2023 RESOURCE GUIDE SUBMISSION INSTRUCTIONS

It is time to begin preparing for the 2023 edition of the **APC Resource Guide** so please consider this your **official call for your Center’s submission**.

To help you and your staff prepare your Center’s submission, below please find an outline of instructions as well as explanations of the content categories. Hopefully this will answer most, if not all, of your questions. However, please do not hesitate to contact Francesca Morton if you or your staff have any questions or concerns. These instructions have been emailed to both Center Directors as well as administrators and other staff members that appear as contacts for APC business; each center delegates tasks differently, and this is an effort to ensure that this reaches the appropriate staff.

A few important items:

1) There is no word limit; ***however***, each center is limited to two pages in the same format, which optimizes the clarity and visual appeal of the profiles and delivers greater consistency across profiles (for more, see instructions document). Each profile varies, and fit will depend on how the content is distributed across different sections. ***It will be our discretion to eliminate content that does not fit, so please prioritize.***

2) The deadline for submissions is **Tuesday, November 15. This is sooner than last year, but we will be meeting in person in 2023, which will require additional lead time for printing.**

3) If there is a particular staff member(s) whom we should include on future correspondence concerning this project, please let us know.

**>> Submissions prior to the deadline will be gratefully accepted! <<**

**Instructions for Preparing Center Profiles**

The APC Resource Guide is an important tool that communicates the value of the federal investment in Population Centers by collecting individual center profiles into one convenient, comprehensive publication. Collectively, these profiles tell the story about the breadth and depth of population research that is taking place across the country—which is essential to sustain and ultimately increase support for the federal investment in this field. The profiles also work well as stand-alone documents to be used by individual centers in outreach and communications efforts. [See more in these slides.](https://www.popcenters.org/wp-content/uploads/2022/10/APC-Guide-presentation.pdf)

The following guidelines were developed following a formal review by an APC working group tasked with helping us improve on earlier editions of the guide, to achieve a final product that is visually appealing, consistent, and “readable.”

**Instructions**

1. Please [fill in this form](https://form.jotform.com/222706220089047).
2. The form contains information pertaining to the headings outlined in the graph below; this is our preferred method of gathering the information for your Center’s profile, as it enables our graphic designer to insert and lay out large segments of text and minimizes the opportunity for typographical errors.
	* However, if there are only a *modest number of changes* (no more than 5) from your Center’s profile from last year, as an alternative you may submit a .pdf of last year’s profile using the Adobe *comments* tool to indicate changes and edits. (Please **do NOT use the Adobe editing tool**, as this method makes it very difficult to identify where changes have been inserted.)
3. If your Center’s logo has changed since last year, or your Center did not participate last year, please provide your logo. Send it as a high-resolution, print-ready (300 dpi) file in .eps (vector) or .jpg format. Upload on the form or email directly to Francesca Morton at francesca@popassoc.org.
4. Please submit your form or document to francesca@popassoc.org by **November 15, 2022.**
5. You will receive a .pdf proof version in mid-January 2023 for your review. Note: NO changes can be accepted after January 27.
6. Final books and a hard copy (color, double-sided) printed on glossy paper will ship by April. A .pdf file version of the profile will also be distributed at this time.

See content chart and explanations below.

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| **Content Section** | **Explanation** |
| **Profile Masthead** | Contains the Center Name, organizational logo, and the name of your Center Director ***as of March 5, 2023*** (plus co- or associate director, if applicable) |
| **Contact Information** | Academic institution, address, and contact information including phone and web site address |
| **Mission Statement** | Summary of Center’s mission |
| **Number of Faculty Affiliates** | Preference is to include ***just the total number of faculty*** |
| **Departmental Affiliations** | Alphabetical listing of other intra-institutional departments with overlapping affiliation or collaborations. |
| **Key Areas of Research** | Include a **concise**list of broad areas of research focus. |
| **Domestic Research Projects** | Include ***bulleted list*** of titles of research projects with national focus, conducted domestically.  |
| **International Research Projects** | Include ***bulleted*** ***list*** of research projects with international focus, conducted internationally or with international partners. |
| **Regional Research Projects** | Include ***bulleted*** ***list*** of projects that are being conducted at the local or regional level and/or with local or regional partners. |
| **Research to Policy** | Include examples of research that have had concrete policy applications or have been used in a policy advisory context. Consider a short anecdote (no more than a paragraph) revealing an example of your research findings that was used to inform federal, state, or local policy. (Note: *Congressional staff appreciate anecdotes because they clearly convey the impact and applications of research*.) |
| **Organizational Collaborations** | Include ***bulleted list*** of external partnering organizations—can be local, national, international, NGOs, governmental, academic institutions, etc. |
| **Funding Sources** | Include ***bulleted*** ***list*** of funders, including federal agencies (be specific), foundations, NGOs, corporate entities. |
| **In the News** | Included ***bulleted list****, in publication date order,* of citations in the media of research conducted through the Center. Do include a link to each media citation. **PLEASE NOTE:** Do not include items dated before **January 1, 2021.** Citations credits should reflect the ***author(s)’ name(s)***, **NOT** the name of Center colleague(s) being featured. **FORMAT NOTE:** For media citations we use the *Chicago Manual of Style* format, i.e., “Growth Versus Distribution: Hunger Games,” *New York Times*, S V Subramanian, March 28, 2014. |

When providing examples of domestic, international, and regional projects, please feature examples that dovetail with current policy, especially congressional, priorities. Current congressional priorities include **COVID-19 (impact and recovery), climate change, economic insecurity, health disparities, social determinants of health, causes of mortality, immigration, and artificial intelligence**.

Final note: These sections are guidelines, and we recognize that Center activities vary and therefore some categories may not apply to your institution. If you have any specific concerns or questions about the instructions, please don’t hesitate to contact Francesca Morton at francesca@popassoc.org.

Also posted at: [www.popcenters.org/resource-guide-submission-instructions/](https://www.popcenters.org/resource-guide-submission-instructions/)