

ILR REVIEW

MANUSCRIPT STYLE GUIDE FOR AUTHORS

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Manuscripts should adhere to a 10,000 maximum word count. This limit includes all text, tables and figures, footnotes, references, and appendices to be included in the article itself (i.e., not as an online supplement). For papers that exceed the limit, please state in your cover letter why a somewhat greater length is needed. Your AE will work with you on final length. Any supplemental tables may be posted as an Online Appendix. This online material will not count as part of the 10,000 word limit and will not be copyedited or formatted by our editorial office.

Please submit your paper as a Word file—double-spaced, 12-point, Times New Roman font. Our system will convert your Word document to a PDF for the peer review process. If you work with LaTeX software, the system may have trouble accepting the files. Detailed instructions for LaTeX authors are here: <http://mchelp.manuscriptcentral.com/gethelpnow/training/author/>. Please contact us if you need assistance submitting a LaTeX manuscript. Although we can work with LaTeX and PDF files during the review process, should your article be accepted for publication we will then need a Word document for the production steps—copyediting and typesetting.

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PUBLICATION TIMETABLE

Accepted papers are copyedited in the order they have been accepted, or according to the Editors' selections for a given upcoming issue. We copyedit using Word's Track Changes feature, and authors are given the opportunity to review the edited manuscript. Authors will then return the file to the Managing Editors, who work with the layout artist to typeset the issue for

publication. You will be provided with a PDF file of the typeset pages to proofread. After the paper has been typeset, proofread, and finalized, we post it to our Online First website at <http://journals.sagepub.com/toc/ilra/0/0>, so we encourage you to review and return your paper to the Managing Editors at each step in a timely manner. Expect some time lag between your article being accepted and being published online, and then again between online publication and print publication within a specific issue.

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LANGUAGE

Technical Terms

To make your work more accessible to the *Review's* wide-ranging readership, define key technical terms. These include words or phrases that a typical collegiate dictionary may define in a way other than how you or other published scholars use the term. Italicize the first appearance of such terms in your paper.

Sexist/Biased Language

Avoid language that might be interpreted as denigrating. Do not use “he” or “she” exclusively. Using the plural—changing “the manager . . . he” to “managers . . . they”—is one solution; using “he or she” (“him or her”) is another. Do not combine the singular and the plural, for example, do not write: “An individual . . . their . . .”

Active Voice and First Person

Write in the active voice (“We compiled data”) instead of the passive voice (“Data were compiled”) to make it easy for readers to see who did what. Use the first person (“I” or “we”) to describe what you, or you and your coauthors, did.

Examples

Passive (less desirable): It was reported that the higher the wages paid to employees, the more effort the employees put in to their work.

Active (more desirable): Joplin and Atherton (2004) reported that when firms paid higher wages to employees, the employees expended more effort at work.

SUBMITTING YOUR PAPER

Log in to your existing account (or create an account) at <https://mc.manuscriptcentral.com/ilrr>. The system will guide you through the six-step manuscript submission process (detailed below) and prompt you for any information that may be missing.

Acknowledgments and Data Availability

Prepare a Title Page as a separate document from the paper. Include title, author name(s), acknowledgments as needed (with exceptions noted below), and a note stating which data and programs you are willing to make available on request to interested researchers. A typical note runs as follows: “Additional results and copies of the computer programs used to generate the results presented in the article are available from the lead author at [e-mail].” When the data

used are proprietary, provide the names of agencies or persons who can guide other researchers through the procedures for accessing the data. If you created the data set yourself and wish to exploit it further before making it public, we recommend wording such as “Data will be available to others at reasonable cost from a date six months after the *ILR Review* publication date and for a period of three years thereafter.” You will also be asked to agree to the *Review*’s data availability policy later in the submission process.

We prefer that you do not thank or credit the editor or the referees. There is no need to include a disclaimer stating that errors, or the views expressed, are the author’s. We, and other readers, assume that’s the case; also we run a blanket statement to that effect in the front matter of each issue.

