

Manuscript Guidelines for *New Solutions* Authors

January 8, 2011

Your manuscript should be either a Microsoft Word (.doc) file or a rich text format (.rtf) file.

Please be certain that authors' names do not appear in the file itself, or in the file name, or in the file properties.

Key Elements of the Manuscript

Your submission should consist of the following elements, in this order:

- title of article
- abstract (100–150 words)
- up to four keywords
- text of article
- acknowledgments (if any)
- notes (endnotes), formatted in *New Solutions* style
- figures (if any), one to a page
- tables (if any), one to a page

Basic Format of Manuscript Pages

Please format the text of your manuscript as follows:

- 1-inch margins all around
- 12-point type; Times New Roman font
- double-spaced text
- ¼" paragraph indent; no extra space between paragraphs
- page number at lower right

Using this format, the recommended length of the core manuscript (that is, excluding abstract, acknowledgments, reference list, tables, and figures) is 10 to 20 pages. Please paginate your submission consecutively starting with the title page.

Please format any special text elements (e.g., bulleted or numbered lists, indented quotations) clearly, and we will ensure that they conform to *New Solutions* style.

Headings

You may use up to three heading levels in the text of your article. Like the text, headings should be in 12-point Times New Roman font. Please distinguish among the three headings levels as follows:

1st-level heading: centered, boldface, all upper case

2nd-level heading: flush left, boldface, with key words capitalized

3rd-level heading: flush left, italic, with key words capitalized

Please do not begin your manuscript with a heading: at least two paragraphs of text should precede the first heading.

Tables and Figures

Each table and figure must have a descriptive title and be referenced in the text. Tables and figures are to be numbered in separate series, in the order in which they are referenced in the text. Each table and figure should appear on a separate page.

Tables should be created in Word.

Figures must be in black and white or grayscale and be of camera-ready quality. Indicate the top and bottom of a figure if needed to prevent confusion. Any figure that was not created in Word must be submitted as a separate image file, even if it has also been inserted into the Word file. Any line art must be an original drawing in black ink and proportionate to the *New Solutions* page dimensions.

Footnotes within tables should be indicated by superscript lower-case letters (e.g., ^{a, b, c}). Indicate placement of each table and figure in the text by inserting a marker:

—insert Figure 1 here—

—insert Table 1 here—

Formatting of Footnotes

We encourage authors to avoid the use of footnotes in the text. If footnotes are necessary, place each footnote at the bottom of the page on which it is referenced. Use superscript Arabic numbers (e.g., ^{1, 2, 3}) for footnotes, which should be numbered consecutively throughout the document. Footnotes should be brief, with an average length of three lines.

Footnotes may be formatted using the Microsoft Word reference function.

Options for Managing Citations

If you are not using bibliographic software (such as EndNote or RefWorks) to manage citations, please use the examples provided below as models in formatting your in-text citations and endnotes as ordinary text in Word. Please do not use the Microsoft Word reference function for endnotes. It is incompatible with our journal production software.

If you are using EndNote software to manage citations, you can format endnotes using the *New Solutions* output style, which can be downloaded from the *New Solutions* website (<http://www.newsolutionsjournal.com>); look under *Author Guidelines*.

If you are using the RefWorks web-based tool to manage citations, you can select the *New Solutions* style from the list of available output styles on the RefWorks website (<http://www.refworks.com/>).

Formatting of In-Text Citations

Endnotes appear as a numbered list at the end of each article (see following section). Endnotes should relate only to material cited within the text, and are numbered in the order in which they appear in the text. If you cite a source more than once, simply repeat the original note number in a new in-text citation.

In-text citations to the endnotes are formatted using Arabic numerals in square brackets. If you are citing a long work, such as a book, please include a page number or page range in the in-text citation. Here are examples of correctly formatted in-text citations:

[1] or [3–7] or [4, 10, 13]

[1, p. 3] or [1, p. 3; 7, p. 22–25]

The bracketed citation should be placed inside a period, semi-colon, or comma. If you are providing the source for a direct quotation, place the bracketed citation outside the closing quotation marks. Placement and spacing of bracketed citations are shown in these examples:

These companies face substantial challenges in protecting the safety of workers while also sustaining their own growth [1].

