

STYLE INSTRUCTIONS FOR ACCEPTED MANUSCRIPTS

Congratulations—your manuscript has been accepted for publication in *Contemporary Economic Policy*!

To minimize copyediting and printing costs, your manuscript must conform to the style requirements detailed herein. It should consist of seven separate parts:

- (i) title page and author information,
- (ii) abstract,
- (iii) text,
- (iv) footnotes and abbreviations,
- (v) references,
- (vi) tables and figures, and
- (vii) appendix, if appropriate.

Begin the title page, abstract, text, references, tables, and figures each on a new page. Use only one side of each page. Type your manuscript with a ragged-right margin. Except tables and figures, double-space throughout—abstract, quotations, references, footnotes, and appendix, as well as text. Make your margins at least one inch on all four sides. Starting with the first page, consecutively number all manuscript pages including references, footnotes and abbreviations, tables and figures, and appendix.

Below are specific style instructions. For items not covered here, refer to recent editions of *Contemporary Economic Policy*. For legal citations, refer to *A Uniform System of Citation* published by the Harvard Law Review Association.

□ Title Page

Put the article's title and author's name in capital letters on a separate title page. Make the title brief as well as descriptive. Type an asterisk after the author's name or after the last author's name if the paper has more than one author. Indicate the author's title and affiliation in a footnote at the end of the paper. (See section on footnotes below.)

□ Abstract

Begin abstract on a separate page, double-spaced, no more than 100 words.

□ Text

Begin text on a separate page, double-spaced, and single-sided. Center your first level of subheads, number with Roman numerals, and type all in capital letters. If you use a second level of subheads, put each on a separate line flush left, letter

them consecutively with capital letters, type them in capital and lower case letters, and italicize them.

□ Footnotes and Abbreviations

Use the **ENDNOTE** feature in your word processing software rather than the footnote feature since all footnotes need to appear at the end of your manuscript text, *not* embedded within the text. Designate footnotes in the text by superscripts, numbered consecutively.

The initial footnote (before footnote number 1) carries an asterisk. It should give the author's title and affiliation and include any credits or caveats the author cares to mention. In this initial footnote, indicate the WEAI conference at which the paper was presented, including the city, date, and session organizer, if appropriate.

Example

*This is a revision of a paper presented at the Western Economic Association International 73rd annual conference, Lake Tahoe, June 29, 1998, in a session organized by Jane Hall, California State University, Fullerton. The authors are grateful for the comments and suggestions made by Tim Mount, Neha Khanna, and anonymous referees.
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The first page of each *CEP* article includes a box containing abbreviations used in the article's text. After the footnotes, list the abbreviations you use and the words that they represent.

□ References

Begin the first page of references on a new page, double-spaced, single-sided, listed alphabetically. Give references in the text or in footnotes by name of the author, with date of the reference and pages when appropriate. Use parentheses as follows: (see Meltzer, 1987); Friedman (1986) argued...; according to Barth et al. (1985b, pp.19-20)... Complete references should appear only in the reference section following the text. Type each reference in paragraph style with the first line flush left, and subsequent lines with a hanging indent. Do not number references or use footnotes in the reference section. List books and articles alphabetically by authors or by the editors where appropriate. Arrange multiple references by the same author chronologically.

Books

Give the author's last name, first initial and middle initial, title of book (italicized or underlined), city of publication and publisher, and year of publication. List second and subsequent authors, if any, with first initial and middle initials preceding their last names. For chapters in edited books (or book series), follow the author's name with the chapter title in quotes, the book title italicized or underlined (*book series title: subtitle*, volume), the editor's name, publisher, city of publication, publication year, and pages.

Examples

REFERENCES

- Friedman, M., and A. J. Schwartz. *A Monetary History of the United States, 1867–1960*. Princeton, NJ: Princeton University Press, 1963.
- Hall, D. C., and W. M. Hanemann. "Urban Water Rate Design Based on Marginal Cost," in *Advances in the Economics of Environmental Resources: Marginal Cost Rate Design and Wholesale Water Markets*, Vol. 1, edited by Darwin C. Hall. Stamford, CT: JAI Press Inc., 1996, 95–122.

Articles

Give the author's last name, first initial and middle initial, title of article in quotes, full title of periodical italicized or underlined, volume and edition numbers separated by parentheses, year of publication, and inclusive pages of reference. List the article's second and subsequent authors, if any, with first initial and middle initials preceding their last names.

Example

- DeCanio, S. J. "Non-Environmental Consequences of Greenhouse Gas Reductions." *Contemporary Economic Policy*, 17(3), 1999, 79–95.

Legislation and Court Cases

Put legislation and court cases in separate sections at the end of the reference list.

Examples

- Consumer Goods Pricing of 1975, Public Law 94-145, 89 Stat. 801 (1975).
- Monsanto Company v. Spray-Rite, 52 LW 4341 (1984).

□ Tables and Figures

Number tables consecutively with Arabic numerals above each table—e.g., TABLE 1. Make column headings as brief as possible. **No vertical rules.** Indicate footnotes to tables by lowercase Roman superscripts. Indent the first line of each footnote. Explanatory matter should appear in footnotes not in table titles. Give data sources below each table. Put all tables—each on a separate page—at the end of the paper, after the text, references, and footnotes. On a separate line, insert tags (<INSERT TABLE 1 HERE>) in your paper to indicate placement of tables. Do not insert tables or figures into the text of your paper.

Example

TABLE 1

Problem and Failed Commercial Banks, 1980–1989

	Problem Banks	Deposits (\$ millions)	Failed Banks	Deposits (\$ millions)
1989	103 ^a	N/A	206	N/A
1988	1,495	\$287,914	200	\$24,931

^a From Quarterly Banking Profile, FDIC 4th Quarter 1989.

Source: FDIC 1988 Annual Report and FDIC Problem Bank List.

Figures

Number figures consecutively with Arabic numerals above each figure — e.g., FIGURE 1. CEP is printed in black and white, so no color can appear in figures. Use a variety of fill patterns and shades of gray to provide sufficient contrast. All edges of lines and letters need to be smooth, all solids solid black, with no mottling or streaks. In the legend, identify and explain symbols, arrows, numbers, or letters used to identify parts of figures. Label multipart or composite figures with a capital A, B, C, etc., not with numbers; and for every A, B, C, etc. in the figure, be sure there is a corresponding A, B, C, etc. in the legend, and vice versa. Legends for all figures should be typed double-spaced on a separate page.

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□ Computer Processing

All text files must be in **TeX**, **LaTeX**, or **Microsoft Word** for Windows (PC format). Figures should be in separate files from text and in TIFF or EPS format. The typesetters CANNOT use Excel files. If your figures were created in Excel, include high-resolution, high-quality printouts of each figure.

When all of the above formatting and adjustments have been made to meet these style guidelines, please send two copies (double-spaced) of your accepted manuscript to the CEP Editorial Office, along with a CD or diskette containing all text and figure files. Please also include the following completed forms:

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