SIX-STEP MANUSCRIPT SUBMISSION PROCESS

1. Type, Title, and Abstract

Enter that your paper is an original article. Enter your paper’s title (50-word maximum) and abstract (150-word maximum) in the appropriate fields. An abstract’s first sentence generally describes the data, method, and purpose. Two or three other sentences state the most important findings, conclusions, and, sometimes, implications. Use only terms that will be understood by a general audience (which includes readers who have little background in statistics). In the abstract, use the third-person singular or plural, depending on the number of authors of the paper. (For example, “The authors investigate how union members in US manufacturing plants affect management decisions.”)

2. File Upload

You will need to upload a manuscript file with no identifying author information (designate as Main Document) and a separate title page (designate as Title Page) with author details. Upload as many files as needed for your manuscript. The system will accept Microsoft Word files and will convert these files into a single PDF for the peer review process. LaTeX files are also acceptable for the peer review stages. Detailed instructions for LaTeX authors are available on the submission site.

3. Attributes

Enter 5–10 keywords and 1–10 JEL codes in this section.

4. Authors and Institutions

The submitting author’s name, e-mail address, and institution will be pre-populated. Search (by e-mail address) for any coauthors you need to add. You will be able to create an account for any coauthors who are not already on the system.

5. Details and Comments

The cover letter field in this section can be used to share a note with the editors, bringing to their attention the unique contribution of your paper, the timeliness of the research, or if the material has been published previously. The cover letter is visible to the *Review* editors but not to the referees involved in the peer review process.

Also in this section you will be prompted to answer questions about funding sources; the number of figures, tables, and word count in your manuscript; potential conflicts of interest; data

availability; whether the manuscript is a candidate for a particular special issue; and whether there are supplementary materials.

6. Review and Submit

Upon completing Steps 1–5, you will be prompted to review the information you provided. You are also required to review the PDF proof of your manuscript. After confirming everything is correct, you must click “SUBMIT” to complete your submission.

After you’ve successfully completed the submission process, you will receive an automated confirmation message.

ORGANIZATION OF PAPER

Opening

The introduction is extremely important: It either inspires or dissuades the reader to actually read the article. It should start with an observed problem, paradox, or issue that grabs the reader’s attention. It should state the problem, research question, why it is important, how you empirically investigate it, and how the paper contributes to the existing literature. It should be brief (approximately three to five paragraphs); free of technical econometric language; and as free as possible of in-text cites and footnotes. Put all but essential citations in the theory or literature review that follows the introduction. Use the first-person voice (“I” or “we” rather than “This study”). Do not present an outline or “map” of the paper, and do not anticipate findings or conclusions. Do not include a subhead titled “Introduction.” Do not number your headings and subheadings.

Body

Place headings (and subheadings, if needed) regularly throughout the paper to guide readers through the material. Avoid long paragraphs. Whenever a quote or fact or argument you are borrowing appears on specific pages in its source, cite those pages rather than the entire source.

In-Text Citations

For in-text citations to reference sources, use last name with year enclosed in parentheses like this: (Smith 2004). Separate multiple authors with a semicolon and arrange them chronologically rather than alphabetically, like this: (Smith 1999; Anderson 2005; Frank 2011, 2013). For sources authored by several names, write out all names in the first instance (up to four names) and then use et al. thereafter. If more than four author names, use et al. even at first occurrence. Any source called out in the parenthetical cites must appear in the References section; any source listed in the References, must have a parenthetical citation in the text.

Headings and Sections

ILR Review allows no more than three levels of headings. Use boldface for the first two levels.

Main Headings (Title Style; bold; centered) are first.

Second-Level Headings (Title Style; bold; flush left) are next.

Third-Level Headings (again Title Style; no bold; italicized) are next.

Please don't skip steps: for example, no second-level headings before you use a first-level heading. Use second- and third-level headings in sets of two or more. For example:

	Methods	[1st level]
Data and Sample		[2nd level]
Measures		[2nd level]
<i>Independent Variables</i>		[3rd level]
<i>Dependent Variables</i>		[3rd level]
	Results	[1st level]

Expected Findings, Empirical Specifications, Hypotheses

We encourage authors to clearly state their expected findings or empirical specifications, and where appropriate, to state each hypothesis to be tested. Please give each a distinct number (H1) or number-letter (H1a) label. Set hypotheses off from the running text in a text block, in roman type. For example:

H1: A positive relationship occurs between poor air quality and respiratory ailments.

H1a: When the air quality index decreases, more people complain of respiratory ailments.

