*Guidelines for submissions to City Building Ryerson’s Discussion Papers series*

Include

**Title in Title Case**

Full names of authors, in alphabetical order by last name

Affiliation of author(s) (ex. Ryerson University)

Reviewers: Names to be added by City Building Ryerson

DATE of publication to be added by City Building Ryerson

Keywords: please provide at least two

Abstract (under 1,000 words)

*N.B. Copyright information and a disclaimer will be added in the footer by City Building Ryerson.*

Style and format guidelines

* Submissions must be in Word .doc or .docx format
* No more than six pages, 1.15 spaced, including images/figures and endnotes
* Every paper must include keywords, plus an abstract, introduction and a conclusion
* Large figures/tables may be included as appendices
* Include credits on all images/figures
* References must be included as endnotes, not footnotes
* Copy and references must be in APA style

**Preferred typeface: Arial**

Body copy, size 11

Tables, charts and figures – size variable

Bulleted and numbered lists, size 11

Endnotes, size 9

**Headings:**

Headings can be in any style, using Arial typeface. No more than four levels of headings. Please tag levels of headings using Styles in Word.

**URLs:**

In text, underlined and active/hyperlinked

In references, deactivated/hyperlinks removed

*N.B. References will not be verified in the editing process. City Building Ryerson will format all discussion papers in its template following editing.*