

Canadian Journal of Economics
Style Guide for Preparing Your Manuscript Using LaTeX or MS Word

This style guide is designed to provide you with the information you will need to prepare your final manuscript for publication. By ensuring your manuscript follows CJE style (particularly if you are preparing your manuscript in LaTeX), you can help avoid delays and other problems at the publication or typesetting stage. Please submit your LaTeX-created manuscript as one file, rather than individual .tex files of the various sections. Please also be sure *to include all source files* I will need to process your LaTeX document as well as a PDF file of your final manuscript, including appendices, footnotes and the references section.

Scientific Word users: Please save your manuscript as a Portable LaTeX file and submit this file rather than the Scientific Word file.

If anything in this style sheet is unclear, you have any questions or concerns or think this style guide would benefit from information not currently included, please don't hesitate to contact me. It would be my pleasure to assist you.

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CJE Copy Editor

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General

- Style manual: *Chicago Manual of Style*; Canadian spelling (*Canadian Oxford*). Both these references are usually available no charge through university libraries.
- Omit serial comma (comma before last coordinating conjunctions, such as *and, or, as well as, nor* in a series (e.g., *North America, Europe and South America...*).
- Use the percent symbol (%) in body of text as well as in tables and figures. Do not write out "percent" or "per cent" in full.
- Use an en dash, not a hyphen, for ranges in tables (e.g., *tables 5–7*). However, use the word "to" within a sentence (e.g. *tables 5 to 7*).
- For a number of *objects*, spell out zero to nine but use numerals for 10 and above (e.g. *six studies; 25 patients*). Same for ordinal numbers (*sixth, 25th*); note use of non-superscript for *th*..
- For *quantities*, use numerals (e.g. *5 ml; 50 ml*).
- Use double quotation marks (but for a quote within a quote, use single).
- Place closing period inside quotation marks at the end of a sentence (e.g. *"...the weakest."*).
- Double- or single-spaced? Single space your manuscript please.
- Use a one-inch margin all around.
- Use a comma between triads in numbers over 999 (e.g. *1,265; 10,006*).
- Compound adjectives: hyphenate an adjective made up of two word placed before the noun it modifies: *high-quality data* (not *high quality data*); *heavy-metal detector* (not *heavy metal detector*). For more information on the tricky business of hyphenation and compound adjectives, please see [section 2 of The Canadian Style](#).

Should you use "that" or "which"?

"That" and "which" are not interchangeable:

- "that" is used for a restrictive clause (provides information limiting the element being described; do not precede with a comma)
- "which" is used for a non-restrictive clause (provides additional but non-essential information; precede with a comma)

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TIP: If you insert a comma before “which” in your sentence and the meaning seems incorrect, you likely need to use “that” instead.

Examples

Restrictive: *We replicated these results using a sample that is more demographically homogeneous.* (Defines the sample.)

General-language example:

Pierre likes shirts that have short sleeves. (Pierre does not like shirts with long sleeves.)

Non-restrictive: *This is evidenced by the sharp rise, which coincides with the beginning of...* (Adds non-essential information.)

General-language example:

Pierre likes shirts, which have short sleeves. (Pierre likes all shirts. And, by the way, all shirts in the world have short sleeves.)

What’s a **dangling participle**? It’s a phrase, often at the beginning of a sentence, with a verb form ending in *-ing* or *-ed* that creates ambiguity or modifies the wrong element, often one incapable of completing the action. The modifier must be placed next to the noun it modifies.

Examples

- X “The boy ran from his classmate still holding the flag.” We don’t know which child is holding the flag. Correct: “Still holding the flag, the boy ran from his classmate.”

- X “Considering the situation, their fall from power isn’t surprising.” This sentence says that an inanimate object (*their fall from power*) is considering the situation.

- Correct: “Considering the situation, we are not surprised that they fell from power.”

What’s a **misplaced modifier**? It’s a phrase that modifies the wrong element. *Only* is a common misplaced modifier.

Examples

X “She only eats vegetarian food.” This sentence means the person does nothing else with vegetarian food other than eat it. Correct: “She eats only vegetarian food.”

