Guidelines for the Writers & a format model for the <u>Articles submitted to be reviewed & published in thejournal</u>
The Title of the paper must be centered, and the font must be Times New Roman, size 12, in Uppercase, in Bold

For the writers' personal information use the Times New Roman font, size 11, in bold, and centered. Use lowercase for the first name and uppercase for the last name. The line below the name includes the professional title and workplace; use the Times New Roman font, size 10, centered. In the third line write only the <u>contact</u> <u>e-mail address</u> in Times New Roman 10, centered.

Name LAST NAME
Professional Title, WorkplaceE-mail Address

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Abstract

The abstract consists of <u>a single paragraph, no longer than 250 words</u>. The font must be Times New Roman, size 11. The text must be justified. The title "Abstract" must be aligned left, in Times New Roman, size 11, in bold. A space of one line must be left between the title and the text of the abstract. The abstract must contain sufficient information, be factual, and include the basic data of the paper.

Keywords: Use 3 to 5 keywords, <u>separated by commas</u>

JEL classification: We kindly request that you classify your paper according to the JEL system, which is used to classify articles, dissertations, books, book reviews, and a variety of other applications. The use of the JEL classification is necessary so that your paper be properly indexed in databases such as EconLit. Select the codes that represent your article and <u>separate them by commas</u>. You can find information on the JEL system here: https://www.aeaweb.org/jel/guide/jel.php

1. ## <u>Introduction</u>
   All articles must begin with an introduction, a section which demarcates the theoretical background and the goals of the paper.
   The present document provides the necessary information and formatting guidelines for you to write your article. We recommend that you copy this file to your computer and insert your own text in it, keeping the format that has already been set. All the different parts of the article (title, main text, headers, titles, etc.) have already been set, as in the present document- model. The main text must be written in regular Times New Roman font, size 11, justified, with a 0.5 cm indent for the first line of each paragraph.
   We recommend that you save this document to your computer as a Word document model. Therefore, it will be easy for you to have your article in the correct format and ready to be submitted. **The only form in which the file will be accepted is MS Word 2003**. If you have a later version of Microsoft Office / Word, you can edit it as follows:
   - Once you have finished formatting your text, create a pdf file, and then save your file as a Word "97-2003" (.doc) file.
   - Compare the two files – the pdf one and the Word "97-2003" (.doc) one.
   - If you do not note any significant differences between the two, then – and only then – you can submit your article to us, **sending both the pdf and the Word "97-2003" (.doc) files** to our e-mail address.

If you use a word processor other than Microsoft Word, we recommend that you follow the same procedure as above, creating a pdf file and using the appropriate add-on in order to save your document in MS Word "97-2003" (.doc) form. Once you compare the two files (and find no significant differences), send us both.

2. General Guidelines on Paper Formatting

2.1. Body

The body of the text consists of different sections which describe the content of the article (for example: Method, Findings, Analysis, Discussion, etc.). You can use up to three levels of sections – sub-sections. For the Body of the text, use the default format style in Word, selecting the Times New Roman font, size 11, justified, with a 0.5 cm indent for the first line of each paragraph (this is further detailed in the section "Paragraphs").

2.2. References

The references included in the paper must be cited at the end of the text. All references used in the body of the paper must be listed alphabetically (this is further detailed in the section "References").

2.3. Appendices

The section "Appendices" follows the section "References".

3. Page formatting

3.1. Page size

The page size must be A4 (21 x 29,7 cm), and its orientation must be "portrait". This stands for all the pages of the paper. "Landscape" orientation is inadmissible.

3.2. Margins

Top margin: 2,54cm Bottom margin: 1,5cm
Left and right margins: 3,17cmGutter margin: 0cm

3.3. Headers and Footers

Go to "Format" → "Page", and select a 1,25cm margin for the header and a 1,25cm margin for the footer. Do not write inside the headers and footers, and do not insert page numbers.