The industry-wide challenges are substantial [2], yet individual successes have been reported [3].

As written, the provision is intended both “to protect the health of workers” and “to promote the development of the economy” [4].

If possible, avoid placing an in-text citation within a footnote.

Formatting of Endnotes

You are responsible for the accuracy of bibliographic information.

Please model the formatting your endnotes on the examples provided on the following pages. Note that since the same source can be referenced more than once in the in-text citations, abbreviations such as *ibid.*, *op. cit.*, and *loc. cit.* are not used in endnotes.

Digital object identifiers (DOIs) are now available for journal articles and book chapters, and will become increasingly common as time goes on. On the *New Solutions* website, look under *Author Guidelines* for a link to a definition of DOIs and a DOI lookup function.

The *New Solutions* endnote format for journal articles and book chapters specifically calls for the use of DOIs, as detailed below. As a general rule going forward: if a DOI is available for a source that you accessed online, substitute the DOI for the weblink and access date; if a DOI is available for a print source, simply add the DOI to the print publication information.

Journal articles

For journal articles only, use authors' initials rather than first names. However, please spell out the full title of the journal rather than using abbreviated titles (for example, use *American Journal of Epidemiology* rather than *Am J Epidemiol*).

For all journal articles, whether accessed in print form or online, please include the digital object identifier (DOI) in the endnote. The DOI appears in place of a weblink and access date.

one author:

T. Schettler, "Human Exposure to Phthalates via Consumer Products," *International Journal of Andrology* 29 (2006): 134–139, [doi:10.1111/j.1365-2605.2005.00567.x](https://doi.org/10.1111/j.1365-2605.2005.00567.x).

two authors:

K. Rideout and K. Teschke, "Potential for Increased Human Foodborne Exposure to PCDD/F When Recycling Sewage Sludge on Agricultural Land," *Environmental Health Perspectives* 112(9) (2004): 959–969, [doi:10.1289/ehp.6802](https://doi.org/10.1289/ehp.6802).

three authors:

A. Thompson, M. Shields, and C. Patterson, "Acute Asthma Exacerbations and Air Pollutants in Children Living in Belfast, Northern Ireland," *Archives of Environmental Health* 56(3) (2001): 234–241, [doi:10.1080/00039890109604447](https://doi.org/10.1080/00039890109604447).

more than three authors:

G. W. Nalyanya et al., "German Cockroach Allergen Levels in North Carolina Schools: Comparison of Integrated Pest Management and Conventional Cockroach Control," *Journal of Medical Entomology* 46(3) (2009): 420–427, [doi:10.1603/033.046.0302](https://doi.org/10.1603/033.046.0302).

Books

Book, print, authored

one author:

Salman Rushdie, *The Ground beneath Her Feet* (New York: Henry Holt, 1999).

Note: Formatting of multiple authors is same as for journal articles (except first names are spelled out).

institutional author:

University of Chicago Press, *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003).

Book, print, edited

one editor:

Ori Z. Soltes, ed., *Georgia: Art and Civilization through the Ages* (London: Philip Wilson, 1999).

two editors:

Jerry A. Fodor and Jerrold J. Katz, eds., *The Structure of Language: Readings in the Philosophy of Language* (Englewood Cliffs: Prentice-Hall, 1964).

three editors:

Philip S. Guzelian, Carol J. Henry, and Stephen S. Olin, eds., *Similarities and Differences between Children and Adults: Implications for Risk Assessment* (Washington, DC: ILSI Press, 1992).

more than three editors:

Jeri A. Sechzer et al., eds., *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996).

Book, print edition other than first edition

William Strunk Jr. and E. B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2003).

Note: An exception to the spelling out of first names is made for an author who uses only his/her initials.

