

GUIDELINES FOR PREPARATION OF PAPERS TO APPEAR IN 2012 PAPERS AND PROCEEDINGS

Guidelines are firm. Because of space constraints, exceptions will NOT be made.

Papers that do not adhere to the guidelines will be returned to the author. If, after being returned, the paper is not edited to conform to the guidelines, the paper will NOT be published.

Papers should be e-mailed to our office no later than **Tuesday, JANUARY 17, 2012.**

We must receive the following:

- Cover sheet;
- Abstract (no more than 100 words);
- Your final paper in PDF format, your native file (in Scientific Word, LaTeX, or Word), native graphic files, and the .aux file if you are using LaTeX;
- Appendices (if any) to be posted on our website.

Zip and e-mail these items to [pandp@aerjournal.org](mailto:pandp@ aerjournal.org). Please include the name of the corresponding author in the file name of each document. Detailed descriptions of these required items appear below.

COVER SHEET: Include a cover page containing:

- The paper title;
- Full name, mailing address, phone number, and e-mail addresses for each author;
- Indication of which author is the corresponding author. **It is critical that we know where to reach you between January and May;**
- The session title, session chair, and discussants.

ABSTRACT: Please summarize your research in no more than 100 words. Please send this as a word .doc, separate from your paper. Your abstract will be made available on our website but will not appear in the print journal.

MANUSCRIPT:

Formatting templates and instructions are available for users of LaTeX, Scientific Word, and Word. You can download templates here: <http://www.aeaweb.org/aer/styleguide.php>.

When using the LaTeX or SW templates, please select the “finalmode” class option. Note these firm page limits:

Papers in **3-paper** sessions are limited to a maximum of **6 pages**;
Papers in **4-paper** sessions are limited to a maximum of **5 pages**;
Papers in **5-paper** sessions are limited to a maximum of **4 pages**.

PDF, EPS, TIF or PPT format of graphic files. Native graphic files must be provided. These files may also be embedded in the text or, alternatively, you may indicate a location for placement. If there are variables (italics) or matrices and vectors (boldface) in figures, they should be designated as such.

Page limit for manuscripts submitted in Word (NO EXCEPTIONS will be made):

3-paper sessions: 9 pages if using the supplied **Word template** (if using a standard Word format without the template: **12 double-spaced** pages), including all text, figures, tables, footnotes, acknowledgements, and references;

4-paper sessions: 7 pages if using the supplied **Word template** (if using a standard Word format without the template: **10 double-spaced** pages), including all text, figures, tables, footnotes, acknowledgements, and references;

5-paper sessions: 6 pages if using the supplied **Word template** (if using a standard Word format without the template: **8 double-spaced** pages), including all text, figures, tables, footnotes, acknowledgements, and references.

If you are not using our templates your text must be:

- DOUBLE-SPACED;
- IN 12-POINT TIMES NEW ROMAN FONT;
- With a 1-inch side, top, and bottom margin.

Papers that exceed these page counts will be returned to the authors to make cuts in order to conform to the limits. If authors do not adhere to the page counts, the paper will NOT be published.

Tables are to be AVOIDED unless absolutely necessary due to space constraints. When used, they should:

- Be embedded in the text;
- Be able to survive reduction to single-column width (2 5/8 inches or 6.8 cm);
- Be numbered consecutively with Arabic numbers;
- Not have vertical lines to show space distinctions (use only horizontal lines and additional blank space if necessary);
- Not have any shading;
- Use Panel A and Panel B to denote sections of a table;
- Not contain abbreviated column headings. Spell out "percent"; do not use the percent sign. Place a zero in front of the decimal point in all decimal fractions (i.e., 0.357, not .357).

For footnotes pertaining to specific table entries, footnote keys should be lowercase letters (a, b, c, etc.); these footnotes should follow the more general table Note(s) or Source(s). Use asterisk (*) footnotes for the following:

*** Significant at the 1 percent level.

- ** Significant at the 5 percent level.
- * Significant at the 10 percent level.

Figures are to be AVOIDED unless absolutely necessary due to space constraints. When used:

- Figures or, minimally, a placement indicator for figures, should be **in text** with titles, legend, etc., where applicable;
- They MUST also be submitted in PDF, EPS, TIF, or PPT. Format photographs and raster images at 300 dpi.;
- Figures should be able to survive reduction to single-column width (2 5/8 inches or 6.8 cm).

If there are variables (italics) or matrices and vectors (boldface) in figures, they should be designated as such.

The journal cannot reprint imagery owned by a third party without the formal written consent of the copyright holder. This can include, but is not limited to, reproductions of advertisements, maps, diagrams, corporate logos, and screen shots of webpages.

