MacEachen Institute Papers: Submission Guidelines

Who is invited to submit?

We welcome submissions from professionals in the public, corporate, and not-for-profit sectors, as well as academic researchers at all levels, including graduate students, early-career, and established scholars.

What types of submissions are appropriate?

We invite submissions of reports, scholarly articles, discussion papers, research updates, and scope reviews. Papers may be working papers, that is, complete but still in the pre-publication stage.

Submissions should make direct reference to policy or have obvious applications to policy areas.

Some of the papers may be developed further and published in journals, while others may be presented here in their final form. If you wish to cite any of the material presented here, please reach out to the authors for information on the most recent versions (if any).

What are the requirements?

We ask that submissions be fairly substantial (at least 1200 words); shorter pieces may be considered for shorter briefing notes and other formats. The maximum length should be no more than 8,000 words, or 30 pages double-spaced. This page limit includes all diagrams, charts, tables, and illustrations.

Please include a statement along with your submission acknowledging all sources of funding of the research, both direct and indirect, and any relevant relationships or conflicts of interest for all authors involved.

Will the papers be peer-reviewed?

Papers submitted for this series will be subject to desk review and review by editorial committee, but will not be sent out for peer review. Authors will be notified of the decision as soon as possible. Accepted papers will be subject to a copy-editing process aimed at improving clarity, accessibility, and tone.

What is the copyright status of series papers?

The copyright for papers published in this series remains with the author(s).

It is the responsibility of the author(s) to notify the editors if their works are published elsewhere and the copy posted here must be removed. Papers will be left up on the site until such a time as the author contacts the editors with a request for removal.

All illustrations must be original to the author(s) or accompanied by an assignment of rights for publication.

All third-party materials (e.g. portraits, photographs not taken by the authors, infographics taken from a website) must be accompanied by written permission for the use of that material.

Any use of generative AI in the development of the paper and accompanying materials must be fully disclosed in the submission.

The series editors reserve the right to reject any submission they believe violates copyright, whether through the use of generative AI "inspired by" / prompted by other works, uncredited use of third-party materials, or otherwise.

Style Guide

The Working Paper series uses the Chicago Manual of Style, 18th edition, and the Author-Date System for citations. Please ensure that your text and citations follow that guide.

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Submit papers in 12-point font (Times New Roman or Calibri preferred), spaced at 1.15. Please include a short abstract, a statement of research funding sources, and a conflict-of-interest disclosure.

All documents must be sent in Word (.doc or .docx) or Open Document (.odt) format to allow for copy editing. A .pdf copy may be sent as well, if there is any concern about shifting formatting, image integrity, or embedded fonts.