

Submitting a *Monthly Labor Review* Article

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CE Microdata Users' Workshop

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www.bls.gov

Monthly Labor Review

- Flagship publication of the Bureau of Labor Statistics
- This year celebrating its 100th anniversary
- 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 (now called “figures”), exhibits, appendixes, and boxes.

Alternatively, *MLR* articles may be research summaries, which

- ▶ basically provide factual reporting, with less analysis than in a full article
- ▶ can be around 10 double-spaced pages in length
- ▶ can include tables and charts, but these should be kept in proportion with the amount of text
- ▶ may describe the early, fact-setting stages of larger research projects (works in progress), provide summaries of more complex research projects, or be self-contained pieces on specific topics.

Monthly Labor Review articles

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.

- Papers should be submitted via electronic files in MS Word (no pdf for text).
- 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. The figures and tables in the *Review* are set in a portrait layout, not landscape. All figure labels are horizontal.
- For tables, we require Excel files. Do not embed tables or figures into the text.
- We require that figures are formatted using Excel and are accompanied by an electronic file with the data sets.

Monthly Labor Review

abstracts, notes, and references

Abstracts

- As of July 2013, the *MLR* began publishing article abstracts. Please include an abstract (up to 400 words in length, but briefer is better) with your article.
- The *MLR* homepage includes a brief article description (one or two sentences). You are welcome to submit this description with your text.

Endnotes

- Cite sources with a consecutive endnote number in the text and associate it with the number in the endnote section at the end of the document.
- The *MLR* does not use APA-style endnotes. Authors should convert any APA-style endnotes into *MLR* style, which can be found online in the BLS writer's reference guide, *A Matter of Style*. (*MLR* style is similar to MLA and Chicago styles.) Book and article titles are written with sentence-style capitalization.
- Endnotes may include URLs. "Accessed on" is generally not needed.

References

- The *MLR* has begun permitting the publication of a list of references, if such a list is submitted by the author. However, endnotes still must follow *MLR* style.



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 6 to 8 weeks. Authors are notified whether their paper has been accepted, accepted pending revision, 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, which can be found in *A Matter of Style* (1 to 2 weeks). Office of Publications upper-level editorial review also takes place.
 - ▶ Editor sends suggestions to the author for corrections and responses to comments (1 week).
 - ▶ 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/mlr.

Monthly Labor Review publication schedule

In July 2013, the *Monthly Labor Review* began publishing articles on a flow basis.

- Upon publication, an article is the “featured article” (and will include a graphic, for which your suggestions are welcome).
- When the next article is published, the article that had been the “featured article” will continue to appear on the *MLR* webpage as a “recent article” until several newer articles are published.

Monthly Labor Review

- Where to submit papers:

- ▶ Email: mlr@bls.gov

- ▶ Regular mail: Executive Editor

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