

# AUTHOR GUIDELINES

## *Manuscript Submissions and Editorial Queries*

Submissions should be sent by e-mail in PDF or Word format to [eej@wesleyan.edu](mailto:eej@wesleyan.edu) or can be submitted electronically at <http://gemini.econ.umd.edu/eej>. Initial submissions need not follow the formatting guidelines below.

Editorial queries can be sent to [eej@wesleyan.edu](mailto:eej@wesleyan.edu), or phone (860) 685-2357. The editorial office resides in physical space at:

Eastern Economic Journal  
Department of Economics  
238 Church Street  
Wesleyan University  
Middletown, CT 06459

Books for possible review and offers to write book reviews can be sent to the Journal book review editor, Steven Pressman ([pressman@monmouth.edu](mailto:pressman@monmouth.edu)):

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Manuscript submission fee: \$30 if at least one author is a member of the Association (which includes anyone who registered to attend the immediately preceding or following Association Conference). The submission fee is \$90 if no author is a member; this includes a year's membership in the Association, including receipt of the Journal, for the corresponding author. Submission fees may be paid by check (send to the journal office address) or credit card (VISA, MasterCard, or American Express; send information to the journal email address or call it in to the office).

## *Editorial Style*

The style for the *Eastern Economic Journal* is essentially that of *The Chicago Manual of Style*. Refer to this book for close calls and for issues not resolved below. The *TEX Book* by Donald Knuth may also be useful for math style.

**Language.** Please use American spelling, punctuation, and syntax.

- Commonly used Latin terms (e.g., *inter alia*) should not be italicized.

- Do not simply use e.g. and i.e. throughout in place of the English phrases “for example” and “that is”; if you do use them, they should not be italicized.
- If a relatively unfamiliar, non-English term (e.g., “chaebol”) will appear throughout your work, so that italicization will be cumbersome, you may choose to italicize the term and define it the first time it appears, and thereafter use Roman type.
- Names of institutions or organizations (e.g., Bundestag; Goskomstat) are not italicized.
- Diacritical marks should be retained in proper names and non-English words, even when they are not italicized (e.g., Poincaré, émigré, vis-à-vis, raison d’être).
- The preferred transliteration system for Russian is the modified Library of Congress system. For the Romanization of Chinese we prefer *pinyin*.

### ***Proofing***

Palgrave Macmillan, the publishers of the *Eastern Economic Journal*, will make available to the corresponding author a final typeset proof in PDF format, via its e-proofing web site. Authors will be requested by email to check their proof within a specified time. Any small corrections and answers to queries must be returned within that time. The corresponding author will receive one print copy of the journal issue in which the article appears.

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### ***Preparing Your Manuscript***

Please adhere to the following procedures in preparing the final version of your manuscript.

### **File formatting.**

- We prefer to receive final manuscripts in Microsoft Word, but other formats are acceptable (see the section on electronic file formats at the end of this document). Separate Excel files are acceptable for tables and figures.
- Please utilize the following convention for naming your files: your surname to be followed by the element in the file (e.g., Smith-text.doc, Smith-Figure 1.doc, etc.).
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**Title page information.** Please provide the following information on your title page.

- Title.
- Author name(s).  
Author affiliation(s), institution(s) only.
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- Running head (right running head or RRH). Use the title, unless your title is more than 55 spaces, in which case give a shortened version. This will appear at the top of every right-hand page in your published article.
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- Book reviews need only the review author's name, affiliation, and contact information, plus the publication information for the reviewed book: book title, author(s)/editor(s), publisher location: publisher, year, # of front matter pages (roman numeral), # of book pages (arabic numeral), price, ISBN#.

**Manuscript formatting.** All formatting of your manuscript will be done by a professional typesetter, according to established *Eastern Economic Journal* guidelines. Indeed, when preparing your manuscript for submission, please do not try to format the layout or appearance of the work yourself. The following points will make it easier for us to format your manuscript correctly:

- Use only one space after punctuation.
- Do not leave blank lines between paragraphs unless there is a deliberate break in the text.
- Use a line feed ("carriage-return" key) only to end a paragraph, not at the end of each screen line.
- Do not use hyphenation/justification, windows, or other automatic functions in the files you send. They will not transmit properly to our computers.
- Do not insert spaces between initials.
- Do not use a lowercase "el" (l) for a numeral *one* (1).
- Sections and subsections should not be numbered.

- Section headings are in bold face, upper-case, flush left. Subheadings are bold face, upper- and lower-case, flush left. Further subheadings are italicized, in upper- and lower-case, flush left. The text then begins on the same line, immediately following the further subheadings.
- Headings, subheadings, and titles of tables, figures, etc., should be brief but informative, parallel in construction, and in a consistent style. As a group, the headings and subheadings should give a clear outline of the structure of the work and its parts. Superscript note numbers or asterisks should never appear in a title heading, or subheading.
- Avoid appendices as much as possible.

