

ILLINOIS MUNICIPAL POLICY JOURNAL

Guidelines for Writing an Article

The *Illinois Municipal Policy Journal* is a new annual publication that will share timely research and public policy analysis relevant to municipal government within Illinois. Particular emphasis will be placed on articles with supported conclusions on state laws, rules, programs, and policies that affect municipal governments. The journal will be distributed to members of the Illinois General Assembly; the Illinois Congressional Delegation; Illinois Constitutional Officers; Mayors and City Councils as well as city administrators throughout Illinois. The *Illinois Municipal Policy Journal* is a collaboration of the Illinois Municipal League and the Chaddick Institute for Metropolitan Development/School of Public Service at DePaul University.

IMPORTANT DATES & DEADLINES:

Abstracts/pre-proposals accepted: through February 15, 2019

(Abstracts received after the deadline will be considered on a space-available basis.)

Full articles due no later than: July 10, 2019

IMPJ Vol IV release event: Early December, 2019

ABSTRACT/PRE-PROPOSALS – Due February 15, 2019

Your submission should include a working title for the article, author(s) and their affiliation, introduction, analysis, brief description of the research context and methodology used, research findings, and clearly stated conclusions. The abstract should demonstrate the ability to write and communicate in a manner that will suit the intended primary audience of members of the Illinois General Assembly as well as mayors and city council members. Pre-proposals should be no less than four full paragraphs and no longer than approximately two pages double spaced. We also recommend you send a writing sample representative of past work. This can be a link or excerpt from a larger document. The Editorial Team will respond to abstract/pre-proposals on a rolling basis to ensure the maximum time for article completion. We will consider abstracts after the deadline on a space-available basis.

FULL MANUSCRIPT SPECIFICATIONS – Due no later than July 10, 2019

Articles should make specific policy and/or administrative conclusions and be based on nonpartisan research or analysis. The narrative should be aimed at a practitioner audience rather than an academic audience.

Full manuscripts should not exceed 4,500 words (about 15 pages, double spaced), including exhibits, and shorter articles, published as “Issue Briefs”, should run about 2,250 words (7-8 pages, double spaced) including exhibits. We recommend including simple-to-follow exhibits and charts. All articles should include an abstract (less than 100 words), introduction, analysis and/or research findings; and clearly stated conclusions.

All textual material must be double spaced in a full size typeface with 1 inch margins on all sides. References should follow APA style guidelines. Artwork, including tables, charts, figures, and graphs should be placed on separate pages at the end of the text with proper placement indicated within the text (e.g., “insert table 2 here”). Copyright is retained by the publisher and articles are subject to editorial revision. Authors will receive three printed copies of the journal as well as online access to the issue in which their article has been published.

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