



## Style Guide for Authors

### *Housing Policy Debate*

All manuscripts should be original, unpublished works not under consideration for publication elsewhere. Please submit to:

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#### **General**

Please submit your manuscript double-spaced in MS Word via e-mail to HousingPolicyDebate@vt.edu. Please submit tables and figures separately from the main text file (see sections on Preferred File Formats and Tables and Figures). You may also submit your manuscript via CD to the address above. Label your CD as follows: type of software and the version used (name and/or number); date of the manuscript; author name(s); and title of manuscript. Please be sure that you send the most recent draft.

Because manuscripts undergo a blind review, submit two title pages, the first showing

- title of the manuscript
- name, title, affiliation, phone number, and e-mail address of each author
- a delivery address for the corresponding author (must be a street address)
- date of the manuscript

and the second containing only the title of the paper.

Authors may use the first-person singular in their manuscripts; however, a single author should not refer to himself or herself as “we.”

The style used by the Metropolitan Institute is based on *The Chicago Manual of Style* (CMS) (14th edition).

## **Preferred file formats**

Following is a short list of acceptable file types. Please submit tables and figures separately from the main text file, but indicate in the text file approximately where to insert them. Please keep in mind that this list is by no means exhaustive; if you have questions about whether we can support a particular file that is not listed below, please contact Kathy Litzenberg at [litzenbe@vt.edu](mailto:litzenbe@vt.edu).

1. Text—Submit text in MS Word. Indicate in the main text file where tables or figures should be inserted (for example, [Insert table 1 about here]).
2. Tables—Submit tables in MS Word or Excel.
3. Graphs and charts—Submit in MS Excel. Data should be pre-generated and saved under a separate worksheet tab in the same file. For figures plotted to data points, include electronic copies of the data points so the figure can be accurately generated.
4. Maps and line art images—Submit as Encapsulated PostScript (EPS) files.
5. Photographs—Submit as EPS, TIFF, or original JPEG files. (Original JPEGs are necessary for high quality printing. If in doubt, please send what you have. We will contact you if there is a problem.) Please do not submit tables, graphs, charts, or maps in TIFF or JPEG format.

**Biography**

As stated in the General section, the manuscript should include a listing of each author's name, title, and affiliation on the "first" title page. Our copy editor will use this information to create an Author section that will appear at the end of the article. If an author's affiliation changes after the paper is submitted and before it is published, the new affiliation can be added (showing the old one as well if it is important) or substituted when the author reviews the edited copy or the page proofs.

**Acknowledgments**

Acknowledgments to individual staff members are acceptable. Place any acknowledgments in a separate paragraph following the biographical information. Any disclaimers should also be in this paragraph, following the acknowledgments.

**Abstract**

Include a two-paragraph abstract not exceeding 150 words and place it on the first page of the text. In the first paragraph of the abstract, describe the issue(s) or question(s) the paper addresses. In the second paragraph, state the major findings or conclusions.

**Keywords**

Keywords should be included with journal articles. Please select three or four keywords from the list at the end of this guide that best describe the topic(s) covered in your article and place them immediately after the abstract.

**Abbreviations**

Give the full definition of an abbreviation or acronym at first mention in the manuscript; afterward, use only the abbreviation. However, an abbreviation that is defined in the abstract should also be defined in the article. An abbreviation that appears only once should be deleted and the full wording used. If an abbreviation is first defined in the text, the abbreviation alone can then be used in subsequent footnotes or tables; however, if the abbreviation is first defined in a footnote or table, the abbreviation should be defined again when it first appears in the following text.

### **Text headings**

Headings are not numbered and are placed flush left. The first word of the heading is capitalized, but all other words (except for proper nouns) are lower case. First-level headings are bold; second-level headings are italic; and third-level headings are italic with a period that leads directly into text.

Examples:

**First-level heading**

*Second-level heading*

*Third-level heading.* The text continues....

### **Tables and figures**

Use Arabic numerals to number tables and figures consecutively in separate series in order of appearance. Include a brief descriptive title at the top of each table or figure. Do not include tables or figures in the main text file. Instead, submit them separately and indicate in the main text file approximately where to insert them (for example, [Insert table 1 about here]). The text must contain a reference to and an explanation of each table or figure.

Any abbreviations in the tables and figures must be defined. (See also Abbreviations section above.)

If you draw tabular or other material from other sources, be sure to include these sources in the references and obtain copyright permission if necessary.