3.4. Footnotes

The use of footnotes or endnotes is expressly prohibited. In case further explanation is deemed necessary, you must integrate it in the body of the paper.

3.5. Abbreviations and Acronyms

Abbreviations and acronyms must be defined in the abstract, as well as the first time each one is used in the body of the text.

3.6. Section headers

We recommend that you use up to three sections – sub-sections. Select a simple numbering for the sections – sub-sections according to the present model.

3.7. First level header format

For the headers of the main sections use the Times New Roman font, size 11, in bold and underlined, and leave a size 12 spacing before the paragraph and a size 6 spacing after the paragraph. The header must be aligned left. Use a capital letter only for the first letter of the header.

3.8. Second level header format

For second level headers, follow this model. Use the Times New Roman font, size 11, in bold, and leave a size 12 spacing before the paragraph and a size 3 spacing after the paragraph. Select a 0.5 cm indent. The header must be aligned left. Use a capital letter only for the first letter of the header.

3.8.1. Third level header
For third level headers, follow this model. Use the Times New Roman font, size 11, in bold and italics, and leave a size 6 spacing before the paragraph and a size 0 spacing after the paragraph. The header must be aligned left, with a left indent of 1 cm. Use a capital letter only for the first letter of the header.

4. Paragraphs
In every paragraph, use the Times New Roman font, size 11, with single line spacing. We recommend you modify the default (normal) format style in Word and use that in your text. For all paragraphs, the spacings before and after the paragraph must be size 0, and the line spacing single. Use a 0,5cm indent only for the first line of each paragraph. Leave no spacings nor lines between paragraphs.

4.1. Lists
In case you need to present data in the form of a list, use the following format:

- Bullet indent: 1,14cm
- Text:
o Following tab at: 1,5 cm
o Indent at: 1,5cm
  Use the same format (the above values) if you use numbering for your list.
1. Example of numbered list 1
2. Example of numbered list 1

5. Figures, images, and tables

5.1. Figures and images
Insert your figures and images directly after the part where they are mentioned in the body of text. They must be centered, numbered, and have a short descriptive title.
Figures put together "as they are", using Office tools, are absolutely inadmissible. The figures used must have been exclusively inserted as images in Word, in gif, jpg, or png form (with an analysis of at least 200dpi), and in line with the text. The width of an image must not exceed 14,5cm so that it does not exceed the margins set above.
The images, figures, and tables must be inserted "as they are" in the text, in line with it.

Figures and images which have been inserted in a text box are absolutely inadmissible.
5.1.1. Reference inside the text
Avoid phrases such as "the table above" or the "figure below" when citing figures and images. Use instead "in Table 1", "in Figure 2", etc.
5.1.2. Examples
A model of how to format figures/images follows. For the title, use the Times New Roman font, size 10, in bold. Write the title above the figure, and set a size 6 spacing before the title anda size 0 spacing after it. The line spacing of the title must be 1.5 line. Both the image and its title must be centered.

Image 1: Title

Source: cite the source

Directly below the figure you must cite the source from which you took the image, or any note regarding the figure, written in Times New Roman, size 10. Write it below the figure, leaving a size 0 spacing before and after it, use a line spacing of 1.5 line, and make it centered.

5.2. Tables

For the title, use the Times New Roman font, size 10, in bold. Write the title above the table, and set a size 6 spacing before the title and a size 0 spacing after it. The line spacing of the title must be 1.5 line. Both the table and its title must be centered. The width of the table must not exceed 14,5cm so that it does not exceed the page margins set.

Table 1. Example of how a table must be formatted

Age	Frequency	Percentage %
Under 40	44	32.1
40 - 49	68	49.6
Over 50	25	18.2
Total	**137**	**100.0**

Source: cite the source

If the table needs to continue on the next page, select in the "Table properties" that the first line be repeated as a header in every page, as in the above example of Table 1. **Tables (or figures or images) which are included in pages with a "Landscape" orientation are absolutely inadmissible.**

Every table must have horizontal lines 1 pt. wide at the top and bottom, as shown in the example. The use of vertical lines and color fill at the background of the cells is strictly prohibited.

