

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 available on the Internet at: <https://www.chicagofed.org/publications/profitwise-news-and-views/index>.

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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Email correspondence and articles: the email address for submissions is cdps-pubs@chi.frb.org.

Subject areas include: economic development; community development finance, strategies, and initiatives; affordable housing and home mortgage loans; consumer credit; small business development and finance; immigrant issues; community health issues; and workforce development.

Procedures for submission: you are welcome to email your article ideas. 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 substantive issues.
- Contain accurate, up-to-date information.
- Cover topics of broad interest (case studies are particularly effective).
- 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.
- 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 as an Excel file.
 - Send only the exact data that appears on the chart.
 - If an image is provided, send as pdf file.
 - Do not include macros or formulas in the data.
 - Include the source, as well as a clear legend or label for all charts.

- Include the author's name, affiliation, title, and biographical information not to exceed 100 words.
- Include contact information for readers who want more information when applicable.
- Follow protocols (in general) of the Chicago Manual of Style.

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.

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