#### *Notes in tables and figures*

If tables and figures require notes, the order of placement (and an example of each) is as follows:

*Source:* Tabulations of the American Housing Survey.

Note: Method is based on straight-line depreciation.

<sup>a</sup> Nonfamily housing.

<sup>b</sup> Family housing.

\* $p < 0.1$ . \*\* $p < 0.01$ . \*\*\* $p < 0.001$ .

*Source notes.* If you draw tabular or other material from other sources, use a short form of the reference in the table source note (name of the author or agency and date). Such information should be given after the word *Source* followed by a colon as in the example above. When there are two works by the same author or agency in the same year in the references, they will be differentiated by a lowercase letter after the date (for example, 1991a, 1991b) and should be correspondingly indicated in a table source note. Where tabular and other material is based on your original work, so indicate in the text or in a note to the editor. Such material does not need a source note.

*Notes.* These are general notes that apply to the whole table or figure (as opposed to footnotes which apply to a specific portion of a table or figure, such as a row or column). Such information should be given after the word *Note* followed by a colon as in the example above.

*Footnotes.* Unlike a general note, a footnote applies to a specific section of a table (for example, a row or column) and, in rare cases, to a section of a figure. Such information should be given using superscript lowercase roman letters as in the examples above. If there is only one footnote, an asterisk is used (unless the asterisk has been reserved to indicate significance in this table, in which case a superscript *a* should be used).

*Significance notes.* In tables reporting statistical results, levels of probability are indicated by asterisks—one asterisk for the highest probability (lowest significance), two for the next highest, and so on. If multiple tables have significance notes, a particular number of asterisks should correspond to the same probability level throughout the article, and the significance notes should be consistent across tables.

## Equations

Make sure all symbols in equations are clear and that all equations (except those in footnotes) are numbered. Single-letter variables should be italicized. Multiple-letter variables and abbreviations (for example, AGE) and functions (for example, exp, min, ln) should not be italicized; neither should numbers, parentheses, or math operations. Vectors and matrices should be in bold (not italicized).

Examples:

$$\text{PMT}(1, b, n) = \frac{b}{1 - (1 + b)^{-n}} \quad (1)$$

$$\text{Prob}(\text{own}) = \Gamma(y_{pf}, y_{tj}, o_{jm} / r_m, d_j) \quad (2)$$

$$H_i^s = H_i^s(\text{PO}_i, \text{FAC}_i, \text{GOV}_i, \text{VAC}_i)$$

## Footnotes

Footnotes are numbered consecutively within each article, using superscript Arabic numerals. Footnotes may be used for explanatory information but not strictly for references. We do not use endnotes.

## Appendices

Appendices are placed at the end of the article, immediately before the References section. If there is more than one appendix, they should be labeled Appendix A, Appendix B, and so on. Within an appendix, figures and tables should be labeled to indicate that they belong to a particular appendix (e.g., table A.1, table B.2, figure A.1).

## References

The manuscript must include complete and accurate references of all materials cited in the manuscript that are not of your original authorship. Please double-check your references to ensure that names and dates are accurate, that Web pages are still active, and that there are no discrepancies between the text and the reference list.

*Important reference guidelines (see examples below or CMS)*

- The reference section should be in alphabetical order by author, unnumbered, and placed at the end of the article.
- Citations must follow the author-date system.
- All (author-date) references in text must be supported by full references in the reference list.
- Give **authors' full first names** (not just initials). (This is a variation on the *CMS* author-date style.)
- Differentiate two works by the same author or agency in the same year by placing a lowercase letter after the date (for example, 1991a, 1991b). List the works chronologically if specific dates are known; otherwise, list them alphabetically by title.
- Titles of books, periodicals, and reports should be italicized. Article titles should be in regular roman letters, no quotations.
- Include **page numbers** when citing a journal article or book chapter. Also, please be sure to include the volume and issue numbers when citing a journal article.
- When citing a paper presented at a conference, include the place, date, and conference title or sponsoring organization.
- Give sources for tables in as complete a form as possible in the reference list. If sources are pamphlets or looseleaf updates, include them in the references nevertheless.
- When citing a World Wide Web site, include the date the site was last modified. If no last-modified date is available, use the last-accessed date instead. If neither is available, the phrase may be omitted.
- Use initial-cap style for titles (capitalize the significant words: nouns, adjectives, verbs, and adverbs). (This is a variation on *CMS* author-date style.)

Examples:

Allen, William N., Wallace Eugene Oates, and Robert M. Schwab. 1992. Measuring Peer Group Effects: A Study of Teenage Behavior. *Journal of Political Economy* 100:967-91.

