

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

*Profitwise News and Views* is the Federal Reserve Bank of Chicago's quarterly publication covering community economic development, consumer, and regulatory issues. 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 World Wide Web at:  
[http://www.chicagofed.org/community\\_development/profitwise\\_news\\_and\\_views.cfm](http://www.chicagofed.org/community_development/profitwise_news_and_views.cfm).

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

**Publisher:** Federal Reserve Bank Chicago, Consumer & Community Affairs Division, P.O. Box 834, Chicago, Illinois 60690-0834

**Managing Editor:** Michael V. Berry, (312) 322-5192.

**Mailing Address for all Correspondence and Articles:** Federal Reserve Bank of Chicago, Consumer & Community Affairs, 230 South LaSalle Street, Chicago, Illinois 60604-1413 **or** at [chi-pubs@chi.frb.org](mailto:chi-pubs@chi.frb.org).

**Editorial Board:** Alicia Williams, Michael Berry, Mary Jo Cannistra, Harry Ford, Jeremiah Boyle, Steven Kuehl, Harry Pestine, Robin Newberger, Edwina Davis, and Katherine Ricca.

**Subject Areas Include:** Immigrant issues, economic development, community reinvestment, affordable housing development, community development strategies and initiatives, financial education, consumer and small business access to financial services and credit, 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 or are slated for publication elsewhere.

**Criteria for Publication:** All articles should

- Contain approximately 1,500 to 3,000 words, excluding charts, tables, etc.; articles under consideration as feature pieces may be up to 5,000 words, but authors should discuss with the editor the possibility of publication as a feature article in advance
- Deal with the specifics of substantive issues, rather than generalities

- Contain accurate, up-to-date, factual information
- Be written with general applicability outside the author's community, city, or state (case studies are particularly effective)
- Make effective use of graphs and tables within the text (high-quality photographs will also be considered) if applicable, they must be referenced in the text, but all should **be attached in a separate file sent along with the MS Word document**
- Be well-organized and structured with clear and coherent exposition
- Include a short abstract of not more than 150 words
- Include the author's name, affiliation, title, and biographical information not to exceed 200 words
- Include contact information for readers who want more information when applicable
- Follow the Chicago Manual of Style for format

**To facilitate editing and publication of all articles, it is preferable that authors use *author-date citation format* instead of footnotes or endnotes – example in text at the end of the sentence: (Freedman 2003). A reference list of citations should appear at the end of the article. See the Chicago Manual of Style 16.3.** Authors that need to use footnotes should enumerate notes at the end of the article, in text format. Do not use footnote or endnote inserts in the text of the article. The graphics department prior to publication will do proper formatting of endnotes.

**Selection and Publication:** All articles will be reviewed by the editorial board that will decide which articles are published. The Federal Reserve Bank of Chicago cannot guarantee publication in any particular issue. Articles that are accepted for publication are put into an inventory and published at the earliest possible date. Currency of material is taken into consideration.

**Disclaimer:** The material in *Profitwise News and Views* is not endorsed by, and does not necessarily represent the views of, the Board of Governors of the Federal Reserve System, or the Federal Reserve Bank of Chicago.