Book, print edition accessed online

Dean T. Jamison et al., eds., *Disease Control Priorities in Developing Countries*, 2nd ed. (Washington, DC: World Bank, 2006), <http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=dcp2> (accessed October 28, 2010).

Note: For print books accessed online, formatting is same as that for print books, except that the weblink and access date are added at the end, formatted as shown.

Book, electronic edition (e-book)

Claudia N. Mikail, *Public Health Genomics: The Essentials* (Kindle eBook Edition, November 3, 2008), http://www.amazon.com/Public-Health-Genomics-Essentials-ebook/dp/B001KAM6P6/ref=sr_1_10?ie=UTF8&m=AG56TWVU5XWC2&s=digital-text&qid=1288268850&sr=1-10 (accessed October 28, 2010).

Note: For true e-books, “publication” information may vary. Citation should include edition or source and associated date, along with weblink and access date.

Chapter or article in edited book

William Bright, “Social Dialect and Language History,” in *Language in Culture and Society: A Reader in Linguistics and Anthropology*, ed. Dell Hymes (New York: Harper & Row, 1964), 469–472.

Note: Formatting of multiple authors (of chapter) or multiple editors (of book) is same as in examples given above.

Percival M. Symonds, “Human Drives,” in *Understanding Human Motivation*, eds. Stacey L. Chalmers and Manfred DeMartino (Cleveland: Howard Allen Publishers), 11-22, [doi:10.1037/11305-002](https://doi.org/10.1037/11305-002).

Note: If a DOI is available for a chapter or article in an edited book, add it at the end of the endnote, as shown.

Reports, other documents, and web content from government agencies, nongovernmental organizations (NGOs), or corporations

Report or other printed document

U.S. Environmental Protection Agency, *Lead in Schools’ Drinking Water* (EPA/570/9-89/001), 1989.

State of Maine, Department of Environmental Protection and Department of Human Services, *Guidance Manual for Human Health Risk Assessments at Hazardous Substance Sites*, June 1994.

New England Agricultural Statistics Service, *New England Agricultural Statistics 1991, 1992*.

Note: Include identifying number for document, and month of year, if available.

Report or other printed document, accessed online

U.S. Environmental Protection Agency, *Guidelines for Ecological Risk Assessment* (EPA/630/R-95/002F), 1998, <http://www.epa.gov/raf/publications/pdfs/ECOTXTBX.PDF> (accessed October 29, 2010).

Maryland Pesticide Network, *Are We Passing the Grade? Assessing MD Schools’ Compliance with IPM-In-Schools Law*, September 2004, <http://www.mdpestnet.org/MPN-SchoolsReport.pdf> (accessed October 28, 2010).

Note: For printed documents accessed online, formatting is same as that for printed documents (above), except that the weblink and access date are added at the end, formatted as shown.

Online content (webpage)

U.S. Environmental Protection Agency, “Environmental Justice,”
<http://www.epa.gov/compliance/environmentaljustice/index.html> (accessed October 28, 2010).

The Press

Magazine article, print

Michael Specter, “Letter from India: A Deadly Misdiagnosis,” *The New Yorker*, November 15, 2010, 48-53.

Note: Formatting of multiple authors is same as in examples given above.

Magazine article, online

Robert M. Poole, “Heartbreak on the Serengeti,” *National Geographic*, February 2006,
<http://ngm.nationalgeographic.com/2006/02/serengeti-heartbreak/poole-text.html> (accessed October 28, 2010).

Fareed Zakaria, “How to Restore the American Dream,” *Time*, October 21, 2010,
<http://www.time.com/time/nation/article/0,8599,2026776,00.html> (accessed October 28, 2010).

Note: Formatting of multiple authors is same as in examples given above.

Newspaper article, print

Nanette Asimov, “Landmark Deal Reached for State’s Poor Schools: 1 Million Low-income Students to Get Equal Access to Good Facilities and Textbooks,” *San Francisco Chronicle*, August 11, 2004.

Associated Press, “Westchester Approves Measure on Gun Safety,” *New York Times*, June 12, 2000.