Mathematical equations are to be kept to a minimum, as space is limited:

- Equations should be typed on separate lines and numbered consecutively at the **left** margin, using Arabic numbers in parentheses;
- Please **USE ITALICS FOR SCALAR VARIABLES, USE BOLDFACE TO SPECIFY VECTORS AND MATRICES, AND USE SCRIPT FOR SETS.**

Subscripts and superscripts must be easily distinguished from regular variables and from each other. Use only two levels of sub- and superscripts.

Overscores and underscores (bar, caret, and tilde) may be used, but must be clearly distinguishable. If you use bar underscores do not use bar underscores elsewhere in your math to indicate italics.

Fractions: When equations in the text contain fractions, use a slash "/" or solidus and clearly denote numerator and denominator with parentheses. Display fractions that are too complicated to keep in the text on a separate line.

Footnotes should be kept to a minimum. Embed all footnotes. The initial footnote giving the complete mailing address and e-mail address for each author should be marked with an asterisk (*). The asterisk is followed by each author's department, affiliation, address, e-mail address, and acknowledgements. The remaining footnotes should be numbered consecutively (i.e., *, 1, 2, 3, etc.).

Section heads: DO NOT begin with "Introduction" as a section head. Section headings should be given Roman numerals (I, II, etc.); subsections should be lettered A, B, etc.

Reference to articles and books in the text: For citations in the text, use author last name(s)

only followed by year of publication in parentheses. When listing a string of references within the text, arrange first in chronological order, then alphabetically within years. If there are four or more authors, refer to the first author, followed by et al. and the year. If there is more than one publication referred to in the same year by the author(s), use the year and a, b, etc. (example: 1997a, b). Referenced year and spelling of last name in the text must match those in the reference section exactly. LaTeX and Scientific Word users, please use the aea.bst file provided in the template package.

Reference to articles and books in the text: Give full name (first name, middle initial, and last name) of author(s) and year of publication in the first citation, with page number(s) where appropriate. When more than one work by the same author is cited, give the last name of author and year of publication in parentheses for each subsequent citation. When listing a string of references within the text, arrange first in **chronological** order, then alphabetically within years. If there are four or more authors, refer to the first author, followed by et al. and the year. If there is more than one publication referred to in the same year by the author(s), use the year and a, b, etc. (example: 1997a, b). References to authors in the text must match those in the reference section exactly.

Quotations must correspond exactly to the original in wording, spelling, and punctuation. Page numbers must be given. Changes must be indicated: use brackets to identify insertions; use ellipsis dots (...) to show omissions. Also indicate where emphasis has been added. Only lengthy quotations (more than 50 words) should be separated from the text; such quotations must be double-spaced and indented at the left margin.

Reference section: Use full names of authors and/or editors. List all authors/editors up to/including ten names. Authors of articles and books and material without specific authors or editors, such as government documents or bulletins, are to be listed alphabetically. Please follow the *Chicago Manual of Style's* "Author-Date" style. LaTeX and Scientific Word users, please use the aea.bst file.

We encourage you to use bibliographic software when preparing your reference list. If you are using software please select "Chicago Author-Date" when using bibliographic software.

Not all document types are covered in reference list software. We include helpful guidelines for several document types at http://www.aeaweb.org/sample_references.pdf.

References to datasets should be included in your reference list. You can find examples of how to cite datasets here: http://www.aeaweb.org/sample_references.pdf.

Reference to individuals in the text should include the first name, middle initial, and last name on first reference. Subsequent references should include last name only. Do NOT use such titles as Mister, Doctor, Professor, etc.

Organizations or governmental agencies in the text: On first references, use the full name followed by the abbreviation in parentheses. Subsequent references should use abbreviation only; for example: Social Science Research Council (SSRC) [first reference], SSRC [subsequently].

ADDITIONAL MATERIALS AND APPENDICES: Given the length constraint of papers, you are free to post additional materials, including appendices (e.g., additional proofs for a theoretical paper, additional results for an empirical paper, details of experimental design for an experimental paper), data, and code, on the *AER* website. Please note: online Appendices will be posted without being typeset or copyedited by the journal.

DATA AVAILABILITY: Empirical papers published in Papers and Proceedings are encouraged to adhere to the data availability policy used for articles appearing in the *American Economic Review*. See: <http://www.aeaweb.org/aer/data.php>.

CROSSCHECK SCREENING: In an effort to prevent plagiarism, the American Economic Association subscribes to CrossCheck to screen its submissions. CrossCheck has a "database of current and archival scholarly literature" and uses the Ithenticate tool to "compare authored work against the content in the database and highlight matching or similar text for further editorial review." Submission to AEA journals implies permission of the Association to check the submission electronically for plagiarism, using the CrossCheck system.

COPYRIGHT: Each author/coauthor will be sent a copyright transfer agreement along with the proofs. We require a **separate** signed agreement for each coauthor. A paper for which there is no signed copyright transfer agreement from each author CANNOT be published.

This Style Guide is available at: <http://www.aeaweb.org/aer/pandpstyle.pdf>.

If you have any questions, please telephone the *American Economic Review* for clarification: (412) 432-2044.