

Economic Inquiry Style Guide, 2007

Economic Inquiry (EI) believes that published articles must be readable. The inclusion of Donald McCloskey's paper "Economical Writing" as lead article in the April 1985 issue indicates our commitment to this end.

Refer to *The Chicago Manual of Style*, University of Chicago Press, for questions not answered in the style guide. The Manual also contains useful information on mathematical style. If you have any specific questions, contact Jennifer Broadus at the EI editorial office, 979-845-9952.

I. Please use the online submission process

II. TITLE PAGE

A. Title. Typed in upper- and lower-case letters, centered, maximum of 75 characters and spaces.

B. Author's Name. Upper- and lower-case letters.

C. Asterisk. Following the last author's name (see footnote section VIII).

D. Running heads. The left running head is always *Economic Inquiry*. The author supplies the right running head. It consists of the author's last name and a shortened title in upper case **limited to 50 characters**. Three authors should be separated by commas and an ampersand (&); for more than three, use the first author's surname followed by et al. See below for two authors.

Example of title page:

Compensating Wage Differentials for Mandatory Overtime
Ronald G. Ehrenburg
and
Paul L. Schuman*
RRH: EHRENBURG & SCHUMAN: WAGE DIFFERENTIALS

III. ABSTRACT

A. EI requires an abstract of all articles published except speeches, addresses, and comments.

B. Work hard on your abstract; the reader's decision to tackle your article often depends on the abstract. Give a clear idea of the main conclusions of the article, the methods employed, and a clear indication of the line of reasoning. The opening sentence should indicate the major conclusion of the article.

C. Abstracts must not contain equations, diagrams, or footnotes.

D. Abstracts are limited to 100 words. NO EXCEPTIONS.

E. Put *Journal of Economic Literature* categories to which the paper belongs in the upper right corner of the abstract page. If there is more than one category, list the principal one first. Center title below using upper and lower case.

F. Put names, affiliation, and location in upper and lower case flush left below the abstract.

IV. TEXT

A. Double space. NEVER use both sides of the paper. Use 8½ x 11 inch paper, Times Roman 12 point type or the equivalent, one-inch margins all around, making a 6½-inch maximum line length and 27 lines of type per double-spaced page. Articles are not to exceed 35 pages.

B. Dividing the manuscript into sections. Number *section headings* with roman numerals, in upper case, centered. The text then begins on the next line. *Subheadings* are upper and lower case and underlined, flush left. The text then begins on the next line. *Further subheadings* are flush left, underlined, upper and lower case, and followed by a period. The text then begins on the same line, immediately following the subheading.

Example of text layout

I. INTRODUCTION

Text, text, text,.....text, text, text, text, text.

II. EXCHANGE RESERVE ACTION

Seasonal Opportunity

Text, text, text,.....text, text, text, text, text.

Core Male Unemployment Rate. This subject of study throughout is atext, text, text, text, text, text, text, text.

C. Location of tables and figures. See section VI for instructions. Indicate the position of tables and figures in the text by a handwritten note in the margin. Tables and figures often do not appear exactly where the author indicates. Do not include the actual tables and figures in the text; they should be on individual pages and placed at the end of the paper.

D. Footnote citations in the text.

1. Show the footnote citations within the text in this manner:
Note the effects of this recent policy on the price of tea in China.⁶
2. Provide footnotes in a separate listing at the back of the paper, following the references but before tables and figures. Do not place the footnotes at the bottom of text pages.
3. **Footnotes in figures and tables.** Do not use numbers to identify these, as they might appear to be exponents and would be out of order with the numerical sequence of numbers in the text. We suggest you use a, b, c, or *, **, ***. Be sure that sources cited in tables are included in your list of references.
4. **Footnotes in appendices.** Number them consecutively with the numbers in the text. Many appendices are simply tables. In that case, use the instructions for footnotes in tables.

E. Reference citations. Refer in the text to listed references by author with date and, if necessary, page numbers, placed in parentheses. Separate year references to different articles with brackets by semicolons. A comma indicates that the next number is a page number. If a reference comes at the end of a sentence, the period follows the parenthesis. In the References, list every publication or unpublished manuscript cited in your paper.

Sample Citation

Adams (1980a, 43–49; 1980b, 962–69) has examined this issue in recent publications.

