

## **RSF Submission Guidelines**

When you submit your article for peer review, please be sure to adhere to the following guidelines or your paper will be returned to you. The issue will not be advanced until all papers have been correctly submitted for publication.

### **Length**

Individual paper submission should be no longer than 35 pages. They should be double-spaced with 1 inch margins, Times New Roman font. Tables and figures are included in the page count as are notes and references, which can be set single-spaced. Call outs should appear in the text for placement of tables and figures. The text may be submitted in Microsoft Word, Word Perfect, or RTF.

### **Tables and Figures**

Tables and figures must be submitted in a separate file and **not** embedded in the text.

Tables should be no more than 9 columns wide in a vertical or “portrait” orientation (this includes row headings). They should be numbered consecutively with Arabic numbers.

Please do not use vertical lines to show space distinction (use only horizontal lines and additional blank space if necessary).

Please do not include shading in your tables.

Use Panel A and Panel B to denote sections of a table. Do not abbreviate column headings.

Spell out “percent: and do not use the percent sign. Place a zero in front of the decimal point in all decimal fractions (that is, 0.357, not .357).

For notes pertaining to specific table entries, please use lowercase letters (a, b, c, etc.). These notes should follow the more general table *Sources* and *Notes*. For notes on significance levels (also called probability notes), we use asterisks as reference marks.

If two or three standard significance levels are noted, a single asterisk is used for the lowest level of significance, two for the next higher, and so on. If values other than these three are given, however, footnote letters are preferable to asterisks, to avoid misleading the reader. In the note, the letter *p* (probability) is usually lowercase and in italic. Zeros are generally omitted before the decimal point. Probability notes follow all other notes.

\**p* < .05

\*\**p* < .01

\*\*\**p* < .001

(*Chicago Manual of Style*, 16<sup>th</sup> ed.)

All tables and figures must list full source information. If the source is the author’s own research, please use “Author’s calculations.”

Your table and figures will appear in black and white in the print version of the journal. In the digital edition, however, you may use color. Please make sure that when color is used the variation is sufficiently different that the figure or table will be easily readable when rendered in grey scale.

Figures and photographs should be submitted at 300 dpi and may be submitted in WMF, PDF, EPS or native PSD formats. Tables may be submitted in Microsoft Word or Excel.

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## **Additional Items that Need to Be Submitted Along with Your Paper**

Contributors should supply a short abstract for their paper consisting of 125 words or less (625 characters including spaces).

Contributors should supply a list of key words (between 3-5 words) for your article.

Full author affiliation and contact information for all of the article’s authors must be listed on the first page of the article. Please start with bios for each author in the following format (e.g., Jane Smith is professor of x at y university).

After the bios are listed for all of the authors please add a paragraph in the following format. List any acknowledgements. Follow them with: Direct correspondence to: name, email address, snail mail address. Once again please include contact information for all of the authors.

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## **Appendix**

An article may have an appendix of no more than five pages that may include tables, figures, etc. Any material in excess of that length will not be edited or typeset as part of the issue, but will be made available through links on the issues webpage. There is no limit to the additional material that can be posted on that website.