

Journal of Reinsurance

How to Submit An Manuscript

The following directions will help speed your manuscript to publication.

A. Computer Files Needed

Please send a **separate** computer file for each of the following items using the file formats listed in sections B-D below.

1. the abstract and short biographical statement of each author
2. body (manuscript text)
3. manuscript tables
4. figure captions
5. references
6. each figure (graphic, photograph, etc.)
7. complete manuscript, all tables and graphics in correct positions

B. Text and Tables: Computer Files

We prefer text files from one of these word processing applications: **MS Word, WordPerfect or an ASCII compatible format** using the settings below. Files created from other applications may be acceptable, but please check with IRU Staff (jor@irua.com) **before** sending them to the editor.

- ◆ **Font:** at least as large as 10 point Times or Times New Roman
- ◆ **Justification:** do not justify text (align text left, ragged right)
- ◆ **Hyphenation:** turn automatic hyphenation OFF
- ◆ **Line Spacing:** double space all text (1 line/cm)
- ◆ **Tables:** if possible, send tables in spreadsheet (Excel) with each table a separate sheet; otherwise, use the table feature in your word processor or use tab-separated columns. *Do not use spaces between columns.*
- ◆ **References:** References should conform to the Chicago Manual of Style, 15th Ed.; see <http://www.chicagomanualofstyle.org/tools.html>.
- ◆ **Endnotes:** Endnotes should be used, and should conform to the Chicago Manual of Style, 15th Ed.; see <http://www.chicagomanualofstyle.org/tools.html>. Unless critical, endnotes should not be used for explanatory comments. Explanatory comments should be included in the main text. Use Remove Field Codes and Unformat Citation(s) before saving your final draft.
- ◆ **Track Changes:** Accept all changes in document and save the file prior to sending final draft to the editor.

C. Figures or Other Graphics

Only the Term "figure" should be used to refer to exhibits, tables, or charts. Figure titles should be numerical and numbered consecutively. Descriptive headings should be brief. All figures should be in a separate file; however, when an manuscript is edited, figures may be reduced to comply with journal's style. A list of data points must accompany any graph or chart. Equations should be numbered consecutively and flush with the left margin. Please submit a color version of any figure for which color is important as well as a grayscale version. Although the *Journal* is primarily printed in black and white, color images may be used in the JOR *Online* version of your manuscript.

Paint and Draw Files

- ◆ **Acceptable Formats:** encapsulated PostScript files (**.eps**); graphics interchange format (**.gif**); JPEG file interchange format (**.jpg; .jpeg**); PC paintbrush format (**.pcx**); portable document format (**.pdf**); tagged image file format (**.tif; .tiff**); windows bitmap format (**.bmp**); or windows metafile format (**.wmf**).
- ◆ **Dimensions:** 6 in. (15.2 cm) wide × (maximum of) 10 in. (25.4 cm) high; figures are reduced by half for publication

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- ◆ **Font:** 20 point sans serif (Helvetica and Geneva are sans serif fonts). If more than one size font is necessary, smaller sizes are acceptable, with 12 point being the minimum size.
- ◆ **Resolution:** for the best results use a minimum resolution of 300 dpi

Printouts and Hand Drawings

- ◆ **General:** Original drawings or high-quality printouts (at least 300 dpi)
- ◆ **Text:** Make 1/6 to 1/3 in. (4 to 8 mm) high; use sans serif lettering (Helvetica and Geneva are sans serif fonts)
- ◆ **Lines:** Make lines dark and smooth, of even thickness, with sharp (not fuzzy) intersections—hairlines, splotches, and jagged diagonals will not print clearly and therefore are not acceptable
- ◆ **Print quality:** If individual dots/pixels are visible in printouts, the printouts are not good enough to use
- ◆ **Not acceptable:** photocopies, overhead transparencies, chart recorder output.

Photographs

- ◆ Prints should be glossy (not matte), at least 3 in. wide, and show sharp contrast.

D. Graph Files

- ◆ Create graphs in Microsoft Excel.

E. Manuscript Submission

The editor reserves the right to edit manuscripts, to fit manuscripts within available space, and to ensure conciseness, clarity and stylistic consistency.

All materials should be submitted to:

Paul Walther, CPCU, ARe
Editor, Journal of Reinsurance
c/o Reinsurance Directions, Inc.
120 International Parkway, Suite 220
Heathrow, FL 32746
Telephone: 407-333-1600
Facsimile: 407-333-8993
Email: editor@irua.com

F. Questions?

If you have questions about preparing your manuscript, please check with Mary K. Clancy of the IRU Staff before sending your files to the editor: email jor@irua.com; phone: 908-203-0211; fax: 908-203-0213