



## Rockefeller Archive Center Research Report Guidelines

As a condition of accepting a research stipend 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 online by the RAC at <http://rockarch.issuelab.org>. 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 reports are subject to light copyediting. Please adhere to the following guidelines as you prepare and submit your research report:

Reports should be submitted, within two months after the completion of your RAC research, by e-mail as an attachment in MS WORD to [nhochman@rockarch.org](mailto:nhochman@rockarch.org).


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

Include an Abstract\* (max 250 words)

Archival citations are not required, but are preferred. All citations should be formatted as endnotes (rather than footnotes), and should correctly cite the RAC's collections. A guide to sample citations is available [on the RAC website](#).

Reports should take the tone and format of a research paper, rather than a travelogue or travel diary documenting your visit. If you would like to reference the dates of your visit or archivists you worked with, please do so in the endnotes.

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.

We will apply an [Attribution-NonCommercial-ShareAlike](#) (BY-NC-SA) Creative Commons (CC) license to your research report. These open licenses allow for the greatest sharing of your ideas while still assuring that you are properly attributed as the owner of this intellectual property and your work will not be used for commercial purposes. For more information about Creative Commons, visit [www.creativecommons.org/](http://www.creativecommons.org/). The online report will carry a CC and copyright symbol with your name, for example,  © 2017 by John Doe.

The Creative Commons license will enable us to share your work through the RAC's website, and to archive a copy with our partner IssueLab, an open repository and digital library of social sector literature that will assure that the report remains discoverable for the long-term. For more information about IssueLab, visit [www.issuelab.org](http://www.issuelab.org).