CCEC White Papers: Author Guidelines
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All manuscripts for CCEC White Papers should be submitted via email Janelle Williamson at Williamson.620@osu.edu. For specific questions or inquiries, email Janelle Williamson.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission’s compliance with all of the following items. Submissions may be returned to authors who do not adhere to these guidelines.


Length: Manuscripts aim to run between 6 and 8 pages (~2,500-3,000 words), including all tables, figures, notes, and references, typed for 8½” x 11” paper with 1” margins on all sides, single-spaced using 12-point type. All manuscripts should be in MS Word format. PDFs are not acceptable.

Paper title should be between 7 and 10 words in length.

Subheads should be used at reasonable intervals to break the monotony of text and should be clearly identified in the manuscript. Words and symbols to be italicized must be clearly indicated by italic type. Abbreviations and acronyms should be spelled out at first mention unless found as entries in their abbreviated form in Merriam-Webster’s Tenth Collegiate Dictionary (e.g., “IQ” needs no explanation). Pages should be numbered consecutively.

Cover Page:
- Paper title
- Authors’ names and degree (NO institutional affiliation)
- Corresponding author’s contact information

The corresponding author, who will be handling the correspondence with the editor and the White Papers Committee, should be clearly indicated.

Executive Summary and List of Recommendations: All manuscripts should include an Executive Summary of 150–200 words and a List of Recommendations for the following audiences (whenever appropriate): (1) policymakers, (2) practitioners, and (3) researchers.

For policy recommendations: Please consult Crane's Associate Director of Policy, about your recommendations. She is available to brainstorm and help ensure the document is aligned with university guidelines. Note, the policy recommendations might be edited for content. Associate Director of Policy: Jamie O’Leary (oleary.156@osu.edu)
Notes and References: Notes are for explanations or amplifications of textual material. They are distracting to readers and expensive to set and should be avoided whenever possible. They should be typed as normal text at the end of the text section of the manuscript rather than as part of the footnote or endnote feature of a computer program and should be numbered consecutively throughout the article.

A reference list contains only references that are cited in the text. Its accuracy and completeness are the responsibility of the author(s). Reference each publicly available identifier (DOI), a handle, or a uniform resource name (URN). If necessary, this last element may be replaced by a web address and an access date. Personal communications (letters, memos, telephone conversations) are cited in the text after the name with as exact a date as possible.

Tables, Figures, Illustrations, and Pictures: The purpose of tables and figures is to present data to the reader in a clear and unambiguous manner. The author(s) should not describe the data in the text in such detail that illustration or text is redundant.

The author creates tables, graphics, and figures, and should include them in their original form (e.g., the excel file with source data) along with paper submission so that our designer can align them with brand colors and aesthetic.

Authors should make sure that no portion of the manuscript infringes the copyright of another. If such an instance occurs, it is the sole responsibility of the authors to address and correct this issue.

Acknowledgements section and (note to self: add authorship link to APA).

Copy Editing: The original document with copyedits will be sent to the corresponding author to process and approve. The returned version submitted by the corresponding author will constitute the FINAL version that will be submitted to the designer. Once in layout, all non-content related decisions (i.e., decisions that do not alter the content of text, figures, and/or tables) will be made by the White Papers Committee.

The corresponding author will have 48 hours to process all the copyediting changes and resubmit the manuscript for design layout.
White Paper Process

1. Author submits proposal
2. Timeline set and signed by authors
3. Authors write paper
4. If including policy-related recommendations, consultation with Associate Director of Policy (oleary.156@osu.edu) occurs
5. Authors submit final version of paper to Coordinator (Williamson.620@osu.edu)

Note: it is the responsibility of the lead author to ensure that co-authors are content with final white paper content.

6. Coordinator sends paper to copy-editor and to the communications team to plan dissemination
7. Authors approves copy edits within 48 hours of receipt
8. White Paper is sent to Laura Justice for final approval
9. White Paper sent to design
10. White Paper returned from design and disseminated