X “He almost tasted every dessert.” This sentence means he never quite managed to raise even one of the desserts to his lips. Correct: “He tasted almost every dessert.”

Inquiries about format, style, language, etc.

Kim Nesbitt

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*Wiley-Blackwell offers an excellent house style guide, available online.

(authorservices.wiley.com/bauthor/House_style_guide_US4520101451884.pdf)

Reminder: CJE uses Canadian spelling and follows the *Canadian Oxford Dictionary*.

CJE Style for Final Manuscripts

Article title

Flush left, ragged right.

Upper case only on first word, proper nouns and a word following a colon (:).

24 pt Times New Roman.

One author

Flush left.

Author's name and affiliation on same line (separate name from affiliation with an em space).

Author's name: 14 pt Times New Roman.

Affiliation: 14 pt Times New Roman, italics.

Multiple authors

Flush left.

Different affiliations

Each author's name and affiliation on one line (separate name from affiliation with an em space).

Authors' names: 14 pt Times New Roman.

Affiliation: 14 pt Times New Roman, italics.

Same affiliation

Each author's name on a separate line with affiliation placed under final author.

Authors' names: 14 pt Times New Roman.

Affiliation: 14 pt Times New Roman, italics.

Do not include any date information.

Abstract, classification codes, corresponding author

Abstract head in italics followed by a period; run in with text.

10 pt Times New Roman.

Fully justified (i.e., flush with both left and right margins).

French résumé (if supplying): One vertical line space between *Abstract* and *Résumé* sections.

Follow abstract(s) with one vertical space then JEL classification codes (do not include keywords).

Example

Abstract. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Résumé. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

JEL classification: E24, O33

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Follow classification codes with two vertical line spaces then the corresponding author name and email address:

Corresponding author: First and last name, aaaaaa@aaaaaaa.aa (no period).

Flush left.

Font size

Use 12 pt Times New Roman for the body of the article.

Section and subsection headings

Number all sections consecutively throughout using Arabic numerals, beginning with 1.

All section numbers followed by full stop (i.e., period), 1 em space and the heading title (see heading formats below).

Body of all sections fully justified (i.e., flush with both left and right margins).

First line of all paragraphs (except first paragraph) is indented 12 pt from left.

Left justify first line of first paragraph of each section.

Heading 1.

12 pt Times New Roman, bold, title case, full stop (i.e., use closing period).

Vertical line space above and below.

First line no indent (i.e., flush left).

Subheading 1.2.

12 pt Times New Roman, italic, title case, full stop (i.e., use closing period).

Vertical line space above but not below.

First line no indent (i.e., flush left).

Sub-subheading 1.2.1.

12 pt Times New Roman, title case, full stop (i.e., use closing period).

Vertical line space above but not below.

First line no indent (i.e., flush left).

Equations

12 pt Times New Roman, indent all equations 12 pt from left.

All equations are numbered within parenthesis; begin with figure 1; set number flush right.

Put one half line space above and one below all equations.

Appendix equations: As above, but begin numbering with A1.

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Enunciations – Propositions, corollaries, etc.

Heading: 12 pt Times New Roman, initial letter is cap, but use small caps for all others; enunciations are to be numbered consecutively with Arabic numerals, beginning with 1. *Appendix enunciations:*

As above, but begin numbering with A1.

Follow numeral with full stop (i.e., period). Leave one em space and then begin the enunciation, in italics.

Example

PROPOSITION 1. *Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.*

Spacing: One line space above and one below enunciation section; one half em space between enunciation and “proof,” etc.

Proof: italics, followed by full stop, one em space and the proof; use full sentences; finish with a period.

QED (no periods) place on next line, flush right.

Example

Proof. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

QED

Tables

Font: 9 pt Times New Roman.

Table identification, numbering: Flush left; TABLE X = all caps, no period; tables numbered consecutively throughout with Arabic numerals beginning with 1.

Appendix tables: Begin numbering with A1.

Table title: Under TABLE label, sentence case, no final punctuation, flush left.

Caption: Under table, preceded by NOTE/NOTES (and SOURCE if applicable) all caps; use complete sentences, where possible, with punctuation.

Example

TABLE 1

Ut enim ad minim veniam

--

NOTES: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor.