**Figures and tables.** Please do not embed these elements in the flow of the text in your manuscript. We prefer that they be provided in separate files. Only a “call-out” should appear in the text to indicate placement, such as <<**Table 2 here**>> below the paragraph in which the item is called out. Use Arial, Helvetica, or Times Roman font in all your figures.

- Refer to all figures and tables in the text by Figure 1, 2, 3... and Table 1, 2, 3..
- A further title for each table and figure is preferable.
- Do not use the table editor to create tables.
- Computer printouts are not acceptable as table copy.
- Separate data in table columns by tabs, not spaces.
- In statistical matter throughout (including tables):

dots (...) indicate that the data are not available;

a dash (–) indicates that the figure is zero or less than half the final digit shown, or that the item does not exist;

a single dot (.) indicates decimals;

a comma (,) separates thousands and millions;

“billion” means a thousand million; and “trillion” means a thousand billion;

a short dash (-) is used between years or months (for example, 1998-99 or January-June) to indicate a total of the years or months inclusive of the beginning and ending years or months;

a slash (/) is used between years (for example, 1998/99) to indicate a fiscal year or a crop year; and

components of tables may not add to totals shown because of rounding.

**Math symbols and equations.** Dealing with math symbols and equations is one of the most difficult jobs for the typesetter. Please follow the guidelines below carefully.

- Differentiate between math symbols in the text and mere abbreviations that are not math symbols.
- Italicize all variables in equations and in the text.
- Matrix notation, vectors, and determinants are usually shown in boldface Roman type. Example: Let **D** represent the submatrix . .
- Refer to all equations in the text as "equation (#)". Do not abbreviate equation as eq.
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**Quotations.** When using quotations from published sources, please follow exactly the spelling and other conventions of the original. Please place interpolations (comments you insert that are not part of the quotation) in square brackets, not parentheses. Indicate internal omissions with ellipsis points; do not use ellipsis points at the beginning or end of a quote.

Quotations need to be identified by source. Direct quotations are enclosed within double quotation marks; quotations within quotations are enclosed in single quotation marks. Commas and periods go *inside* the close quote (,"."), colons and semicolons *outside* (": ";). A question mark or exclamation point belongs *inside* the close quote *if it is part of the quotation*. A superscript note number follows the close quote, but proper placement of punctuation marks will vary: ("xx xxxxx"),<sup>2</sup> "xx xxxxx",<sup>3</sup> "xx xxxxx,"<sup>4</sup> and "xx xxxxx."<sup>5</sup>

**Citations and notes.** A citation is used when the reader is being referred to a given work, or to identify more fully a work the author has mentioned. If any discussion is included, then this requires a note rather than a citation and should include the reference in brackets where needed within the note.

- References cited within the text must be referred to by author's last name and date of publication placed in brackets, not parentheses. If you prefer that the cited author's name not be placed inside the brackets, reword your sentence so that the author's name can be gracefully worked into the text. Then follow it with the publication date in brackets. Separate references by semi-colons. If a reference comes at the end of a sentence, the period follows the bracket. Every publication or unpublished manuscript mentioned must be listed in the References list and cited, when mentioned, in this manner.
- All notes to the text are formatted as numbered endnotes (using arabic numerals, not roman numerals). Show note numbers within the text with a superscript. The superscript note number is best placed at the end of a clause, sentence, or quotation, outside the punctuation. Superscripts should never appear in chapter titles or subheads.

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- Do not incorporate notes belonging to tables or figures into the sequence of numbered notes, as the exact placement of these elements will not be fixed until the text is typeset.
- A credit (or acknowledgment) note is unnumbered. It should be placed before the numbered endnotes.
- Use the same short-form citation for nonsequential references to a previously cited source (rather than *op cit.*).
- The text to all notes appears before the references in a section entitled Notes.

Sample citations as they should appear in the text:

Samuelson [1959] uses this technique.

(If the author's name appears in the text, only the date and appropriate page numbers need to be bracketed.)

The data reveal several inconsistencies [Smith 1985; 1987].

(Multiple references by the same author are shown by listing the name once, followed by appropriate dates, separated by a semi-colon for each reference.)

We found similar results in several earlier studies [Black 1990, Ch. 2; White 1983, pp. 116-76].

(If chapter and/or page numbers are given, separate from date by comma. Identify chapter by the abbreviation " Ch." Identify page numbers by p. or pp.)

Studies confirm our results [Black (1929) 1982, p. 3]

(Citation of a new edition (1982) of an older work (1929) should include both publication dates.)

Many authors have found similar results [e.g., Rogers 1955; Bates 1969, Autry 1973].

(Citation is to a non-inclusive sampling of works. Do not overdo the use of e.g., however. See below]

Sample citations constructs to avoid if possible:

The data reveal several inconsistencies [see Smith 1985, p. 132].

(The word “see” is usually extraneous. Some authors tend to do this with nearly all citations. This is an affectation.)

The data reveal several inconsistencies [e.g., Smith 1985, p. 132].

(Again the “e.g.” is usually extraneous.)

Here are sample Acknowledgements and Notes sections:

### **Acknowledgements**

The authors wish to thank Marshall Smith and Robinson Friedman for helpful discussion and suggestions.

