

As RTI Press strives to reach a general audience, authors are invited to submit manuscripts that are clearly and concisely written without jargon or overly technical language. All submitted manuscripts should be original and must not be concurrently under review elsewhere. Authors can be from outside RTI, but all manuscripts must include at least one RTI author or editor.

## Manuscript Parameters

The RTI Press website provides general guidance on RTI Press policies. Specific parameters for each type of RTI Press publication are detailed in the table below. Completed manuscripts should be submitted through [Editorial Manager](#).

Prior to peer review, all submissions will be reviewed for fulfillment of editorial standards and style guidelines. Submissions that do not meet standards will be returned to author(s).

## Submission Format

- Provide text files in Microsoft Word with at least 1.5-line spacing.
- Tables and figures: For the initial submission, embed figures and tables in the Word file near their first mention in text.
- For more guidance on formatting, see the [RTI Press Style Guide](#).

*(continued)*

Publication Type	Summary Description	Expected Length <sup>a</sup>	Considerations and Preparation Checklists for Each Publication Type
<b>Briefs</b>	Research briefs summarize the state of knowledge on a topic and analyze future research needs and opportunities. Policy briefs outline the rationale for policy alternatives/ courses of action and typically include a concise summary of relevant published work. Can be linked to special events and/or national, state, or regional policy debates.	approx. 3,000 words	<ul style="list-style-type: none"> <li>• Limited space for tables/figures</li> <li>• Must use <a href="#">Uniform Requirements reference style</a></li> <li>• <a href="#">Preparation checklist</a></li> </ul>
<b>Research Reports</b>	Reports that present, in summary form, RTI research findings and technical expertise or lessons.	5,000–10,000 words	<ul style="list-style-type: none"> <li>• Follow relevant conventions for sequence and organization of sections (i.e., Introduction, Methods, Results, etc.)</li> <li>• <a href="#">Preparation checklist</a></li> </ul>
<b>Occasional Papers</b>	Scholarly essays on topics relevant to RTI areas of research or technical focus (a subset of Research Reports)	Flexible	<ul style="list-style-type: none"> <li>• Flexible organization and sequence of sections</li> <li>• <a href="#">Preparation checklist</a></li> </ul>
<b>Methods Reports</b>	Reports that document and describe advances in research tools, applications, and methods. Can include detailed documentation of methods that can be cited in other publications.	Flexible	<ul style="list-style-type: none"> <li>• Conventional organization and sequence of sections (i.e., Introduction, Methods, Results, etc.)</li> <li>• <a href="#">Preparation checklist</a></li> </ul>
<b>Conference Proceedings</b>	Collections of papers presented at conferences/similar events organized or sponsored (in whole or in part) by RTI	Flexible	<ul style="list-style-type: none"> <li>• Contact RTI Press to discuss well in advance of submission</li> <li>• Include conference overview in addition to abstracts and/or papers</li> <li>• <a href="#">Preparation checklist</a></li> </ul>
<b>Books and Monographs</b>	Scholarly treatises on a single subject or a set of related subjects; monographs are shorter and cover less extensive areas of science or policy than books	Flexible	<ul style="list-style-type: none"> <li>• Requires submission and approval of a <a href="#">book proposal</a> by RTI Press</li> <li>• For accepted proposals: <a href="#">preparation checklist</a></li> </ul>

<sup>a</sup> Including all text (body, references, tables, figures, footnotes, etc.).

### Statement of Significance

During submission in Editorial Manager, you will be asked to provide a short (less than 250 words) description of your manuscript that answers the following questions:

- Why is your paper important and significant to your field? (Describe the field.)
- What audience are you aiming to reach by submitting to the RTI Press?
- What is the important takeaway from your paper?

### Compliance

Before submitting, be sure to

- Get any management approvals required by your division.
- Get client/funder approval, if needed.
- Arrange for your manuscript to be edited to comply with RTI Press style and requirements for the relevant publication type (refer to the preparation checklists in the table above).

- Identify funder in the acknowledgments and include any specific wording if required by contract or other arrangement.
- Ensure compliance with any required ethical/professional standards (such as human subjects protections, informed consent, animal rights).
- Appropriately acknowledge the source of all previously published materials and obtain any needed permissions for reuse.

### Copyright and Permissions

For accepted manuscripts, authors will be asked to [transfer copyright to the RTI Press](#) prior to publication.

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