

## Rockefeller Archive Center Research Report Guidelines

As a condition of accepting a research grant-in-aid from the Rockefeller Archive Center, scholars agree to provide the RAC with a substantive report based upon research conducted during their funded visit. This report may be posted on the RAC's website in the Research Reports Online feature. This is an early opportunity to share your work with a wider audience. For the Archive Center, these research reports serve to illustrate for other scholars the nature of the collections here and their value for scholarship.

The report will be reviewed and edited for clarity, and an edited version of the report will be sent to you for review prior to online publication to make certain that the editorial process has not inadvertently altered the substance of your discussion in any way. The online report will carry a copyright symbol with your name – © 2009 by John Doe – and the disclaimer below. We encourage you to provide an email address where you can be reached by interested readers.

“Editor's Note: This research report is presented here with John Doe's permission but should not be cited or quoted without the author's consent.

Rockefeller Archive Center Research Reports Online is an ongoing publication of the Rockefeller Archive Center (RAC). Edited by Erwin Levold, Senior Research Archivist, and under the general direction of the James Allen Smith, Vice President of the RAC and Director of Research and Education, Research Reports Online is intended to foster the network of scholarship in the history of philanthropy and to highlight the diverse range of materials and subjects covered in the collections at the RAC. These reports are drawn from essays submitted by researchers who have visited the Archive Center many of whom have received grants-in-aid from the Archive Center to support their research.

The ideas and opinions expressed in this report are those of the author and are not intended to represent the Rockefeller Archive Center.”

To answer some basic questions about how to prepare and submit a research report, we have prepared the following guidelines:

Reports should be submitted by email as an attachment in MS Word to [charris@rockarch.org](mailto:charris@rockarch.org) .

Research reports should be between 2,500 and 5,000 words in length.

All citations should be created as endnotes (rather than footnotes). Citations are not required, but are preferred.

For matters of style and format, we prefer the *Chicago Manual of Style*.

The left margin should be justified, but not the right margin.

Conference papers or dissertation chapters may be submitted, with the understanding that they will be published online.

Generally, Research reports have not included photographs or illustrations, but if one is central to your discussion, please include it.

Since there are several “Rockefeller” institutions, please be precise and refer to the Rockefeller Foundation, the Rockefeller University, the Rockefeller Brothers Fund, etc. or use the appropriate abbreviations for subsequent reference – RF, RU, RBF etc. – and refrain from using only “the Rockefeller” as a short-hand reference.