



2018 URMIA Journal Writer Guidelines

Thank you for your interest in the *URMIA Journal*. The *URMIA Journal* is an annual publication with peer-reviewed articles containing in-depth analysis on a broad range of topics of concern to higher education risk managers. Content includes risk management applied research articles, issues/trends feature articles and case studies from across the higher education risk management spectrum. Starting in 2018, the *URMIA Journal* will only be published in a new digital format. We ask you to review this document before making a submission, and we encourage you to ask questions early in the process, even before submission.

We believe that higher education risk managers, and business professionals who serve them, are the experts regarding the latest risk management issues and trends. Thus, the *URMIA Journal* serves as respected platform for sharing your expertise based your own internal studies and solutions. Readers find these articles to be highly informative because they address actual need and are relevant. At the same time, as an author, you get to enhance your resumé by leveraging work that you've already done.

We will consider submissions from URMIA institutional and individual members, corporate affiliate members and others. We do not publish articles that promote a company's products or services, but we will consider articles that make a generic reference, if appropriate to the article topic. We will consider material that the writer has presented at a conference, but we cannot consider material that has been previously published and copyrighted by another source unless the submission is a substantial update of an earlier piece.

We offer a \$300 honorarium for each article that we accept and publish in this calendar year up to a limit of two articles per author. Multiple authors on a single article receive one honorarium to divide among themselves as they choose.

2018 Publication Timeline

February-April	Submission period
Monday, April 23	Deadline for article submissions according to URMIA format instruction with graphic elements for peer review.
Early May	Writers contacted if the Communications Committee decides initial edits must be made to submission before further consideration
Friday, June 1	Writers are notified of rejection or acceptance of submission. Accepted authors asked to submit author biography and photograph.
June	URMIA staff works directly with accepted writers to make any necessary edits to articles and to discuss further suggestions from the Communications Committee
Friday, August 17	Deadline for authors of accepted articles to give approval of final version of the article and sign URMIA copyright agreement
Early Fall	<i>URMIA Journal</i> published online and honorariums mailed

Your Graphics

Artwork is important to your submission! Please provide the best possible color digital files, whether these are illustrations to embed in your article or your biography section “head shot” photograph. For photos, submit the highest resolution photo you can provide, but at a minimum 640 x 640 pixels at a resolution of 300 pixels per inch. We will crop and scale it to the size/resolution needed. Other graphics should be labelled and given to us in dimensions appropriate to how we will scale it to appear where you say it should go in your article.

Your Article Text

Please save your article and biography as Microsoft Word® files. The body text of your article should be between 2,500 and 7,500 words, and your biography should be 120 words or less. Although we encourage you to use the writing tips below, we are most interested in the expertise you offer and will work with you to help you fit the *URMIA Journal* style standards.

- Use the [Chicago Manual of Style](#)
- Use active language structure (e.g., X did so-and-so, *not* So-and-so was done by X)
- Use a single space between sentences
- Include a suggested headline for the article and subheads for different sections
- Do not use headers or footers, or format your article into multiple columns
- File name format: [Author Last Name]_[Author First Name]_UJI2018.docx
example: **Smith_Norma_UJI_2018.docx**

Biography Samples

David Farris, PhD, is the executive director of safety and emergency management at George Mason University. He is responsible for ensuring that university emergency plans and procedures are developed, implemented, and practiced in accordance with best practices and applicable regulations. Mr. Farris is also responsible for the improvement of fire safety and occupational safety programs at Mason. He serves as the action officer on the University Travel Advisory Committee and the Emergency Management Executive Committee. Mr. Farris is instrumental to Mason’s international travel risk management strategies.

Julie Zobel, PhD, is the assistant vice president for safety, emergency, and enterprise risk management at George Mason University. In this capacity, she oversees the Office of Risk Management, as well as the institution’s emergency management, environmental compliance, fire safety, laboratory safety, occupational health, and occupational safety programs. Ms. Zobel leads the institution’s Enterprise Risk Management (ERM) Program and is chair of the University Travel Advisory Committee, ERM Council, and Emergency Management Executive Committee. She led the institution’s efforts to improve international travel risk management programs through the acquisition of new technologies, development of university policies, and documented procedures for managing risks abroad.

Special Instructions on How to Insert and Format Endnotes

Introduction to Endnotes

Authors must ensure that all references and citations conform to the *URMIA Journal’s* style rules.

Endnotes are indicated in the text by a superscript number, like this: ¹. The number refers to a listing of the source information at the end of the document; if someone is interested in learning from where a quote or piece of information comes, he or she can flip to the end of the article and find out what the source is. The *URMIA Journal* uses the *Chicago Manual of Style* for endnotes.