News article, online

BBC News, “Deadly Dioxin Used on Yushchenko,” December 17, 2004,
<http://news.bbc.co.uk/2/hi/europe/4105035.stm> (accessed February 8, 2007).

Other Sources

Dissertation or thesis

John R. Ross, “Constraints on Variables in Syntax” (doctoral dissertation, Massachusetts Institute of Technology, 1967).

Simoni Triantafyllidou, “Addressing and Assessing Lead Threats in Drinking Water: Non-Leaded Brass, Product Testing, Particulate Lead Occurrence and Effects of the Chloride to Sulfate Mass Ratio on Corrosion” (master’s thesis, Virginia Polytechnic Institute and State University, 2006).

Interview or personal communication

David Newman (Industrial Hygienist, New York Committee for Occupational Safety and Health), personal communication, February 2005.

Speech or oral presentation

Carolyn Elfland and Mark Edwards, “Managing and Resolving Lead Problems in Potable Water of New Construction,” Water Quality Technology Conference and Exhibition, American Water Works Association, Cincinnati, OH, November 16–20, 2008.

<p><i>Note:</i> Formatting of individual contributions to published conference proceedings is same as that for chapters in an edited book.</p>
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Congressional hearing or testimony

hearing:

United States Congress. Senate Committee on Governmental Affairs. *Pentagon Rules on Media Access to the Persian Gulf War. Hearing.* February 20, 1991. 102nd Congress, 1st session. Washington: Government Printing Office, 1991 (microfiche).

United States Congress. House Committee on the Judiciary, Subcommittee on the Constitution, Civil Rights, and Civil Liberties. *District of Columbia House Voting Rights Act of 2009. Hearing.* January 27, 2009. 111th Congress, 1st session, http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_house_hearings&docid=f:46817.wais.pdf (accessed November 1, 2010).

individual testimony:

United States Congress. House Committee on the Judiciary, Subcommittee on the Constitution, Civil Rights, and Civil Liberties. *District of Columbia House Voting Rights Act of 2009. Hearing.* January 27, 2009. 111th Congress, 1st session. Testimony of Mr. Wade Henderson, p. 71-81, http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_house_hearings&docid=f:46817.wais.pdf (accessed November 1, 2010).

<p><i>Note:</i> Model endnotes for other hearings or testimony on these formats.</p>
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Bill in Congress

Safe Food Enforcement, Assessment, Standards, and Targeting Act of 2009, H.R.1332, 111th Cong., 1st sess.

FDA Food Safety Modernization Act, S.510, 111th Cong., 1st sess.

<p><i>Note:</i> Details of publication in the <i>Congressional Record</i> are not required.</p>

Law (statute), accessed online

law not yet incorporated into the U.S. Code:

American Recovery and Reinvestment Act of 2009, Public Law 111–5,
<http://www.gpo.gov/fdsys/pkg/PLAW-111publ5/pdf/PLAW-111publ5.pdf> (accessed November 1, 2010).

law as incorporated into the U.S. Code:

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. §136 et seq. (1996),
<http://agriculture.senate.gov/Legislation/Compilations/Fifra/FIFRA.pdf> (accessed November 1, 2010).

Software

Microsoft Access 2007, Microsoft Corporation, Seattle, Washington.

Patent

George E. Burke, Walter G. Lemon, and Dennis M. Shippee, inventors. Textron Inc., Providence, RI, assignee. Portable Pneumatic Fastener Driving Device with Improved Actuating Mechanism. U.S. Patent No. 3,784,077; filed May 5, 1972; issued January 8, 1974.

Generic format for citing other types of source materials

Author/Creator, Institutional Entity, “Title of Work” (identifying number), [type of material], year/date, weblink (access date).

<p><i>Note:</i> Use this generic format for items that do not fit into any of the above categories; skip or add fields as needed. Replace [type of material] with: [map], [press release], [video], [unpublished manuscript], [unpublished data], etc.</p>
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