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Notes for Contributors

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All maps, diagrams, charts, and graphs should be referred to as figures and consecutively numbered and given appropriate captions. Captions for each figure should be submitted on the same page as the figure to avoid confusion. Tables should be kept to a minimum and contain only essential data. Each figure and table must be given an Arabic numeral, followed by a heading, and be referred to in the text. Figures and tables are not to be embedded in the text. Each table and figure should be clearly labeled. In the text, make sure and clearly explain all aspects of any figures or tables used.

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- Dates in the form: 1 January 2009.
- U.S. English spelling.
- Headings (bold title case and centered).
- Subheadings (bold title case and aligned left).
- Acronyms and abbreviations should always be spelled out in full on first use.
- The 24-hour clock is used for time: 0800 or 1300.
- Use percent rather than % except in figures and tables.
- For numbers, spell out numbers less than 10.
- Make use of 21st style where appropriate.
- Keep capitalization to a minimum.
- Concise paragraphs and sentences are desirable.
- Avoid a paper that is just descriptive, rather engage in analytical rigor.
- Avoid policy recommendations in the analysis part of paper; leave this, if applicable, for a separate section at the end of the paper.
- Define all new terms used in paper.
- Avoid hyphenated words when possible.
- Use the following sparingly: additionally, finally, further, furthermore, however, in addition, in fact, moreover, thus, etc...
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