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Labor and Employment Relations Association Instructions to Symposium Paper Presenters and Discussants (including chairs) at LERA Meetings

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(Please check only one answer below.)

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Please fax, scan and email, or mail this completed form to the LERA office prior to the LERA conference. Doing so will save the LERA staff and you a number of correspondence follow-up efforts to make sure your paper is receiving the consideration you wish. Thank you.

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Labor and Employment Relations Association

Proceedings of the LERA Meetings

An annual publication of the LERA

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- Any tables or charts must be emailed in separate files, not imbedded in the chapter text. Please send these in the software application in which they were created. Placement for these tables should be clearly indicated in the chapter text.
- **Include on a separate page an abstract up to 300 words of your paper.** The abstract may be published on the website.
- **If you presented a poster at a LERA Best Poster session,** you may submit a 300-word abstract of your poster to be published.

LENGTH FOR SYMPOSIUM PAPERS

- Papers must be no longer than 30 typed double-spaced pages (excluding the 300-word abstract) of 11-point text (Garamond is preferred) with 1-inch margins. This includes all text, tables, figures, endnotes, and references. Endnotes and references are to be placed at the end of the manuscript. Papers over this limit may be returned to the author(s) at the editor's discretion.
- Please do not use footnotes. **Papers with footnotes will be returned for conversion to the “LERA Endnote and Reference style”.**
- Try to limit the title of a paper to 10 words or less.
- Do not reduce font size or line spacing or maximize margins to achieve the 30-page ceiling.

LENGTH FOR DISCUSSANT COMMENTS

- Papers must be no longer than 8 single – spaced pages of 11-point text (Garamond preferred). This includes all text, and any tables, figures, endnotes, and references. Any endnotes and references are to be placed at the end of the commentary. Papers over this limit may be returned to the author(s) at the editor's discretion.

Please do not use footnotes. Papers with footnotes will be returned for re-formatting by the author to endnotes.

PAPER FORMAT

- Double-space all text, including endnotes and references. Indent all paragraphs, use 1-inch margins all around the page, and number all pages consecutively.
- 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)
<i>Second Level of a Heading</i>	(space above and below, italics)
<i>Third level of a heading.</i>	(runs into text, indent 5 spaces, no space below, italics, lower case)
- Submit all figures, tables, charts, and graphs (art) at the end of your paper on separate pages in electronic form, or by using the alternate upload options that you will see when you upload your paper files. Please clearly indicate the approximate position you wish the art to be placed within the text. It is very important you provide a hard copy of all art as well.
- Lengthy acknowledgments. If you feel an acknowledgment is essential, put it at the end of the text before endnotes and references and label "Acknowledgments."
- All references cited within the text must be listed in the reference section and all references listed in the reference section must be cited within the text. **Do not use footnotes** or your paper will be returned to you to re-format. Endnotes should be used sparingly, must be double-spaced, and are included in the 30-page limit. Any appendix precedes the reference section.

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.
- Do not use a summary paragraph telling readers what you have written about.
- 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 current page limits.
- 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.

REFERENCES

All references cited within the text must be listed in the reference section and all references listed in the reference section must be cited within the text. They should appear in the author-date format as follows:

(Kochan, Katz, and McKersie 1985: 227)
(Tracy 1987; Kleiner and Bouillon 1988)
(Heneman and Sandover 1983)

(Osterman 1984, 1987)

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

References should be listed in alphabetic order by author at the end of the paper. Multiple publications by the same author(s) should appear in chronological order with oldest publications listed first. Examples of reference listings are:

Article in a book:

Blau, Francine D., 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 Meeting* (San Francisco, Dec. 28-30, 1986). Madison, WI: Industrial Relations Research Association, pp. 70-6.

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.

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. A 1.

Government publication:

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

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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].

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>>.

We ask you to adhere to the above guidelines. Papers that exceed page limits, or include footnotes, or that list references in improper form may be returned to the author(s) for revision. Thank you for your cooperation.

PUBLISHER CONTACT INFORMATION

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