Results

Discussion

Conclusion(s)

The conclusion is usually no more than two pages long. Briefly state conclusions, with reference to specific findings as necessary; recapitulate how the findings add to or differ from those of previous studies. If appropriate, discuss implications or unanswered questions (but avoid a detailed description of "more research needed"). We are particularly interested in authors addressing the firm-level or public policy implications of their papers. As in the introductory paragraphs, avoid footnotes and in-text cites.

Footnotes

Use footnotes sparingly. Most information should be in the text, with footnotes used only for technical or explanatory material. Do not use endnotes. Please avoid notes such as "See Anderson 2010," which are better moved into the text and handled as a parenthetical citation, for example (Anderson 2010).

Appendices

Appendices for your print article may contain text or tabular material. Use letters for each appendix, if more than one is included, for example, Appendix A, Appendix B. Tables and figures should be numbered separately from any that fall within the main portion of the paper, for instance, Table A.1 for the first table in the first appendix. Additional supplemental material might also be submitted for presentation in an Online Appendix linked to your article and hosted by SAGE Publishing. If your paper is lengthy and/or the appendix material is lengthy, we recommend moving it online.

Reference Section

All entries in the reference list must be cited at least once within the text, tables, or figures of the paper. (Likewise, all sources cited within the paper must be included in the reference list.)

Provide full first names of authors.

Alphabetize by last name of the sole/first author, editor, corporate author (e.g., U.S. Census Bureau), or periodical (e.g., *New York Times*) if there is no human author/editor. For works authored by the same person, put in order of earliest date of publication first, and differentiate entries from the same year by adding a, b, and c, etc., after the year (e.g., 1999a, 1999b).

Provide both volume and issue number for article entries, if available/applicable.

Examples of various source materials follow at the end of this document.

Tables and Figures

Make tables and figures as self-contained as possible so that they make sense without needing to refer back to the text for explanatory information.

For each table or figure, add a number and title: *Table 1. Title of Table* or *Figure 1. Title of Figure*. Use substantive but brief titles that are accessible to readers without a background in statistics.

Include headings for *all* columns, including the first, descriptive column.

If needed, directly below the table or figure, identify the *Source*: of the material.

If needed, place *Notes*: directly under the source line, if included, or directly under the table or figure. Some notes are brief sentences that refer to the entire table. Other notes may be set up as lettered footnotes (keyed a, b, c, etc.) that explain cryptic or ambiguous elements in a specific cell, column, or row.

Use asterisks to denote statistical significance as follows: *Statistically significant at the .10 level; ** at the .05 level; *** at the .01 level.

Tables and figures should be oriented and sized at no larger than 5" x 8" for portrait orientation or 8" x 5" for landscape.

If you use color in your tables or figures, they will display in color in the electronic version of the article, but they will be converted to gray scale for the print version. Be sure that you've chosen a presentation style that will still make sense in gray scale; for example, use varying dots, dashes, symbols, cross-hatching, and so forth, rather than color alone.

We prefer that tables be compiled within Word's Table feature, and tables must be editable (not copied into the file as a static image).

Although figures may be copied into the Word file for the initial submission process, if the paper is accepted we will probably need figures from the original, native software that have been saved, for example, as .eps, Excel, PowerPoint, .jpg, .tif, or .pdf.

Take numbers to no more than three decimal places unless finer specification is meaningful.

Place all tables, figures, and appendices at the end of the document, but indicate within the

paper where to place them. For example, at the end of the paragraph that first mentions a table number, break to a new line and add:

[[Table 1 near here]]

Reference Examples

Books: Include the full first and last name(s) of author(s), book title [Title Case and italicized], city of publication, and publisher.

Barreto, Manuela, Michelle Ryan, and Michael Schmitt. 2009. *The Glass Ceiling in the 21st Century: Understanding Barriers to Gender Equality*. Washington, DC: American Psychological Association.

Chapter in book/edited collection: Include the full name(s) of the author(s); chapter title (do not enclose titles in quotation marks); use sentence case; do italicize and put book titles in Title Case. Include the full first and last name(s) of editor(s), name of publication in which the chapter appears, volume or edition number (if applicable), page range, city where published, and publisher name.

