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### **In General**

- All submitted manuscripts should contain original work and should not be under consideration for publication in any other journal.
- Always use clear and concise language.
- Include a detailed executive summary at the beginning of the paper. This summary must give a simple explanation of your data and methods, and a brief, but complete explanation of your conclusion and policy recommendations. Ideally, this should be limited to one page.
- When submitting a paper, the author(s) should prepare a separate page entitled “Disclosure Statement” (see details in Disclosure policy below).
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- The author(s) of papers involving the collection of data on human subjects must obtain Institutional Review Board (IRB) approval.
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- Resubmissions must be accompanied by a letter to the editor detailing the changes made to the manuscript and responses to each reviewer.

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## Formatting

- Submissions must include two files. One file should be a title page with each author’s affiliation, mailing address, phone, e-mail, the title of the manuscript and the disclosure statement. The second file should include the manuscript with the title, but no information about the author(s). At the time of submission, it is the author’s responsibility to mask their identity on their manuscript. URC will not intentionally reveal author identity during the review process.
- Use one-inch margins, double-spacing, and Times Roman 12 point typeface.
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- Tables and Figures
  - Each Table and Figure (graphic) should bear an Arabic number.
  - A reference to each Table or Figure should be made in the text.
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