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**Labor and Employment Relations Association
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- **Include on a separate page an abstract up to 100 words of your paper.** The abstract may be published on the website.

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- Papers must be no longer than 30 typed double-spaced pages (excluding the 100-word abstract) of 11-point text (Garamond is preferred) with 1-inch margins. This includes all text, tables, figures, endnotes, and references. Endnotes and references are to be placed at the end of the manuscript. Papers over this limit may be returned to the author(s) at the editor's discretion.
- Please do not use footnotes. **Papers with footnotes will be returned for conversion to the “LERA Endnote and Reference style”.**
- Try to limit the title of a paper to 10 words or less.
- Do not reduce font size or line spacing or maximize margins to achieve the 30-page ceiling.

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GENERAL INFORMATION

- Define all acronyms at first mention and thereafter use the acronym: Do not alternate. Avoid beginning a sentence with an acronym.
- Do not use an apostrophe in dates, i.e., 1900s not 1990's.
- Use serial commas (The numbers are one, two, and three). Put periods and commas inside quotation marks.

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- Use the first person when appropriate.
- Do not use a summary paragraph telling readers what you have written about.
- Small tables should not be used. Include information in a sentence or two in the text instead. Do not repeat the information given in tables; instead, discuss the implications of those data.
- Refer to persons by name only; that is Mark K. Brown instead of Professor Brown, unless it is important to the content, then use Mark K. Brown, Chair of the Committee on Finances.
- Write economically. This not only makes your paper easier to read, it often saves significant space, an important consideration with current page limits.
- Please remember that the intended audience includes representatives from many academic disciplines and various types of practitioners. Please make your insights intelligible to this broad audience.

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(Kochan, Katz, and McKersie 1985: 227)

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References should be listed in alphabetic order by author at the end of the paper. Multiple publications by the same author(s) should appear in chronological order with oldest publications listed first. Examples of reference listings are:

Article in a book:

Blau, Francine D., 1984. "Occupational Segregation and Labor Market Discrimination." In Barbara F. Reskin, ed., *Sex Segregation in the Workplace: Trends, Explanations, Remedies*. Washington, DC: National Academy Press, pp. 117-43.

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Blau, Francine D., and Marianne A. Ferber. 1987. "Women's Progress in the Labor Market: Should We Rest on Our Laurels?" *Proceedings of the Thirty-Ninth Annual Meeting* (San Francisco, Dec. 28-30, 1986). Madison, WI: Industrial Relations Research Association, pp. 70-6.

Journal Article:

Blinder, Alan S. 1973a. "Wage Discrimination: Reduced Form and Structural Elements." *Journal of Human Resources*, Vol. 8, no. 4 (Fall), pp. 436-55.

Dissertation:

Ellis, Martin G. 1984. "Men's and Women's Earnings in Manufacturing, 1939-1979." Diss., University of Illinois.

Book:

Freeman, Richard B., and James L. Medoff. 1984. *What Do Unions Do?* New York: Basic Books.

Newspaper article:

Pear, Robert. 1987. "Women Reduce Lag in Earnings but Disparities with Men Remain." *New York Times*, September 4, p. A I.

Government publication:

U.S. Bureau of the Census. 1993. *Census of the Population: 1990, Characteristics of the Population, General Social and Economic Characteristics, US Summary Report PC80- I -C 1*. Washington, DC: GPO.

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Page, Melvin E. 1996. "A Brief Citation Guide for Internet Sources in History and the Humanities." February 20. <<http://h-net.msu.edu/~africa/citation.html>>. [July 13, 2000].

"Champaign Co. National Organization for Women." 2000. <<http://www.freespeech.org/ccnow/index.html>>. [July 14, 2000].

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Lobban, Richard. 1995. "REPLY: African Muslim Slaves in America." In H-AFRICA <h-africa@msu.edu>. August 4. Archived at <<http://h-net.msu.edu/~africa/archives/august95>>.

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