Directly below the table you must cite the source or any note regarding the table, written in Times New Roman, size 10. Write it below the table, leaving a size 0 spacing before and a size 6spacing after it, and make it centered.

6. Mathematical formulas

There is a variety of tools in order to insert and process mathematical formulas, such as the "Mathematics", found in the most recent editions of Word, "Math Type", "Fast Math Formula Editor", "MathCast Equation Editor", "Math Editor". Since it is impossible for us to provide youwith compatibility with all these tools in all their editions, **we can only admit your paper if it contains mathematical formulas solely in the form of images.**

Keep a continuous numbering for the mathematical formulas and center them in the page, as shown in the following example:

$$y = ax^2 + bx + c \qquad (1)$$

The same stands for formulas or particular mathematical symbols you may have integrated in your text. For instance, if you want to use the term $\frac{d}{dx}x^2$ in your text, you must insert it as an imaged, in line with the text. The images containing the mathematical formulas must be legible (at least 300dpi).

In the exceptional case of a text which may contain a great number of mathematical formulas, the writer may send it to us in <u>TeX form</u> if they so wish.

7. <u>References</u>

We recommend that you use the Chicago Manual of Style Author-Date system, as it is recommended by the AEA (American Economic Association) for the journals included in the EconLit database, and it is the dominant style of bibliography in the field of Economics. For more information, you can go to the following links:

- https://www.aeaweb.org/journals/policies/sample-references
- http://www.chicagomanualofstyle.org/tools_citationguide.html
- http://libguides.williams.edu/citing/chicago-author-date#s-lg-box-12037253

7.1. Online references (internet citations)

Check your links again before sending your file, to confirm that they are active.

Avoid long internet links. Where possible, also cite the title of the website operator-owner. Return the font color to black, and remove the hyperlink. Links such as the following are impractical and distasteful, therefore should be avoided.

Example of an inadmissible hyperlink

https://el.wikipedia.org/wiki/%CE%9F%CE%B9%CE%BA%CE%BF%CE%BD%CE%BF%CE%BC%CE%B9%CE%BA%CE%AC

7.2. References Formatting

For your list of references, use the Times New Roman font, size 10, with single line spacing. The paragraph format must include a size 0 spacing before the paragraph and a size 0 spacing after it, aligned left. Use a 0,5 cm indent only for the first line of each paragraph. Leave no spacings or lines between paragraphs.

7.3. Example of how References must be formatted

Bureau of Labor Statistics. 2000–2010. "Current Employment Statistics: Colorado, Total Nonfarm, Seasonally adjusted - SMS08000000000000001." United States Department of Labor. http://data.bls.gov/cgi- bin/surveymost?sm+08 (accessed February 9, 2011).

Leiss, Amelia. 1999. "Arms Transfers to Developing Countries, 1945–1968." Inter-University Consortium for Political and Social Research, Ann Arbor, MI. ICPSR05404-v1. doi:10.3886/ICPSR05404 (accessed February 8, 2011).

Romer, Christina D., and David H. Romer. 2010. "The Macroeconomic Effects of Tax Changes: Estimates Based on a New Measure of Fiscal Shocks: Dataset." American Economic Review. http://www.aeaweb.org/articles.php?doi=10.1257/aer.100.3.763 (accessed August 22, 2012).

Ausubel, Lawrence M. 1997. "An Efficient Ascending-Bid Auction for Multiple Objects." University of Maryland Faculty Working Paper 97–06.

Heidhues, Paul, and Botond Kőszegi. 2005. "The Impact of Consumer Loss Aversion on Pricing." Centre for Economic Policy Research Discussion Paper 4849.