

## **PROFITWISE NEWS AND VIEWS GUIDELINES FOR AUTHORS**

*Profitwise News and Views* welcomes article proposals and comments from bankers, community organizations, and other readers. It is mailed (either electronically or via U.S. Mail) at no charge to state member banks, financial holding companies, bank holding companies, government agencies, nonprofit organizations, academics, and community economic development professionals throughout the Seventh Federal Reserve District and the nation. *Profitwise News and Views* is also published on the Internet at: [www.chicagofed.org/webpages/publications/profitwise\\_news\\_and\\_views/index.cfm](http://www.chicagofed.org/webpages/publications/profitwise_news_and_views/index.cfm).

**Purpose of publication:** to report current research findings, analyze policies, interpret trends, raise awareness of key community development issues, and present case studies of techniques and programs that promote fair and equal access to financial services and community reinvestment.

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**Editorial board:** Alicia Williams, Michael Berry, Mary Jo Cannistra, Jeremiah Boyle, Harry Ford, Steven Kuehl, Susan Longworth, and Robin Newberger.

**Subject areas include:** immigrant issues; economic development; community development finance, strategies, and initiatives; affordable housing; consumer and small business finance; and workforce development.

**Procedures for submission:** you are welcome to write or call the editor to discuss your article. Manuscripts are invited and should be addressed to the editor. In certain limited instances, *Profitwise News and Views* will consider articles that have been published or are scheduled for publication elsewhere.

### **Criteria for publication – articles should:**

- Contain approximately 1,500 to 3,000 words, excluding charts, tables, etc.; articles under consideration as features may contain up to 5,000 words, but authors should discuss with the editor the classification as a feature article in advance.
- Explore specifics of substantive issues.
- Contain accurate, up-to-date, factual information.
- Cover topics of broad interest (case studies are particularly effective).

- Make effective use of any graphs, charts, or tables referenced. Please note:
  - All exhibits must be referenced in the text.
  - All exhibits should be attached in a separate file provided with the text.
  - Send only the exact data that appears on the chart.
  - Do not include macros or formulas in the data.
  - Include the source, as well as a clear legend or label for all charts.
- Be well organized and structured with clear and coherent prose in a (Microsoft) Word file.
- Include a short abstract of not more than 200 words.
- Include the author's name, affiliation, title, and biographical information not to exceed 150 words.
- Include contact information for readers who want more information when applicable.
- Follow protocols (in general) of the Chicago Manual of Style.
- Include an author biography of 100 words or less.

**To facilitate editing and publication of all articles, authors should use endnotes only. A reference list of citations should appear at the end of the article. See the Chicago Manual of Style 16.3.**

**Selection and publication:** The editorial board will review and select articles for publication. The Federal Reserve Bank of Chicago does not guarantee publication in any particular issue. Currency and time sensitivity of material is taken into consideration.

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