



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 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 collection of research reports are found at www.rockarch.org/publications/resrep/, and in the RAC Bibliography of Scholarship database system found here:

<https://www.zotero.org/groups/rac>. Zotero is an open-source research and citation management tool developed by the Roy Rosenzweig Center for History and New Media. We encourage RAC researchers to request membership in the group, so that they may perform more robust searches and save citations into their own libraries

We encourage you to provide an email address where interested readers can reach you. The following disclaimer is included with each report:

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The ideas and opinions expressed in this report are those of the author and not of the Rockefeller Archive Center."

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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.

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

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.