Economic Inquiry prefers that cited author's name not be placed inside the parentheses in the text. Please try to reword your sentence so that the author's name can be gracefully worked into the text; instead of “[see Adams (1976) and Jones (1920)],” say “as in Adams (1976) and Jones (1920).” A footnote is another way to handle this, especially when the number of references is large. Initials of cited authors may be omitted if this introduces no ambiguity.

V. MATHEMATICS

A. Math symbols

1. **Variables.** Underline variables in blue ink so that the typesetter knows to italicize them. Do not use an italic typeface to indicate variables in the manuscript.
2. Please differentiate between math symbols in the text and mere abbreviations that are not math symbols. Note in the margin any characters that are not completely clear without reading the paper. For example, identify:
 - Upper- vs. lower-case theta and pi
 - Upper- vs. lower-case subscripts and superscripts
 - Upper- and lower-case O (oh) vs. 0 (zero)
 - Number one (1) vs. lower-case “ell” (l)
 - Capital sigma and capital chi vs. summation and product signs
 - Any handwritten characters
3. Use English, and avoid computerese in text. Example: “The change in personal income, occasioned by the fall in taxes...” If you feel there may be confusion, put variables in parentheses after each word describing the variable. Example: “The relationship of primary exports (E) to domestic prices (P₁) and foreign prices (P₂) ...”

B. Mathematical notation. (Refer to *The Chicago Manual of Style*.)

The following rules reduce printing costs and delays.

1. Avoid unusual symbols where common ones will do (e.g., use A' rather than \tilde{A}). Using distinguishing marks after symbols rather than above them aids typesetting (e.g., C* rather than \dot{C}).
2. Avoid notation that requires setting in small fonts (e.g., where both subscripts and superscripts are used). Avoid the $e^{f(x)}$ form where f(x) is complicated; $\exp[f(x)]$ reduces small font settings. Avoid the $\sigma^2 f(x,y) / \sigma x \sigma y$ notation for partial derivatives where f_{xy} will serve without ambiguity.
3. Minimize mathematical footnotes; we prefer lemmas in the text or mathematical appendices.
4. Try to substitute a symbol for a frequently used expression with subscripts (which require another fraction of a line below); e.g., use ω instead of $\omega = (1 - \epsilon_n - \epsilon_f)$.
5. Use special care in distinguishing between symbols. Take care with w and ω , v and ν , and numbers 0 and 1 and letters O and I where the same typed symbol is used.
6. Avoid repeated use of time or sectorial subscripts and superscripts where these can be suppressed without ambiguity; avoid repeated listing of the arguments of functions where these can be omitted without confusion.
7. Check the type, size, and position of the brackets carefully.

C. Equations. *EI* requires that equations be written in linear style, using a solidus (/) to denote fractions. Examples can be found in *The Chicago Manual of Style*.

Incorrect style:

$$(1) \quad \frac{dE(\pi_i|EV_i, b_i)}{db_i} = E\left[\frac{d\pi_i(EV_i, b_i)}{db_i}\right]$$

Correct style (linear style):

$$(1) \quad dE(\pi_i|EV_i, b_i)/db_i = E[d\pi_i(EV_i, b_i)/db_i]$$

VI. TABLES AND FIGURES

A. Tables.

1. *EI* will typeset your tables, but they must be neat and legible.
2. Submit an original and one copy of each table on separate sheets of paper.
3. Place TABLE 1, TABLE 2, etc. centered above the table. Below the table number, put the table title. Do not use all upper case for titles.
4. Place all tables at the back of the manuscript.
5. Only camera-ready art or laser-output originals are acceptable.
6. Tables must contain no vertical lines and a minimum of horizontal lines.
7. For footnotes in tables, see section IV.
8. Indicate placement of tables by handwritten notes in the margins of the text.
9. Tables must be submitted error-free. You will be billed for your errors.
10. Tables should use English and not computerese; e.g., write Personal Income, not PersInc.