### **Notes**

1. A closely connected view of empirical studies of the demand for electric power is given by M. V. Ohms [1990].
2. These additional results are available from the contact author.

**References.** Reference all articles and texts cited in the References section immediately following the Notes. Do not put reference information in citations in the text, other than author name and date. List only those references that are actually cited in the text or notes. The References section is not a bibliography. Please follow the formatting guidelines below.

- Do not indent references.
- Arrange references alphabetically with the first (or only) author's last name first, then name and middle initial or middle name. Only the name of the first author in a multiauthor entry is inverted.
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- Permitted variations:

if an issue number is not available for an article, it is not required; you can also use month or season instead;

the access date for a webpage need not be included;

if you can't determine the author, then list the owner of the site;

if the site title is missing, use a descriptive phrase;

an article in a conference proceedings volume should be treated like a chapter in a multi-author (or edited) book;

brochures and pamphlets can be treated as books.

Here is a sample References section:

## References

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Zizzerzazzer, Zuzz. 2007. Email message to author, April 17.

### ***Preparing Artwork***

**General information.** Please provide each figure as instructed in the guide below. Each figure should be in its own separate file. Your figures are considered final. It will not be possible to make changes to them at the proofing stage without great effort. Even the smallest typo cannot be fixed without stripping out the old image and creating a new one—an expensive and time-consuming option. Please check your artwork very carefully before sending it to us.

**Dimensions.** It is important that each figure be original artwork of professional quality or laser output, and that the following dimensional limits are observed:

*Full-page* figures should measure 5" x 8", including axes and labels.

*Half-page* figures should measure 5" x 4", including axes and labels.

*Third-page* figures should measure 5" x 2¼", including axes and labels.

**Multi-panel charts.** You are free to submit figures with more than one panel (or part), and these panels can be as large as one full page each. It is also possible to have figures with multiple panels on each page that are prepared to fit within one of the size dimensions listed above.

It is recommended, however, that except for the simplest of figures, you should try to limit the number of panels per page to 8. For example, a figure with 8 panels can be prepared to fit within one full page (5" x 8") of space. A figure of, say, 12 panels should be prepared as one full page with 8 panels and one half page comprising 4 panels.

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Notes, source information, figure titles (e.g., “Figure 2. Official Bank of England CPI Rates, 1947–97”), and captions (if any) should be provided separately as Word documents.

### **Electronic file formats**

**We prefer:**

<b>Format</b>	<b>Resolution/Notes</b>
Adobe Illustrator (*.AI or *.EPS)	For composite images: minimum resolution of 300d.p.i. at final printed size. Fonts to be included.
Photoshop (*.PSD)	Please supply with layers intact.
Freehand (*.FHx)	For composite images: minimum resolution of 300d.p.i. at final printed size. Fonts to be included.

**We can accept:**

<b>Format</b>	<b>Resolution/Notes</b>
TIFF	Minimum resolution of 300d.p.i. (72d.p.i. files are not useable) at the size the image is to appear in print. If the figure contains text minimum resolution is 400d.p.i. and 600d.p.i. where it contains small text or other fine detail. Compress if file size is large.
EPS	For composite images – minimum resolution of 300d.p.i. at final printed size. Fonts to be included.
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MS PowerPoint	Minimum resolution of 300d.p.i. for halftone images and 1000d.p.i for lineart. Generate postscript files by using ‘Print to file’. To do this, open the image in its native application, go into the ‘print’ menu and change the destination from ‘printer’ to ‘file’ (or click on ‘print to file’). This will write a Postscript (.ps or .prn) file.
MS Excel	Minimum resolution of 300d.p.i. for halftone images and 1000d.p.i for lineart. Generate postscript files by using ‘Print to file’. To do this, open the image in its native application, go into the ‘print’ menu and change the destination from ‘printer’ to ‘file’ (or click on ‘print to file’). This will write a Postscript (.ps or .prn) file.
JPEG	Minimum resolution of 300d.p.i. (72d.p.i. files are not useable) at the size the image is to appear in print. If the figure contains text minimum resolution is 400d.p.i. and 600d.p.i. where it contains small text or other fine detail. Compress file size if large. Please supply the highest possible quality (between 10-12) to prevent reduction of quality.
Acrobat PDF	Use Print PDF or Press PDF settings. Always use embed fonts option in the job options setting (fonts tab). For composite images – min. resolution of 300d.p.i. at final printed size. Fonts to be included.
PICT	Minimum resolution of 300d.p.i. (72d.p.i. files are not useable) at the size the image is to appear in print. If the figure contains text minimum resolution is 400d.p.i. and 600d.p.i. where it contains small text or other fine detail. Compress if file size is large.
Canvas version 9.0	But not earlier than version 3.5
Delta graph version 5.6	
Sigma Plot version 9.0	

Coral Draw version 8, 9, 10	
<b>Image types</b>	
	Raster formats (bitmapped images) are best suited to photographs and scans (we prefer Photoshop or TIFF files)
	Line (or vector) formats are best for graphs and schematic diagrams