

MANUSCRIPT GUIDE

The Appraisal Journal
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Each submitted manuscript is considered in a double-blind review. Manuscripts are reviewed by members of the Editorial Board, Review Panel, Academic Review Panel, and by outside specialists when appropriate. 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, e-mail, or telephone.

The Manuscript

Style and Content

- Writing is always best received 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 and real property professionals in mind.
- In most instances, articles should include a review of published literature and texts 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 edition 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.
- Always write out names and terms in full in the first text citation, e.g., net operating income (NOI); short forms or acronyms may be used thereafter.
- Articles should be a maximum of 21 double-spaced pages (approximately 5000 words).
- 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

- An anonymous title page for reviewing purposes. Author names should not appear on any pages of the manuscript.
- A cover letter with complete address, phone, fax, and e-mail of each author.
- An abstract of 75–100 words. The abstract should not be a repeat of the first paragraph.
- Six key words for indexing, i.e., words that best describe the content of the manuscript.
- Brief major and secondary headings to emphasize divisions.
- Clearly written introduction and conclusion sections explaining the purpose of the article and significance of the research results.
- A brief professional biography for each author, including present employment, title, degrees, designations, publishing accomplishments and preferred method of reader contact.
- Footnotes, numbered consecutively, providing all facts of publication for sources used.
- Footnote numbers should appear in superscript

at the point of reference in the article. The footnote text should appear on a separate page at the end of the article. Do not use the author-date style of citation; citations such as (Brown 1990) **should not** appear in the article text. Examples of footnote forms are shown at the end of this guide.

- ❑ Tables and figures in both printed and electronic form. Tables and figures should be titled and numbered in the order in which they appear in the article. The article text should specifically refer to each table and figure.
- ❑ A bibliography of related articles for readers who wish to explore the topic further. This should include works consulted but not specifically cited in the footnotes and any additional resources the author considers relevant.

Submission Requirements

- ❑ Manuscripts must be submitted in electronic form (Microsoft Word). The electronic files may be e-mailed to taj@appraisalinstitute.org. Please title the e-mail “Article Submission.”

- ❑ Please also submit one hard copy of the article to *The Appraisal Journal*, 550 W. Van Buren St., Suite 1000, Chicago, Illinois, 60607. Your article should be typed in double-spaced format (including quoted matter and footnotes) on plain white 8 1/2 -by-11-inch paper with page numbers on each sheet. You may send an electronic file of your article on diskette, along with the hard copy, in lieu of sending it by e-mail.

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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Examples of Footnote Forms:

Books

1. Appraisal Institute, *The Appraisal of Real Estate*, 12th ed. (Chicago: Appraisal Institute, 2001), 49–50.
2. Arthur R. Gimmy and Michael G. Boehm, *Elderly Housing: A Guide to Appraisal, Market Analysis, Development, and Financing* (Chicago: American Institute of Real Estate Appraisers, 1988), 102.

Articles

3. John B. Corgel, Paul R. Goebel, and Charles E. Wade, “Measuring Energy Efficiency for Selection and Adjustment of Comparable Sales,” *The Appraisal Journal* (January 1982): 71–78.
4. Robert H. Zerbst and William B. Brueggeman, “FHA and VA Mortgage Discount Points and Housing Prices,” *The Journal of Finance* (December 1977): 1776–1775.
5. *Ibid.*, 1775. [Same article as in immediately preceding note, different page]
6. Corgel, Goebel, and Wade, 77–78. [Reference to note 3, but interrupted by a different source reference]

Legal Citations

7. *Suess Builders Co. v. City of Beaverton*, 656 P.2d 306 (1982).
8. *United States v. Blankinship*, 543 F.2d 1272 (9th Cir. 1976).
9. *United States v. 1735 North Lynn Street*, 676 F. Supp. 693 (E.D.Va. 1987).
10. *United States v. Blankinship*. [Second reference to note 8]

Colloquiums, Working Papers, and Dissertations

11. Kenneth T. Rosen, “Creative Financing and Housing Prices: A Study of Capitalization Effects” (working paper, Center for Real Estate and Urban Economics, University of California, Berkeley, August 1982), 82–85.
12. James R. DeLisle, “Toward a Formal Statement of Residential Appraisal Theory: A Behavioral Approach” (PhD diss., University of Wisconsin, 1981), 55–60.

Online Sources

13. University of Minnesota Center for Sustainable Building Research, “Sustainable Design,” <http://www.csbr.umn.edu/sustainability.html>. [If online material is time sensitive and subject to change, indicate in parentheses the date the material was accessed.]

Additional information on accepted manuscript style and organization may be found in The Chicago Manual of Style, 15th ed. (Chicago: University of Chicago Press, 2003).