

**TO: Board of Directors, SSSP**  
**FROM: Justice 21 Committee (Kathleen Ferraro, Robert Perrucci, chair, JoAnn Miller, Paula Rodriguez Rust)**  
**RE: Progress Report**  
**DATE: July 9, 2004**

The Justice 21 Committee sent an announcement of the project to all Division Chairs for transmission to members of the SSSP. An announcement of the project also appeared in *The SSSP Newsletter*, Winter Issue 2003, Volume 34 No. 1. Interested parties were asked to submit a 1-2 page proposal to the Committee.

The Committee received a total of 14 proposals; 12 proposals in the initial response, and two additional proposals after the deadline. The authors of 12 proposals were invited to submit complete manuscripts, and were sent guidelines for contributors (see attachment). Eleven manuscripts were received by the Committee and they were reviewed and returned to authors with suggestions for revision. Each Committee member had lead responsibility as editor for one or more manuscripts, and all manuscripts and editor comments were circulated among the Committee until a consensus was reached on the final draft. Authors received the final drafts from the Committee for their approval of proposed changes in format and content.

The final manuscript was submitted to the Executive Office for printing. A total of 1500 copies of the booklet were printed and were distributed in the month of June, 2004 as follows:

747 copies to Executive Office for distribution to Members of Congress,  
Governors, Mayors and media,

50 copies each to the SSSP President and President-elect,

100 copies to the Executive Office,

90 copies for contributing authors (18 authors x 5 copies),

160 copies to SSSP Officers and Committee Members,

300 copies to Purdue University for distribution to a variety of public policy  
groups, labor unions, media organizations, and journalists.

If the Justice 21 project is continued and a publication is prepared for the year 2008, the Committee responsible for the project should consider developing an expanded mailing list for the publication and additional means by which SSSP can bring the project to public attention.

## SSSP JUSTICE 21 PROJECT

### Guidelines for Contributors

**Overview:** The purpose of the Justice 21 Project is to produce a paperback booklet tentatively entitled “Agenda for Social Justice” written by members of the SSSP. The booklet will be sent to all members of Congress, large-city mayors, governors, progressive organizations, policy centers, and key media and journalists. The publication will place important social problems on the public agenda during the national presidential election period.

**Manuscript Length:** Manuscripts cannot be longer than 10 double-space manuscript pages. Each manuscript will have the same three sections: The Problem (about 100 words, 500 max), Research Evidence (about 300 words, 500 max); and Recommendations and Solutions (about 1000 words, 2000 max).

**Style:** The manuscript should be accessible to a politically and socially informed non-specialist reader. Please limit jargon or discussion of disputes within the scholarly community. The manuscript should be free of footnotes or references. We want to capture readers’ interest and hold their attention. Stay focused and drive your argument toward your policy agenda. We encourage discussion of the political and institutional feasibility of your recommendations and how to mount efforts to achieve your objectives. Think “sound bite” and a “bullet” format for recommendations.

Keep in mind that SSSP is a tax-exempt organization, and that you must avoid lobbying for or supporting political parties, candidates, or particular legislation.

**Schedule:** Manuscripts are due August 15, 2003. The committee will meet during the SSSP meetings to discuss the project and present it to the Board of Directors. Our plan is to get the final draft of to the printer on January 1, 2004. The publication will be mailed by March. This will provide a 6-8 month window during the run-up to the November 2004 election to get the Agenda for Social Justice on the desks and in the minds of national policy makers.

**Other:** Appendices will be included. Prepare any necessary endnotes and a list of key sources that would be useful to readers (congress members, mayors, etc.). The endnotes and references will be printed at the end of the booklet. Please send a short biographical statement that establishes your credentials to speak on the subject you have chosen.

**Send the manuscript, by August 15, to each member of the Justice 21 committee:**

Kathleen Ferraro ([Kathleen.Ferraro@asu.edu](mailto:Kathleen.Ferraro@asu.edu))

JoAnn Miller ([millerj@soc.purdue.edu](mailto:millerj@soc.purdue.edu))

Robert Perrucci ([perruccir@soc.purdue.edu](mailto:perruccir@soc.purdue.edu))

Paula Rodriguez Rust ([paulacrust@earthlink.net](mailto:paulacrust@earthlink.net))