

Guidelines for the Submission of Articles to *Journal of Property Tax Assessment & Administration*

The *Journal of Property Tax Assessment & Administration* publishes scholarly and practical articles on assessment administration, tax policy, and appraisal. Brief tips, legislative news, and position statements are also accepted. Reports/studies that reflect preliminary research findings, investigations into areas of potential research, methodological suggestions, and comments on prior published research will also be considered for publication.

Submission and Review

Feature articles for the *Journal of Property Tax Assessment & Administration* are reviewed by members of the editorial board and independent volunteer reviewers. Electronic submission via e-mail or diskette is preferred. For manuscripts submitted by mail, include one original:

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An accompanying letter or e-mail message should include the author's name, address, telephone number, fax number, and e-mail address. The letter should state that the manuscript has not been published elsewhere and is not being considered for publication elsewhere. Authors are usually notified within four to six months of acceptance or rejection.

Acceptance

Upon acceptance, the author must submit one soft copy (preferably Microsoft Word or Rich Text Format [RTF]) on a diskette or as an e-mail attachment. The disk should be labeled with the file name, author names, and type of software used to create the file. Any tables, graphics, or artwork (visual elements) should be provided in separate files, and not embedded in the article. These files should be in an acceptable format (see *Visual Elements*) for maximum clarity.

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Title Page

Because the review process is blind, the author's name should not appear on anything but the title page. The title page of the manuscript should contain the full title, author(s) name(s), complete affiliation(s), and contact information (including e-mail and fax). An abstract should also be included on the title page. It must not exceed 200 words and must summarize the paper giving a clear indication of the conclusions it contains.

Text Format

Although there is no length limitation it would be appreciated if authors kept their manuscripts within the range of 1,000 to 10,000 words. The manuscript must be written in English. Keep the text as simple as possible. Text boxes, equation boxes, and linked text create problems when editing and will not transfer during typesetting. Any added formatting creates extra steps in the transition from word-processed text to typeset text.

Footnotes and Endnotes

Footnotes or endnotes must **not** be used. Authors submitting a paper with footnotes and endnotes will, on acceptance, be asked to incorporate them in the text or delete them.

References

References, listed alphabetically by author, should be typed at the end of the article. Any entry in the reference list should have a corresponding citation within the text. Use the author-date system of documentation. In the text, cite the author's last name and the date of publication in one of the following forms:

- (Arnold 1998)
- Arnold (1998) argues ...
- (Smith and Jones 1993)
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There is no punctuation between the author's

name and the date. A specific page or section of the work cited follows the date and is preceded by a comma:

(Johnson 1998, 23)

Two or more references given together should be separated by semicolons:

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(James 1998, 1999)

If the work cited is published by an organization and no author is given, the name of the organization should serve as the author's name. Acronyms may be used after the first reference to the organization:

(IAAO [International Association of Assessing Officers] 1982)

Within the text, citations of legal cases should use the name of the case in italics and the year. In the reference list, use the complete citation (see *Reference List Formatting*).

Reference List Formatting

Note that the titles, except for journal titles, have only the first word and the first word following a colon capitalized.

Journal Article

For all journal articles, provide volume number, issue number, and inclusive page numbers.

Amick, R.J., and J.C. Percell. 1962. An application of residual analysis for determining relationships between selected variables and unit cost. *Journal of Farm Economics* 44 (1): 1423–25.

On-line Journal Article

Clark, L. 2006. Valuation of billboards. *Journal of Property Economics* 2:13–27. <http://library.iaao.org/fulltext/pe0601013.pdf> (requires member log-in).

Book

Dasso, J. 1973. *Computerized assessment administration*. Chicago: International Association of Assessing Officers.

On-line Book

Lyons, M. 2007. *Place-shaping: A shared ambition for the future of local government*. London: The Stationery Office. <http://www.official-documents.gov.uk/document/other/9780119898545/9780119898545.pdf>.

Chapter in a Book

Englebert, E.A. 1969. Political aspects of real estate taxation in relation to metropolitan growth and planning. In *Land and building taxes: Their effect on economic development*, ed. A.P. Becker, 51–62. Madison: University of Wisconsin Press.

Legal Reference

United States v. Smith, 182 F. 2d 305 (2d Cir. 1953).

General On-line Reference

U.S. Census Bureau. 2000. Census 2000, summary file 3. <http://factfinder.census.gov> (accessed April 3, 2007).

For more information on the form of references, consult *The Chicago Manual of Style*, 15th ed. Chicago: University of Chicago Press, Chapters 16 and 17.

Visual Elements

Visual elements such as tables, figures, charts, or illustrations may be included for publication. Place each element in a separate file, one to a page. Filenames should mirror the referenced name (i.e., Table 1, Chart B, and so on.). Tables and charts should be as simple as possible. Image files should not be linked to the manuscript file but should rather be supplied in JPEG or TIFF format (at least 300 ppi) or as Adobe Illustrator™ EPS files. Camera-ready art and tables created in Microsoft Excel are also acceptable. **Figures in color will be converted to black and white.**

Please be clear as to the location of each visual element. (Material submitted that is not specifically referenced in the manuscript will not be published.) Within the text, type on a separate line, at the end of the paragraph which initially references the visual element,

<< Insert Figure#__ here >>

or

<< Insert Table #__ here >>.

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Proofs will be sent to the corresponding author for corrections and approval. Authors should remember that amendments to the original text must be kept to a minimum. To ensure speed of publication, proofs must be returned as soon as possible.

Any Questions?

If you have any questions about manuscript formatting or submittal for publication, please call the Director of Publications at 816/701-8100 or send an e-mail to bennett@iaao.org.