



# Resource Guide Full Instructions

## NEW for 2025

Please read all instructions below. There are a few **new changes** from previous years.

Centers must fill out the entry form online in its entirety (do NOT fill in "same as last year").

We do not accept Word or PDF document submissions.

Do not use (1) tabs, (2) bullets, or (3) symbols for any of the fields in your submission (this alters the text when submitted and does not transfer properly).

**Each center is limited to two pages in the same format**, which optimizes the clarity and visual appeal of the profiles and provides greater consistency across profiles (for more guidance, see the description under each section of this form). Submissions will be formatted by our Guide resource team; please submit only the information requested for each section. Each profile varies, and fit will depend on how the content is distributed across different sections. **It will be to our discretion to eliminate content that does not fit or conform to specifications, so please prioritize** (make sure to list items in order of preference for the 3 Research Project sections, as well as the Research to Policy section) .

The entry form allows you to move back/forward and save your progress. Links are embedded into this online form and are the color blue. **If a section does not pertain to your Center, please enter "NA" in the entry field .**

The **deadline** for submissions is **Friday, December 2, 2024**. We do encourage people to submit their profiles earlier. This deadline allows us the necessary lead time for our printing and meeting timelines.

If there is a particular staff member(s) whom you would like me to include in future correspondence concerning this project, please let us know by emailing francesca@popassoc.org.

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

### Instructions for Preparing Center Profiles for the 2025 APC Resource Guide

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.

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

Submitter Email

1. After the information is inputted below, please click NEXT/BACK/SAVE located at the bottom to move, review, or save the form
2. A description of each content section can be found below each category.
3. You can complete and submit your form at any time. Forms must be submitted **no later than December 2, 2024**.
4. Final books (color, double-sided) will be printed, and an electronic pdf file version will be uploaded to the APC site by the end of **April 2025**.
5. If you have any trouble with the form, or if you have trouble accessing [last year's Guide](#) for reference, please contact [Francesca Morton](#).

Submitter First Name and Last Name

Content Section	Explanation
<b>Profile Masthead Section</b> <i>Contains the Center Name, organizational logo, and Center Director (plus co- or associate director(s), if applicable)</i>	Center Logo - Use High-resolution, print-ready (300 dpi) file in either JPG or PNG format.
	Center Director - Insert Director's name, as of March 2025; if co-directors, separate by comma.
	Center Associate Director - Insert names of Associate Director(s); if multiple, use commas to separate.

<p style="text-align: center;"><b>Contact information</b></p> <p style="text-align: center;"><i>Contains Institution name, mailing address and contact information</i></p>	Academic institution - name, address
	Center Website URL – This should include the full URL, starting with the protocol (e.g., https://), followed by the domain name (e.g., example), and ending with the top-level domain (e.g., .com, .edu, .org, .net, etc.).
	Academic Email – Provide the email address that you prefer external stakeholders, such as third parties, partners, the general public, legislators, or other external contacts, to use for communication.
	Center Phone Number – Optional, but it must be a valid number.
<b>Center's Content Section</b>	
<b>Mission Statement</b>	Summary of Center's mission
<b>Total Number of Faculty/Research Affiliates</b>	Include only the total number of affiliates (give # only).
<b>Departmental Affiliations</b>	Include ALPHABETICAL listing of other intra-institutional departments with overlapping affiliations or collaborations.
<b>Key Areas of Research</b>	Include a concise list of broad areas of your Center's research focus. (try to limit to 6).
<p>When providing examples of <b>domestic, regional, and international projects</b> (below), please streamline to list those projects that dovetail with current policy, especially congressional priorities. Some current congressional priorities include climate change, economic insecurity, health disparities, social determinants of health, causes of mortality, immigration, artificial intelligence, and COVID-19 impact and recovery. (Be sure to list projects in order of preference, and do not include URLs or hyperlinks in these sections.)</p>	
<b>Domestic Research Projects</b>	IN ORDER OF PREFERENCE, list only the titles of research projects with a domestic (or national) focus.
<b>Regional Research Projects</b>	IN ORDER OF PREFERENCE, list only the titles of projects that are being conducted at the local or regional level and/or with local or regional partners.
<b>International Research Projects</b>	IN ORDER OF PREFERENCE, list only the titles of research projects with international focus, conducted internationally or with international partners.
<b>Reserch to Policy</b>	
<b>DOs:</b>	
<ul style="list-style-type: none"> <li>• Include FIRST and LAST names for any researchers mentioned</li> <li>• Be specific—ask yourself: <ul style="list-style-type: none"> <li>WHO was involved? (include participants + name of committee, etc.)</li> <li>WHEN in 2024 did this occur? (include date)</li> <li>WHERE did this take place? (Capitol Hill ... State House ... etc.)</li> <li>WHAT &amp; WHY? (include the purpose / policy implications)</li> </ul> </li> </ul>	
<b>DON'Ts:</b>	
... don't be vague	
... don't use items from before 2024	
<b>SAMPLES:</b>	
Robert Miller testified in July 2024 before the _____ State Assembly on his research on immigrant status and health outcomes. The testimony was in support of Bill SBXXX that would allow community-based organizations to open pilot health check-in sites throughout the state.	
Alice Doe and Elizabeth Jones currently serve on the World Health Organization's Advisory Group on _____. The committee plays a leading role in efforts to improve the measurement of child mortality worldwide.	
In March 2024, research conducted by John Smith on the impact of adding a health history question to regional surveys was presented and discussed in the U.S. Supreme Court, Case No. XX-XXX, <i>Department of Health and Human Services et al. v. State of _____ et al.</i>	

<b>Research to Policy</b>	Please see the instructions above for this section.

<b>Organizational Collaborations</b>	IN ALPHABETICAL ORDER, include list of external partnering organizations—can be local, national, international, NGOs, governmental, academic institutions, etc. (Please do NOT use abbreviations).
<b>Funding Sources</b>	IN ORDER OF PREFERENCE, include list of funders, including federal agencies (be specific), foundations, NGOs, corporate entities (please do NOT use abbreviations).
<p align="center"><b>In the News (2024)</b></p> <p><i>IN PUBLICATION DATE ORDER (starting with the most recent), include list of citations in the media of research conducted through the Center this year (NOTE: we will only accept items dated January 2024 or later). Then include any URLs separately at the end of the item, in parentheses (do NOT hyperlink; this does not transfer properly). Should we run out of space, we will delete the oldest items from the bottom.</i></p>	<p>Citation credits should reflect the <u>author name(s)</u>, <b>NOT the name of the Center colleague(s) being featured.</b></p> <p><u>For citations</u>, we accept the following format (please complete all submissions in this style):</p> <p align="center">“Growth Versus Distribution: Hunger Games,” <i>New York Times</i> , P Krugman, March 28, 2014</p>
<b>Image Filler</b>	<p>We are now asking all Centers to provide just one(1) additional image (e.g., project graphic, project or staff photo) to be used only if there is <u>sufficient blank space</u> (no logos).</p> <p align="center"><u>[To get a visual on how your Center utilized its allotted space last year, please refer to the 2024 APC Guide.]</u></p> <p>Image size should stay within 1500px x 1500px, square graphic; JPG or PNG.</p>
<b>Additional Space</b>	(if needed for clarification purposes)
<p><u>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 contact Francesca Morton at francesca@popassoc.org.</u></p>	