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The Appraisal Journal presents three article awards: the Armstrong/Kahn Award for the most outstanding article published in the previous year, the Swango Award for the best article written by a practicing appraiser, and the Ratcliff Award for the best article written by an academic author. Authors of articles published in *The Appraisal Journal* are eligible for continuing education credit in the year of publication.

Manuscript Review

Each submitted manuscript is considered in a double-blind review. Manuscripts are reviewed by members of the Editorial Board, Review Panel, and Academic Review Panel and by outside specialists when appropriate. Manuscripts written by academic authors are reviewed by a member of the Academic Review Panel as well as practitioner reviewers.

A manuscript may be returned to the author with specific recommendations for revisions if the reviewers believe it has the potential for being published. Making such revisions does not guarantee publication. Authors of manuscripts will receive notification of the decision by letter or email.

The Manuscript Style and Content

- Writing is best when it is interesting, lucid, and succinct. Successful articles are relevant and meaningful to readers of the *Journal*. Authors should cast their articles with the interests of real property appraisers and other valuation professionals in mind.
- Articles should include a review of published literature related to the

topic. Authors should cite relevant passages to demonstrate knowledge of established concepts and practices and specify how they agree or disagree with such concepts and practices. Where applicable, cite the most recent editions of *The Appraisal of Real Estate* and *The Dictionary of Real Estate Appraisal*.

- The author is responsible for providing accurate mathematics and statistics, including proper documentation of specific software used. Editorial staff may request copies of relevant data, spreadsheets, regressions, or computations used.
- Articles should be 3,000–8,000 words in length. The manuscript should be double spaced without extra spaces between paragraphs. The *Journal's* design staff creates the layout for printed articles, so do not spend a lot of time formatting your manuscript and customizing the way it looks.
- Editorial staff will make revisions in the manuscript as needed for conformance to the Appraisal Institute style of capitalization, punctuation, spelling, and usage. The editorial staff also will edit for clarity of presentation and for grammar. Manuscripts may be accepted for publication pending completion of revisions suggested by reviewers.

Required Elements

- A cover letter with complete address, phone, fax, and email of each author. Authors' names should not appear on any pages of the manuscript.
- An abstract of 75–100 words. The abstract should not be a repeat of the first paragraph.
- Brief major and secondary headings to emphasize divisions.
- Clearly written introduction and conclusion sections explaining the purpose of the article and signifi-

cance of the research results.

- A brief professional biography for each author, including present employment, title, degrees, designations, publishing accomplishments, and preferred email.
- Footnotes, numbered consecutively, providing all facts of publication for sources used. For footnote style, consult http://www.chicagomanualofstyle.org/tools_citationguide.html.
- Footnote numbers should appear in superscript at the point of reference in the article.
- Exhibits should be titled and numbered in the order in which they appear in the article. The article text should specifically refer to each exhibit. Note, in published articles the exhibits will appear in black and white.

Submission Requirements

- Manuscripts must be submitted in electronic form (Microsoft Word). The electronic files may be emailed to taj@appraisalinstitute.org. Please title the email "Article Submission."
- Please also submit one hard copy of the article to The Appraisal Journal, 200 W. Madison, Suite 1500, Chicago, IL 60606.

Confidentiality

Authors of manuscripts submitted to *The Appraisal Journal* for possible publication must have specific authorization from their clients before disclosing (a) confidential factual data received from a client or (b) the analyses, opinions, or conclusions of an appraisal.

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