Some general rules about endnotes include the following:

- Every in-text citation must correspond to an entry in the endnote list. Conversely, every entry in the reference list must be cited in the text.
- References must be numbered consecutively in order of citation in the text, including the text of the endnotes.
- By using Microsoft Word's endnote tool, you can ensure that endnotes are numbered correctly and in order. Information on how to insert endnotes using Microsoft Word is included later in this document.
- Wherever possible, authors should gather reference information from the original publications, not secondhand from websites or other authors' citations.
- Double- and then triple-check your endnotes. Are the authors' names spelled consistently and correctly? Have you included all the information about the source in the endnote? Is the title correct?
- Also double-check any web addresses that you have included in your endnotes as sources to be sure they are not out-of-date and are still functioning.
- At the end of an article, an endnote includes the citation number in superscript and the full source citation the first time you cite the source. For every subsequent time you cite that same source, you can use an abbreviated citation.

How to Insert an Endnote in a Microsoft Word Document

1. In, click where you want to insert the endnote reference mark in the text.
2. On the **Insert** menu, point to **Reference**, and then click **Footnote**.
3. Select the circle for **Endnotes**.
4. In the **Number format** box, select **1, 2, 3, ...**
5. Click **Insert**. Word inserts the note number in your text and places the insertion point next to the endnote, which is where you will need to type your detailed source information.
6. Type the note text. Refer to the next section for information on how to format an endnote in Chicago Style.
7. Scroll back to where you left off in your document and continue typing.

As you insert additional footnotes or endnotes in the document, Microsoft Word automatically applies the correct number format. When you add, delete, or move notes that are automatically numbered, Word renumbers the footnote and endnote.

How to Format an Endnote Using Chicago Style

Now that you know how to insert an endnote, you need to format them for the *URMIA Journal*. The first time you list a reference source in an endnote, include complete information about the source. The following examples will help to get you started. For further examples of how to format endnotes using the Chicago Style, simply type the following search into an online search engine, such as Google or Yahoo: Chicago Style endnote format examples.

Books

Note: Include editors' names only if applicable. If a book is anything other than a first edition, you should include the edition number. The book's title should be italicized, and the last number in the endnote refers to the page number on which the information or quote was found.

Book without editors:

¹ John H. Goodman, *A Manual on How to Write Term Papers Using the Chicago Style* (Transylvania: University of Dracula Press, 2008), 71.

Book with editors:

¹ Kate L. Roman, *A Manual for Writers of Term Papers and Dissertations*, Felicia Whitmore and Alice Bergman, eds., 6th ed. (Chicago: College Press, 1996), 42.

Articles

Note: After the journal title in the example below, "40 no. 2" refers to Volume 40, Number 2. Again, the last number refers to the page number on which the information was found.

³Stanley R. Rolfman, "The Ethnomusicography of Brazil," *The Journal of Ethnic Music*, 40 no. 2 (May 1948), 234.

Newspapers

⁴Richard Lemon, "Indiana Frees Employer of Child Labor," *The Indiana News Source*, 20 December 2005.

Magazines

⁵Jeffrey Johnson, "Facebook: A Danger to our Students," *The Chronicle of Technology in Higher Education*, 16 December 2005, 55.

Websites

Note: Remember, it is generally preferable to use source documents, like books, magazines, journal articles, etc., as opposed to websites.

⁸Writing Center, "Chicago/Turabian Style," The Writing Center at the University of North Carolina at Chapel Hill, <http://www.unc.edu/depts/wcweb/handouts/chicago.html>, Accessed 20 December 2005.

How to Format Subsequent Endnotes from the Same Source

The examples above show how an endnote should be formatted when it listed for the first time as a source. For subsequent references to a source you have already cited, you may simply give the author's last name and the page or pages. If more than one of your authors has the same last name, also include a shortened version of the title after the last name in the endnote. A short form of the title of a book is italicized; a short form of the title of an article is put in quotation marks.

First time cited

¹ Kate L. Roman, *A Manual for Writers of Term Papers and Dissertations*, Felicia Whitmore and Alice Bergman, eds., 6th ed. (Chicago: College Press, 1996), 42.

Subsequent time(s) cited

⁴ Roman, 52.

When you have two **consecutive** endnotes from the same source, you may use "Ibid." (meaning "in the same place") and the page number for the second note. Use "Ibid." alone if the page number is the same.

First time cited

¹ Kate L. Roman, *A Manual for Writers of Term Papers and Dissertations*, Felicia Whitmore and Alice Bergman, eds., 6th ed. (Chicago: College Press, 1996), 42.

1. Subsequent time(s) cited

² Ibid., 52.