

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. Authors' manuscripts must comply to submission requirements (linked in table below) to be considered for peer review by RTI Press. Completed manuscripts should be submitted through [Scholastica](#).^{*} 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). RTI Press does not publish advocacy or opinion pieces.

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.
- All mathematical text that requires an equation editor should be generated in MathType. Do not insert equations as graphics.
- For more guidance on formatting, see the [RTI Press Style Guide](#).

(continued)

Publication Type	Summary Description	Expected Length (Including Refs, Figures, Tables, Notes)	Key Characteristics	Submission Requirements
Briefs	<ul style="list-style-type: none"> • 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. • Briefs can be linked to special events and/or national, state, or regional policy debates. • Cochrane Corner summaries of research from Cochrane Reviews are published as research briefs. 	1,500–3,000 words	<ul style="list-style-type: none"> • Limited space for tables/figures • Must use ICMJE reference style 	Briefs
Research Reports	Reports that present, in summary form, RTI research findings and technical expertise or lessons.	Up to 10,000 words	Follow relevant conventions for sequence and organization of sections (i.e., Introduction, Methods, Results, etc.)	Research Reports
Occasional Papers	Scholarly essays on topics relevant to RTI areas of research or technical focus (a subset of Research Reports)	Flexible	Flexible organization and sequence of sections	Occasional Papers
Methods Reports	<ul style="list-style-type: none"> • 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	Conventional organization and sequence of sections (i.e., Introduction, Methods, Results, etc.)	Methods Reports
Conference Proceedings	<ul style="list-style-type: none"> • Collections of papers presented at conferences/similar events organized or sponsored (in whole or in part) by RTI. • Proceedings are not peer-reviewed and all materials need to be complete before coming to the Press. 	Flexible	<ul style="list-style-type: none"> • Contact RTI Press to discuss well in advance of submission • Include conference overview in addition to abstracts and/or papers 	Conference Proceedings
Books	<ul style="list-style-type: none"> • Scholarly treatises on a single subject or a set of related subjects. 	Flexible	Requires submission and approval of a book proposal by RTI Press	Books

* Please note that you must use a Chrome, Firefox, or Safari browser for Scholastica, as the system does not support Internet Explorer.

Statement of Significance

During submission in Scholastica, 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.
- Ensure any suggested reviewers are external to RTI and do not have a conflict of interest.

Accessibility

All RTI Press publications are tagged for reading order and include alt text for general accessibility. Be aware that if publications require client-approved 508 compliance, timelines will be extended and associated costs may need to be shared with authors, given the extra time and attention needed.

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