Barnes, Walter, Kerry D. Vandell, and Eric Sondergeld. 1992. A Contingent Claims Model of Commercial Mortgages Utilizing an Estimated Default Function. Working paper. University of Wisconsin-Madison.

Congress of the New Urbanism. 1996. *Charter of the New Urbanism*. World Wide Web page <<http://www.arc.miami.edu/snu/charater.htm>> (last modified September 16).

*Note:* If no last-modified date is available, use the last-accessed date instead. If neither is available, the phrase may be omitted.

Freeman, Richard. 1992. Understanding Crime, Gangs, and Neighborhoods: Ethnographic Research and Social Science Analysis. Paper read at the Conference on the Urban Underclass, University of Iowa-Ames, June 8-10.

Hadden, Louise, and Mireille Leger. 1988. *Codebook for the Annual Housing Survey Data Base*. Cambridge, MA: Abt Associates.

Knickman, James R., and Beth C. Weitzman. 1989. *A Study of Homeless Families in New York City: Risk Assessment Models and Strategies for Prevention, Final Report*. Prepared for the New York City Human Resources Administration by the Health Research Program of New York University.

National Council of State Housing Agencies. 1987-1990. *Low-Income Housing Tax Credit Activity*. Annual Compilations. Washington, DC.

Office of the Federal Register. 1989. *Federal Register* 54, no. 215. Washington, DC.

Petty, Phillip N., and Judith C. Chaney. 1991. Implementing FIRREA's Affordable Housing Provisions. Paper read at the American Real Estate and Urban Economics Association Midyear Meeting, May 28-29, Chicago.

U.S. Bureau of the Census. 1996. *Housing Vacancy Survey: Third Quarter 1996*. World Wide Web page <<http://www.census.gov/hhes/www/hvs.shtml>> (accessed November 2).

U.S. Bureau of the Census. 1991. New York City Housing and Vacancy Survey Questionnaire 1991. Washington, DC.

U.S. General Accounting Office. 1989a. *Tax Policy: Costs Associated with Low-Income Housing Tax Credit Partnerships*. Washington, DC.

U.S. General Accounting Office. 1989b. Testimony of Comptroller General on 1988 Financial Audit: Federal Housing Administration. Washington, DC.

Wilgoren, Debbi. 2005. Reverberations of a Housing Boom. *Washington Post*. February 2, p. B1.

**Editing queries**

Once your article has been approved for publication, it will be professionally edited. You will receive a marked-up copy to approve the edits and answer the editor's queries. Please respond promptly.

**Proofs**

After your article has been edited and typeset, you will receive page proofs to review and approve within three days. Substantive author changes are discouraged at the final page proof stage, but may be permitted after consultation with the Publications Editor.

**Keyword list**

(Select three or four keywords.)

Abandoned property  
Affordability  
Alterations  
Assets  
Availability  
Banking  
Budget  
Capital  
City  
Commercial  
Community  
Construction/building  
Counseling  
County  
Credit  
Crime  
Data  
Debt  
Default  
Demographics  
Development/revitalization  
Discrimination  
Disposition  
Economic development  
Education  
Elderly  
Federal  
FHA (Federal Housing Administration)  
Financial institutions and industry  
Foreclosure  
Gentrification  
Government-sponsored enterprises

Growth management  
Health care  
Historic  
Homeless  
Homeownership  
HOPE VI  
Housing  
HUD (U.S. Department of Housing and Urban Development)  
Immigration  
Income  
Insurance  
Interest rates  
Labor market  
Land use/zoning  
Land trusts  
Legislation  
Local  
Location  
Low-income housing  
Macroeconomics  
Management  
Markets  
Metropolitan  
Microeconomics  
Minorities  
Mobility  
Mortgages  
Multifamily  
Neighborhood  
Nonprofit sector  
Policy  
Populations  
Predatory lending  
Prepayment  
Preservation  
Prices  
Primary market  
Private/for-profit sector  
Programs  
Property  
Public Housing  
Quality  
Real estate  
Regional  
Regulation  
Rehabilitation/maintenance

Rent control  
Rental housing  
Rural  
Secondary market  
Securitization  
Services  
Smart Growth  
State  
Stock  
Suburban  
Tax policy  
Tax credit  
Underserved  
Underwriting  
Urban environment  
Urban planning  
Vacancy rates  
Vacant land  
Vouchers  
Welfare