

# Submitting a *Monthly Labor Review* Article

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Office of Publications and Special Studies  
CE Microdata Users' Workshop, July 19, 2018



# *Monthly Labor Review*

- Flagship publication of the Bureau of Labor Statistics since 1915
- Publishes research, analysis, and data related to the Bureau's major program areas
  - ▶ Employment and unemployment
  - ▶ Compensation and working conditions
  - ▶ Productivity and technology
  - ▶ Occupational safety and health
  - ▶ Industry, occupational, and employment projections
  - ▶ Prices and living conditions



# *Monthly Labor Review*

Submissions should be

- factual analyses that have not been published elsewhere
- objective and analytical rather than polemical in tone
- aimed at generalists with the assumption that specialists will understand.



# Monthly Labor Review articles

*MLR* articles typically

- describe, explain, update, and inform the *Review's* audience about analyses and findings relevant to the major BLS program areas
- average 20 double-spaced pages (using 12-point Times Roman or similar type) and may also have separate files with tables, charts, exhibits, appendixes, and boxes.

In addition,

- *MLR* articles may focus on regional trends or on international labor topics.
- all data should be fact checked before being submitted.
- technical data are best put into appendixes so that tables are not bogged down by too much detail.



# *Monthly Labor Review* submission specifications

Papers submitted for publication should follow certain formatting styles, which will help move submissions quickly through the editorial process.

- The author's title, affiliation, and email address should be included on the first page of the paper.
- Separate files should be provided for (1) the text, (2) the figures, and (3) the tables.
- Papers should be submitted via electronic files in MS Word (no pdf).
- For tables and figures, we require Excel files. Do not embed tables or figures into the text.



# Monthly Labor Review referee process

- All submissions from outside the Bureau of Labor Statistics are subjected to a rigorous, two-track review process.
  - ▶ Submissions are screened by the executive editor.
  - ▶ Those that are of a topic and style that are appropriate to the *Review* are assigned to a staff editor for a detailed editorial review—generally an analysis of the salience of the topic for our readers and the editorial problems that might arise if the piece were to be accepted on its technical merit.
  - ▶ At the same time, the *Review* solicits comments from one or more subject-matter experts in BLS.
- With the two reports in hand, the senior editorial staff of the *Review* select the submissions that will be published. This process takes about 8 weeks. Authors are notified whether their paper has been accepted, in need of revision for further consideration, or rejected.



# *Monthly Labor Review* editorial process

- Upon acceptance, the paper will then be submitted to the managing editor to begin the editorial process.
  - ▶ Editor prepares comments and suggestions and ensures that the text conforms to *MLR* style (based primarily on GPO style manual).
  - ▶ Editor sends suggestions to the author for corrections and responses to comments (1–2 weeks).
  - ▶ Author and editor confer in person, by phone, or by email, and changes are negotiated (varies).
  - ▶ Editor incorporates all changes into a revised file (1 day).
  - ▶ Editor prepares online page proofs and sends a link to the author for approval (3 to 5 days).
  - ▶ Author reviews page proofs, which include tables and figures, and gives editor approval to publish (1 to 2 days).
  - ▶ Article is posted online at [www.bls.gov/opub/mlr](http://www.bls.gov/opub/mlr).



# *Monthly Labor Review: what's newish?*

- New homepage logo
- *MLR* articles are assigned a Digital Object Identifier (DOI)
- Interactive charts, maps, and exhibits
- More themed series of articles
- Always accepting book reviews and Beyond BLS submissions





# *Monthly Labor Review*

- Where to submit papers:

- ▶ Email: [opubss\\_submit@bls.gov](mailto:opubss_submit@bls.gov)

- ▶ Regular mail: Executive Editor

- Monthly Labor Review*

- Bureau of Labor Statistics

- 2 Massachusetts Avenue NE

- Room 2850

- Washington, DC 20212



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