in 12 pt, bold, centered in page 4.5" from top of page

Author affiliation in 10 pt, bold, Italics (centered below author single space)

Technical Report Number 98-, centered, bold, 12pt at 6.8" from page top

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

Public Policy Research Center
University of Texas at El Paso
COB Building
El Paso, Texas 79968-0703
915.747-7974 Fax 915.747-7948
e-mail - pprc@utep.edu

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 16 pt, title case, centered in bold

(Double Space)

Authors full name in 12 pt, bold, and centered

(Space)

Affiliation in 10 pt, bold, Italic, centered

(Double space)

SUBTITLES. FIRST ORDER IN CAPS, CENTERED, IN BOLD, 12 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

<SAMPLE >

Title Heading

AUTHOR(S)
Affiliation

ABSTRACT:

KEY WORDS:

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Second Order Subtitle

Third Order Subtitle.

Fourth order title. Text follows….

Fifth order title. Text follows…

Abstract

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. Key words should be listed at the end of the abstract; no more than ten (10) keywords should be used.

Acknowledgements

Acknowledgements are to be placed after text and endnotes and before references in first order subtitle: caps, centered, bold, and in 12 pt.

Tables and Figures

Tables and figures are to be placed appropriately with text in first case subtitles: caps, centered, bold, and in 12 pt. Table and Figure description follows on next line full justified in Italics 10 pt.

Text Citations

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 full spelled out cite 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 in text as (author, year) and in references follow by the Journal title with In Press.

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 Chicago style are 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.

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

Government publication. Author, year. Title. City, State or Country: Agency (type and [number] of publication, page(s).

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

Footnotes

If footnotes are necessary, they should be indicated in the text by superscript arabic numerals and placed at bottom of the page on which the note(s) appear. Separate footnotes from the text by a short horizonal line at the left margin and number sequentially.

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. If a sentence starts 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 TIMELINE

PPRC Procedures to Send in a Proposal

*Prior to setting up a grant writing team**:***

Read and evaluate if appropriate to PPRC 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.*

Have a first draft available for review and estimate of budget to Director.

*At **3 weeks**: Second draft.*

Have second draft and budget reviewed by Director

*At **2 weeks**: Final proposal.*

Final proposal and budget approved by OSP

*At **1 week**: Ready to send.*

One week prior to deadline, have proposal ready to send out with appropriate copies.