

Institute Working Paper Series

Submission Guidelines and Resources for Effective Communication

Process Summary

Who may submit

- Current Institute Visiting Scholar cohort members.
- Past Institute Visiting Scholars and Advisory Board members.
- Federal Reserve System economists and consultants.

Submission requirements

- Please read these guidelines in full. Reach out to mpls.institute.pubs@mpls.frb.org for a discussion if you have questions or concerns.
- Send paper as a PDF (to preserve formatting) to mpls.institute.pubs@mpls.frb.org.
- Complete the [Institute Working Paper Submission Form](#).
- Agree to collaborate on promotion if the Institute or Public Affairs determines there is capacity for this. Promotion may include speaking with an Institute staff member about the motivation and findings of the paper, reviewing a draft of an article about the paper for the Institute website, or recording a short video to promote the paper on social media.

Review process

- The Institute Director or a designee evaluates the paper for Institute fit.
- Author(s) may request editorial services (copyediting or proofreading) from the Research Staff Editor. Editing is provided based on availability.

Publication and post-publication expectations

- Institute Working Papers typically will be reviewed within two weeks of submission.
- Institute Working Papers will be published within approximately five business days of Director approval and receipt of the Institute Working Paper Submission Form, or as soon as possible after that if FOMC blackout prevents earlier publication.
- Publications Coordinator will add Institute Working Paper cover page with the disclaimer “The views expressed herein are those of the authors and not necessarily those of the Federal Reserve Bank of Minneapolis or the Federal Reserve System.”

Posting updates

- Updated versions of a paper may be accepted.
- It is recommended to submit a “stable” version of the paper initially—i.e., one that is unlikely to change frequently.
- Once a paper has been accepted by a journal, no further revisions are accepted.
- Once available, links to the peer-reviewed article will be added by the Publications Coordinator as part of Crossref’s policy for linking all preprints to the published version. The author should alert the Publications Coordinator when the peer-reviewed article is available online.

Supporting Dissemination of Research

- **Please be aware that our staff may contact you for assistance with further promotion of your Institute Working Paper.** The Opportunity & Inclusive Growth Institute seeks to make our posted research accessible beyond an audience of interested researchers. Periodically, our communications team will reach out to authors for their assistance in drafting products that reach broader audiences. These range from short tweets to longer research summaries authored by our in-house team.
- **To facilitate connections to broader audiences, we recommend that authors be considerate with the language in their papers.** Specialists of all kinds sometimes use shorthand or professional jargon that is understood differently by outside audiences. In order to maximize the impact of research, it is important to avoid undermining its relevance with potentially alienating language.
 - Our experience at the Institute suggests that most authors present their findings carefully and are motivated to reach wide audiences. Authors are typically the best judge of how to present their own material.
 - At some point, most of us will rely on a shortcut or jargon that could be misunderstood. This can often be addressed by simply explaining the rationale for word choice in a footnote that makes the author’s intention clear. There are many possible examples, but in economics, the terms “type,” “quality,” and “skill” come up frequently and are easy to interpret as making a judgement that the author may not intend, particularly when combined with language like “high/low” and “better/worse/improves.” An explanation for word choices in the paper’s introduction or in a footnote can often make clear an author’s full meaning when relying on these or similar terms.
 - The resources below might help authors think through how best to present their material.
 - [APA guide to bias-free language](#). Formulated for an audience of researchers publishing in academic outlets by a committee of the American Psychological Association.
 - [JPAL NA Blog Post: Using Inclusive Language to Communicate Research Results](#). Formulated for economists and other social science researchers communicating findings across a range of outlets.

- **Our economists and staff are available to provide feedback or have a conversation if it would be helpful.** We all continue to learn how to best present our work. We may also reach out to initiate a conversation.