

## **Submission Guidelines for the *Real Estate Review***

*In order to provide an adequate, impartial, and timely review of all submissions, our Editorial Board and Review Panel require that all manuscripts adhere closely to the following Submission Guidelines in order to be considered for publication. Manuscripts that disregard these requirements are unlikely to be reviewed.*

### **Formatting and Style Requirements**

Submissions must conform to the following requirements:

1. *Margins*: Each article should be typed with double spacing throughout, including footnotes.
2. *Article Length*: Different topics may deserve more or less attention, and we accept a board range of article lengths. However, appropriate brevity is appreciated. The article that succinctly conveys the important information is more likely to attract our readers' attention. And to be kept and used by them. Submissions generally range between 7 and 25 double-spaced pages.
3. *Author Information*: A cover letter or e-mail should accompany the article that contains the author's full name, address, telephone number and e-mail address, if applicable. A brief (not more than four sentences) professional biography should be included for each author.
4. *Formatting*: Real Estate Review adheres to the Chicago Manual of Style, 14<sup>th</sup> Edition, for all stylistic issues. Particular attention should be paid to the following:
  - *Consistency*: It is important that submissions pay close attention to internal consistency in using terminology, phrases, and abbreviations to ensure consistency among articles ("Email" vs. "e-mail"; "United States" vs. "U.S." vs. "US").
  - *Style Guidelines*: Authors should adhere to the following common stylistic requirements:
    - i. Spell out acronyms at first mention;
    - ii. Spell out numbers one through ten, and all numbers that begin a sentence;
    - iii. Avoid using contractions;
    - iv. Avoid using quotation marks around any word or phrase that is not an actual quote from another source.
    - v. For money, avoid using zeros or a period, unless at the end of a sentence (e.g., \$1,000 instead of \$1, 000.00)
    - vi. Use his or her, not his/her; even better, try rewriting the sentence to avoid a gender reference if possible.

- vii. Em dashes should appear as a single line with no spaces on either side (e.g., “the market remained stable-with the exceptions noted above-for the remainder of the year”). Substitute commas for em dashes where possible.
  - viii. Use periods in state and geographic abbreviations (N.Y., U.S.).
    - ix. The following should be lower case: federal, state, government, legislature.
- *Quotations*: All quotations of more than 49 words should be typed as a separate paragraph, indented ½ inch on the right and left sides, with no first-line indent unless the quoted matter begins a paragraph in the source from which it was taken. In quotations of more than one paragraph, the internal paragraphing of the original should be maintained. Because block quotations are set off from the rest of the text, there is no need for beginning and ending marks. Quotations of fewer than 50 words should be run into the paragraph like regular text, preceded and followed by quotation marks. Please make sure both sets of quotation marks are present.
  - *Emphasis*: Please note that, when inputting the text, *nothing should be typed in capital letters*. Use italics instead of underlining.
  - *Headings/Subheads*: Break up manuscript topics and points with brief, appropriate headings and subheads. Headings should appear in bold face with no indent; subheads should appear in italics, indented ½ inch from the left margin.
  - *Editorial Changes*: The editorial staff shall be entitled to conform a manuscript to *Real Estate Review* style, usage, formatting, and other related requirements, as well as changes relating clarity of presentation and correction of grammar. Manuscripts that require substantial rewriting will be returned to the author for changes.
5. *Charts, Tables, Photographs and Graphs*: Any forms, charts, photographs, drawings or other illustrative material should be placed in their desired location in the text of articles. If you are providing material that you want used as a side bar, please so identify. The editors retain the right to incorporate the side bar in the article, or to not use at all.

### **Citations/Endnotes**

Articles should reference citations with endnotes, not footnotes. Citations to sources or authority should be inserted as endnotes rather than as citation sentences. Endnotes should be used sparingly. Endnote call-outs that appear liberally across the page are a distraction to the reader and are not in keeping with the style of our publication. *Real Estate Review* uses the most recent edition of *Bluebook-A Uniform System of Citation* form of citation for endnotes.

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