

Guidelines for Authors

General

To be considered for publication in *The Call*, authors must submit their manuscripts electronically to the Chair of the Publications Committee.

All manuscripts must be the original, unpublished work of the author. The manuscript must not be under consideration for publication elsewhere.

Articles commonly consist of an abstract or executive summary, an introduction, literature review, main body or exposition, discussion and conclusions.

References

Citations are to be provided for all references. The APA style is to be followed; a summary of the APA guidelines may be found in Appendix A. All works cited in the article must be included in the Reference list at the end of the paper; all works appearing in the Reference list must be cited in the paper.

Submitting a Manuscript

Submissions are to be in Microsoft Word (.doc) or Rich Text Format (.rtf). Since all submitted manuscripts are subject to double blind review (authors don't know the reviewers and reviewers don't know the authors), you must remove any identifying information (name, affiliation, etc.) from the paper prior to submission.

If you use Microsoft Word remove your identifying information from the file properties by clicking: File → Properties (or Prepare → Properties if using Word 2007) and deleting all identifying information.

The title page, which contains identifying information, will be removed prior to sending it for review.

Completion of a copyright transfer form will be required, except for employees of the United States Government who prepared the manuscript as part of their official duties. Such works cannot be copyrighted.

Potential conflict of interest must be disclosed by those individuals who are employees of or who have a fiduciary interest in a company whose products or services are directly related to the subject matter of their manuscript.

Appendix A - APA Guidelines

General

The manuscript should be typed, double-spaced on 8 ½ x 11 inch paper with one inch margins on all sides. The APA stipulates using 12 point Times New Roman font.

A page header (running head) should be included at the top of every page. Page numbers are inserted flush right; the title (abbreviated) is inserted flush left.

Major Sections

The manuscript should include four major sections: the Title Page, Abstract, Main Body, and References.

Title Page

The title page should contain the title of the article, the author's name, and the agency, company, or institutional affiliation. Include the page header (described above) on the title page. Please note that your title page, with header, should look like this:

Running Head: Title of the Article	1
Title of the Article	
Author's Name	
Author's Agency	

Abstract

The Abstract begins on a new page, without indenting, and contains a header as described above. The abstract is a concise summary of the article, and – as the APA points out - may be the only part of the article actually read, since readers may decide on the basis of the abstract whether or not to read the article. At the bottom of the abstract, list keywords that will help researchers find the article. All articles appearing in *The Call* will be catalogued by Northern Illinois University under arrangements with NENA.

Example:

Title of the Article	2
Abstract	
This is the abstract of the article. It provides a concise summary of the article and should grab the reader's attention. The abstract should provide the topic and purpose of the article, sources, and conclusions, implications or applications.	
<i>Keywords:</i> Abstract, summary, topic, purpose, conclusions.	

Main Body

This section provides the central message of your of the article. The topic selected should be within one of the many technical or operational areas of the emergency communications industry, which include but are not limited to Wireless, VoIP and GIS technology, Next Generation 9-1-1 transition planning and implementation, PSAP operations, human resources, contingency planning, disaster recovery and emergency operations, public education, training, legislation or policy. Review any previous publications on the topic, describe and discuss the subject, and provide your conclusions.

References

The reference section lists all references cited in the article, and all references listed must be cited in the article.

Formatting and Style Guide

While there are many online resources for to assist with formatting and preparation of manuscripts according to the APA style, one of the best we have found is the Online Writing Lab (OWL) at Purdue University (<http://owl.english.purdue.edu/owl/>). This site provides writing resources and instructional material as a free service to students, members of the community, and users worldwide to assist with their writing projects.