B. Figures and diagrams.

1. Place each figure or diagram on a separate sheet of paper at the end of the paper (after the tables).
2. Each figure or diagram must be camera-ready original artwork of professional quality or laser output; 5 x 8 inches for full page and 5 x 4 inches for a half-page.
3. Center Figure number (FIGURE 1, FIGURE 2, etc.) above each figure. Do not abbreviate as Fig.
4. Put captions together on a separate page(s) after the References.
5. A further title is optional, but do not use all upper-case letters.
6. Indicate the placement of each figure or diagram in the margin of the text.
7. FIGURES MUST BE SUBMITTED ERROR-FREE! This is the most expensive type of alteration. You will be billed for errors in or substitutions of figures.

VII. REFERENCES

A. Place the reference sheet immediately after the text.

B. List only those references actually cited in the text or footnotes: the *EI* reference section is not a bibliography.

C. Double-space references alphabetically, author's last name first.

D. The first line is flush left. Indent four spaces on each line **after** the first line of a reference.

E. In the event of multiple articles by the same author, arrange them chronologically, oldest first.

F. Book listing. Author's last name, author's initials. *Title*. Place of publication: Name of publisher, year of publication. See examples 4–8 below.

G. Article listing. Author's last name, author's initials. "Title." *Name of journal*, volume (issue), year of publication, pages of the article. See example 1 below. If a month or season is available but no volume and issue number, follow example 2.

H. Unpublished work. See example 10 below.

I. Unauthored work. List by publishing agency and insert alphabetically in references.

REFERENCES

- (Ex. 1) Bungus, J. "Revealed Preference among Economists." *Journal Title*, 39(4), 1923, 162–73.
- (Ex. 2) Billings, B. B., and Wanda J. D. Watkins. "The Relative Quality of Economics Journals." *Western Economic Journal*, December 1972, 467–69. [Use this form only if volume and issue number are not available.]
- (Ex. 3) California Coastal Commission. *Offshore Drilling Rights*. Sacramento, 1980.
- (Ex. 4) Doe, D., and C. Coauthor. *Title of Book*. Boston: Brown and Company, 1978.
- (Ex. 5) Doe, D., ed. *Book She Edited*. Boston: Brown and Company, 1978.
- (Ex. 6) Flamingo, J. *Flamingo's Collected Works*, edited by Jevons Marshall. Boston: etc. . . .
- (Ex. 7) Gregious, M. *His Book in a Series*. Title of Series. Boston: etc. . . .
- (Ex. 8) ———. *His Work in a Later Edition*. 2nd. ed. Boston: etc. . . .
- (Ex. 9) Gregious, E., and S. Strange. "Chapter in a Cooperative Work," in *Title of Work*, edited by M. Sams. Boston: Brown and Company, 1979, 26–40.
- (Ex. 10) Boy, S. "Her Unpublished Work." Ph.D. dissertation [or Manuscript, Working Paper, or Photocopy], University of Oklahoma, 1972.
- (Ex. 11) *New York Times*. "Man Bites Dog," 25 July 1981, Sec. A, p. 6.
- (Ex. 12) Blonder, A. "Interest Rates Now and Then." National Bureau of Economic Research Working Paper No. 1429 [or Brookings Papers on Economic Activity 2], 1983.

VIII. FOOTNOTE PAGE AT END OF TEXT

A. Place the footnote sheet, or sheets, at the back of the paper, after the References.

B. The author asterisk footnote should be first (including any acknowledgments, followed by author's title or position, institutional affiliation, phone, fax, and e-mail. Do not place this information on the title page.

C. Double-space all footnotes.

Sample footnotes. (List all authors.)

*We wish to thank Harry Marshall and Rudolpho Blanco for helpful discussions. Two anonymous referees made useful suggestions.

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1. Sinclair (1980) surveys empirical studies of the demand for electric power.

IX. ABBREVIATIONS

Write General Accounting Office (GAO) the first time it's mentioned in the body of the text. Use GAO if it is used further in the manuscript. If you use more than one abbreviation, list them in alphabetical order on a separate page after the footnotes. For example:

Abbreviations
HHI: Herfindahl Index
HMO: Health Maintenance Organization
PPO: Preferred Provider Organization

X. MISCELLANEOUS

Spelling and hyphenation. Refer to *Webster's New Collegiate Dictionary* and *The Chicago Manual of Style*.

EI preferred:

75%
50%–75%
1920s
June 1930
21 June 1930
CT

Sample of page numbers:

50–54
169–70
100–03
101–04
109–17
1049–75

Numbers preferred in text:

One through ten—spell out.
11 and above—use Arabic numerals.