Strober, Myra H., and Jay M. Jackman. 1994. Some effects of occupational segregation and the glass ceiling on women and men in technical and managerial fields: Retention of senior women. In Gunilla Bradley and Hal W. Hendrick (Eds.), *Human Factors in Organizational Design and Management*, Vol. 4, pp. 593–98. Amsterdam: Elsevier.

Periodicals: Include the full name(s) of the author(s); article title; name of publication in which the article appears; both volume and issue number (whenever applicable and possible); and page range. Do not enclose article titles in quotation marks; use Sentence case for the article title; do italicize and put periodical titles in Title Case.

Eide, Eric. 1994. College major and changes in the gender wage gap. *Contemporary Economic Policy* 12(2): 55–64.

Katz, Lawrence F., and Alan B. Krueger. 1999. The high-pressure U.S. labor market in the 1990s. *Brookings Papers on Economic Activity* 1: 1–87.

Weiss, Yoram, and Reuben Gronau. 1981. Expected interruptions in labor force participation and sex-related differences in earnings growth. *Review of Economic Studies* 48(4): 607–19.

Online Periodicals with web access: Include the full name(s) of the author(s); article title; name of publication in which the article appears; both volume and issue number (whenever applicable and possible); and page range. Do not enclose article titles in quotation marks; use Sentence case; do italicize and put periodical titles in Title Case. Add name of website and URL, also access date when possible. Alternatively, if available, you could include the DOI number instead of the URL.

Upall, Sharanjit. 2010. Unionization 2010. *Perspectives on Labor and Income* 11(10): 18–27. Statistics Canada. Accessed at <http://www.statcan.gc.ca/pub/75-001-x/2010110/article/11358-eng.htm> (July 29, 2011).

Unpublished Works: These include working papers, papers presented at conferences, and unpublished dissertations and theses. Include the full name of the author(s), the title, type of work, place at which the work was presented, and if relevant, month. Do not italicize titles of unpublished works.

Borghans, Lex, Bas ter Weel, and Bruce Weinberg. 2006. People people: Social capital and the labor market outcomes of underrepresented groups. NBER Working Paper No. 11985. Cambridge, MA: National Bureau of Economic Research.

- Blinder, Alan S. 2005. Fear of offshoring. CEPS Working Paper No. 119. December. Brussels: Centre for European Policy Studies.
- Khitatrakun, Surachaikhit. 2003. Saving, wealth, and retirement: Evidence from the health and retirement survey. Unpublished doctoral dissertation. University of Wisconsin-Madison.
- Nadler, Carl, and Matthew Wiswall. 2009. Risk aversion and support for merit pay: Theory and evidence from Minnesota's Q comp program. Working Paper No. 09-05. Institute for Education and Social Policy, New York University. Accessed at <http://steinhardt.nyu.edu/iesp/featured/6> (February 4, 2010).
- Webpage/Website:** Include the full name(s) of the author(s), the webpage, the URL, and an access date, if possible.
- Bowman, Doug. 2009. Why designer Doug Bowman quit Google. Accessed at <http://stopdesign.com/archive/2009/03/20/goodbye-google.html> (September 2012).
- Kantrowitz, Mark. 2006. The smart student guide to financial aid: Retirement plans. Accessed at <http://www.finaid.org/savings/retirementplans.phtml> (December 13, 2009).
- Government Documents:** Include full first and last name(s) of author(s), type of document, database, where it is housed, the URL, and access date, if possible.
- CONSAD Research Corporation. 2009. An analysis of the reasons for the disparity in wages between men and women. Prepared for the U.S. Department of Labor, Employment Standards Administration. Contract Number GS-23F-02598.
- Ruggles, Steven, Matthew Sobek, Trent Alexander, Catherine Fitch, Ronald Goeken, Patricia Kelly Hall, Miriam King, and Chad Ronnander. 2004. Integrated public use microdata series: Version 3.0 [Machine-readable database]. Minneapolis, MN: Minnesota Population Center [producer and distributor]. Accessed at <http://www.ipums.org> (June 3, 2005).
- U.S. Census Bureau, Population Division. 2000. Table 7: Educational attainment of employed civilians 18 to 64 years, by industry. Accessed at <http://www.census.gov/population/socdemo/education/p20-536/tab07.pdf> (March 2001).