The Abell Award in Urban Policy

SUBMISSION GUIDELINES

Please visit the Johns Hopkins Institute for Health and Social Policy website for abstract and paper deadline information and mailing instructions.

To facilitate the review and selection process, all entries must adhere to the following requirements; papers that do not will not be reviewed.

Entry Form

Entry forms will be reviewed for completeness and suitability. Prior to submitting an entry form, it is suggested that you review winning papers from prior years. If the entry form meets the competition guidelines, the submitter will be invited to submit a full abstract of the proposed paper. Submitters with topics that are far afield of the focus of the competition will not be invited to submit an abstract.

Abstract

Your abstract submission must include the name of submitters, your institution, degree program, and phone and email contact information.

Guidelines

Abstracts must be no longer than 250 words and must address the following questions:

1. What issue will your paper address? (1 sentence)
2. Why is it important to Baltimore? (1-2 sentences)
3. What is your research approach? (4-5 sentences)
4. What policy area(s) and specific policies will your findings address? (1-2 sentences, listing is acceptable)
5. Can you complete the proposed research by the due day of the paper?

Submission of a well thought-out abstract is a critical step. If your abstract does not adequately answer these questions, you will not be invited to submit a final paper. Please avoid jargon or highly technical language. We strongly recommend that you use the attached format and limit your submission to one page, please.
Sample Abstract

1. What issue will my paper address? (1 sentence)

My paper will address the issue of arrests made by police that do not result in charges, the policies that encourage high numbers of "quality of life" arrests, and the validity of the theories, such as "broken windows," driving these policies.

2. Why is it important to Baltimore? (1-2 sentences)

Baltimore police arrest about 1,800 people each month who are held in the central booking facility for hours or days before being released without charges. The ACLU estimates that over 50% of warrantless arrests in Baltimore result in no charges being filed, or charges being dismissed. The resulting economic, psychological, and physical harm to citizens and their families caught up in these arrests and the substantial cost to taxpayers to approach these arrests may be offset by any public safety benefits.

3. What is your research approach? (4-5 sentences)

My primary research approach will be to review literature and data on the subject of quality of life arrest and the broken windows and other relevant theories. I will augment this research with arrest data from Baltimore City, and compare this with other cities that have adopted different approaches to policing including community policing.

4. What policy area(s) and specific policies will your findings address? (1-2 sentences or simply list the relevant topic areas)

a. Crime
b. Policing
c. Arrests

5. Can you complete the proposed research by the due date of the paper?

Given the data availability and my research schedule, I am confident that I am able to complete my research within the contest timeframe.

Submission Instructions

Deadlines
Visit the Institute for Health and Social Policy website for this year’s abstract and paper deadlines.

Delivery
You must submit seven hard copies of your final paper plus one electronic copy via email to abellaward@jhu.edu.

Your seven hard copies must be delivered in one of three ways:
If you choose to mail your seven hard copies, you must ensure sufficient time for delivery by the current deadline.

**Length and Format**

- Maximum of 25 double-spaced pages
- Times New Roman, 12-point font
- One-inch margins (horizontal and vertical)
- Paginated
- Indent paragraphs five (5) spaces
- Numerical (Arabic) endnotes should be used for citations to references
- Superscript letters should be used for explanatory footnotes
- The body of the paper should contain no identifying information about the author
- Numbers from 0-9 should be written out as words (e.g., nine), and numbers of 10 or greater should be shown as numbers (e.g., 12)
- If you include charts (e.g., table, graph), please insert them as soon after the paragraph or page when first mentioned (and every chart must be referenced in the text)
- Headings should follow this format:

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<table>
<thead>
<tr>
<th>Main heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flush left margin, bold and only first word is capitalized</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second-level heading</th>
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<tbody>
<tr>
<td>Indent, bold and only first word is capitalized</td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>Third-level heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indent, bold, only first word is capitalized</td>
</tr>
<tr>
<td>Text starts directly after period in the same line</td>
</tr>
</tbody>
</table>
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We discourage more than three levels of headings. If you find it necessary to exceed three, email Abell Award at abellaward@jhu.edu.
Do Not Use
- Colored graphics (the judges receive black and white copies). Make sure the graphics are clear and distinct.
- Borders or any decorative formatting.

Cover Page
Because this is a blind review, you should include two cover pages:
- One stating the title of the paper and the identifying information for the author or two co-authors (name, school and department, year in school and degree you are pursuing, address, phone number and email address); and
- One stating only the paper’s title, with no identifying information about the author(s)

Executive Summary
Each paper must include an executive summary of no more than 500 words that briefly states:
- The problem studied
- Key arguments/evidence for its importance
- The most important conclusions emerging from the analysis, and
- The main policy recommendations

Contents
Please do not include any identifying information in the body of the paper. Every paper must:
- Clearly describe the problem and its significance. Be sure to establish a direct link between your definition of the problem and how you proposed solution(s) will address them.
- Present a thorough and careful analysis of empirical and other evidence.
- Propose specific policies, programs or other action steps to readdress the issue. If discussing an approach that has already been implemented, you must provide an assessment or evaluation of it. (Note: Be sure to devote sufficient attention in your paper to policy recommendations. Roughly 20 percent of the paper should focus on what should be done about the problem.)
- Present an analysis of the problem that is directly connected to your policy recommendations.
- While your analysis must be carefully and systematically conducted and described, do not devote more time (and space) to the analysis section than necessary. Remember: the section of the paper dedicated to the policy recommendation(s) and feasibility must constitute a significant portion of the paper.
- If your recommendation is the extension of an existing program initiative, your paper should provide evidence of its effectiveness. Any existing initiatives should be identified, and any evaluation of these programs should be shared.
- Your paper must include a literature review that covers the full scope of research addressing your topic, including key studies providing evidence on all sides of the
issue. Be sure to include a brief discussion of the rigor of studies reviewed and place greater emphasis on the most rigorous studies.

- Use of charts, such as tables, graphs and maps, can be helpful in making arguments more vividly.

- Avoid jargon and highly technical language. If unavoidable, definitions may be included in an appendix, which will not count against the 25-page limit.

- Proofread the paper multiple times. It is recommended that you have someone other than yourself do final proofreading before you hand in the paper. Papers that contain numerous typos will be viewed unfavorably.

Disclosure of Related Ongoing Research

We strongly encourage submissions by Ph.D. candidates who wish to submit portions of their dissertation or articles they are preparing for completion of the degree. If this paper emanates from a larger research project conducted under one or more faculty primary investigators and funded by a grant or contract, be alert to the following eligibility criteria:

- Your Abell paper’s research must be original.
- The paper must be solely authored by the submitter.
- Your focus, its conceptualization, data analysis, policy implications and all of the writing must be the work of the submitter and not the faculty members or other members of the research project.

In addition, you must fully disclose the auspices under which you have conducted this research and clearly explain the independence of your work from the larger faculty research project. It is helpful if you include a letter from the faculty member who is the primary investigator of the larger project, verifying the independence of your work.

Selection Process

The winning papers are selected through a blind review by a panel of judges comprising Baltimore policymakers, opinion leaders and practitioners, and IHSP faculty. Papers will be judged based on the following criteria: importance of issue, quality of analysis, quality of writing and feasibility of solution. The judges reserve the right to make no award if none of the entries meet the criteria.

Winning entries will be circulated (after revision and with the author’s permission) to relevant city and state policymakers and posted on the Institute for Health and Social Policy and Abell Foundation websites.