
Notes to Contributors

The preferred method of submission is by email to: designissues@case.edu but authors may also submit hard copies by submitting three copies of each manuscript for consideration to the Editorial Board, *Design Issues*, Weatherhead School of Management, Case Western Reserve University, 10900 Euclid Avenue, Cleveland, OH 44106-7235. Authors are advised to keep a copy of their manuscript as protection against loss in transit. A short biographical statement, including present affiliation and previous publications by the author(s) is required. After acceptance of the article the author will be expected to send a computer file of the article.

Text Format

Manuscripts, including text, endnotes, long quotations, tables, illustrations and captions, should be typed double-spaced with approximately 250 words per page. The preferred length is a maximum of 5,000 words or 20 pages of text. Pages should be numbered consecutively, including separate pages following the text for endnotes and illustration captions.

If possible, the style of the manuscripts should conform to the *Chicago Manual of Style*, latest edition, published by the University of Chicago Press. Authors outside the United States should use an equally standard style manual.

Endnotes

Endnotes should be numbered consecutively, and references to them indicated clearly by corresponding numbers in the text. Style should conform to footnote style in the *Chicago Manual of Style* or foreign equivalent.

Quotations from foreign language sources should be translated into English in the text: their original, if necessary, many appear in endnotes.

Illustrations

Photocopies of the illustration should accompany the manuscripts. Illustrations should be marked with the author's last name, figure number *corresponding to the position in the text* and an indication of the top of the illustration if there might be any questions.

Contributors are responsible for obtaining permission, whenever necessary and as required for the reproduction of all illustrations or other materials.

Book Reviews

Book reviews are solicited by the Book Review Editor. The length of the review will be determined jointly by the Book Review Editor and the Editorial Board. Reviews should conform, if possible to the *Chicago Manual of Style*, and the editorial guidelines for articles mentioned above.

Persons interested in being considered as reviewers should send a current resume to the Book Review Editor.

Recent Books

Publishers should send recently published books and other materials for possible review to the Book Review Editor, *Design Issues*, Weatherhead School of Management, Case Western Reserve University, 10900 Euclid Avenue, Cleveland, OH 44106-7235.

Visual Projects

Design Issues invites submission of visual projects of a theoretical or experimental nature. The Primary criteria for selection are that the work be provocative and of high visual quality. All work should be submitted in black and white. Photostats or photographs are preferred and should be 8"x10" black and white glossy. Slides will not be accepted. Work will be resized as necessary. Bleeds and crops will not be made unless specifically noted by the designer.

Visual material will be returned only if accompanied by a self addressed envelope with the proper postage affixed.

Responses from Readers

Design Issues encourages written responses to articles and reviews, as well as comments on general or related issues. Letters should be limited to 1,500 words.

Letters that comment on articles and reviews will be sent to the author of the original article for response.

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