SOURCE: Voluptate velit esse cillum dolore.

Column headings: Centre over column elements and use sentence case (capitalize only first word and proper nouns).

Column elements: Decimals or commas to be aligned (if no decimals or commas, right justify elements).

Placement: Typesetter will place table at top of page nearest first mention in text.

Lines: No vertical lines between columns.

Footnotes: Flag in table with italic lowercase Roman letters in superscript, beginning with *a*; use * only for probability values.

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Figures

Font: 9 pt Times New Roman.

Figure captions: Place under figure; flush left, ragged right; use sentence case for title (but no closing period).

FIGURE X = all caps; no period. Number figures consecutively with Arabic numerals, beginning with 1.

Appendix figures: Begin numbering with A1.

Title follows on same line as FIGURE X followed by one em space.

Placement of figures in text: Indicate in manuscript approximately where you would like each figure to appear.

Black and white or colour figures? You can provide either. However, because colour figures will appear in black and white in the print version of the journal, all coloured elements must be distinguishable in a black and white version; as a result, please do not refer to figure elements by their colour (e.g., instead of writing “the blue line shows...”, write (and label as) “line B shows...”). Colour figures will appear in colour in the online version.

IMPORTANT: All figure text (i.e., captions, notes) must be worded so they can be used with both the B & W and the colour versions of the figures.

Example

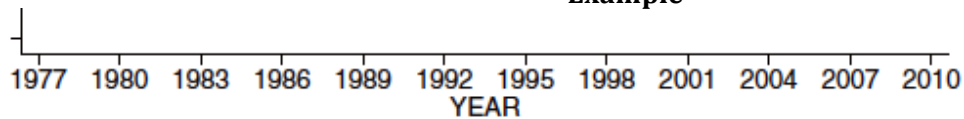


FIGURE 1 Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

In-article citations

Examples

Please do not use a comma between the author name(s) and the year when information appears in parentheses. Do not use “et al.” for three or more authors (see below).

- 1) “According to Smith (2010), the....”
- 2) “...was equally destructive (Smith and Jones 2010).”
- 3) “...met the criteria (Smith, Jones and West 2010; SJW).” *

*In 3) above, for all cases of three or more authors cited more than once, include the initials of the authors’ last names as an abbreviation and use the abbreviation for each subsequent citing. Do not use “et al.” or full last names in such cases.

References section

Name of section: **References**

9 pt Times New Roman.

Hanging indent 12 pt, ragged right.

No space above or below entries; no end period.

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Use three em-dashes followed by one space for a repeated author (also in cases of repeated multiple authors but *only* if all authors are in same order).

Invert first author's name, **no spaces between multiple initials** for first author; do not invert second and subsequent authors' names and insert one space between multiple initials (do not use full first names).

Use a comma before "**and**" when only two authors.

Do not use comma before "**and**" with three or more authors.

Page ranges: Use two or more digits as needed for last page; use en dash (not a hyphen) without spaces (e.g., 133–67; 1126–74; 1072–113), 209—38.

Examples

Epstein, L., **and** M. Peters (1999) "A Revelation Principle for Competing Mechanisms," *Journal of Economic Theory* 88(1), 119–60

——— (1999b) "The matching process as a non-cooperative bargaining game." In *The Economics of Information and Uncertainty*, ed. J. J. McCall. Chicago: The University of Chicago Press

Myerson, R. (1997) *Game Theory: Analysis of Conflict*. Cambridge: Harvard University Press

Chari, **V.V., P. J. Kehoe and** E. R. McGrattan (2002) "Can sticky price models generate volatile and persistent real exchange rates?" *Review of Economic Studies* 69, 533–63

Trannoy, A., and J. A. Weymark (2009) "Dominance Criteria for Critical-Level Generalized Utilitarianism." In *Arguments for a Better World: Essays in Honor of Amartya Sen, Volume I – Ethics, Welfare, and Measurement*, pp. 262–81, eds. K. Basu and R. Kanbur. Oxford: Oxford University Press

Acknowledgments (lead footnote), footnotes

9 pt Times New Roman, left justified, ragged right.

Do not number lead footnote.

Number footnotes consecutively throughout with Arabic numerals, beginning with 1.