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## **Guide for Accepted Authors**

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## 1. Final files

### 1.1 Important instructions for submitting final files

When a paper is conditionally accepted, and before it proceeds to final acceptance, the author will be asked to submit all relevant files for production and anti-plagiarism and data replication checks. **It is important to carefully follow the instructions to ensure the paper and the replication package are not mishandled. Please read this carefully before you submit.**

Submission of your final files takes place in two consecutive steps:

#### Step 1: Editorial Express Resubmission

In Editorial Express, you should submit a single zip file containing three items: two directories and one pdf file which you signed and dated, as follows:

1. 1-paper : A directory containing all source code needed to compile your paper named in the appropriate way. In particular, please include MSXXXXXXXXX-main-YYYYMMDD.tex and MSXXXXXXXXX-main-YYYYMMDD.pdf, as well as all required input files – MSXXXXXXXXX being your manuscript number, and YYYYMMDD standing for the date of final submission in ISO format. Regarding required input files, this concerns:
  - a) Tables supplied in editable format, either in the manuscript or as separate files, clearly labelled;
  - b) Figures supplied in high resolution as editable separate files, clearly labelled;
  - c) Any .bib, .bbl or .bst files required.
2. 2-appendix : Directory containing sources for appendices - if applicable - following the same naming convention as above.
3. checklist.pdf : the signed checklist at <https://ejdataeditor.github.io/checklist.pdf> .

For creating manuscripts in LaTex, The Economic Journal strongly recommends the use of its TeX template, which is downloadable at: <https://bit.ly/3g2YBaB>

For folders 1 and 2, please refer to The Economic Journal's [Instructions to Authors](#) and section 2 of this guide and carefully follow the instructions provided.

#### Step 2: Submission of Replication Package via file request link

After having received your final version of paper and appendices together with the signed checklist via Editorial Express (Step 1 above), our Data Editor will initiate the replication checks

process by sending you a file request link, where you will be able to upload your replication package, as soon as you are ready to do so.

*Before* you start to prepare your replication package, please consult the EJ Data Editor website for comprehensive guidance and step-by-step instructions: <https://ejdataeditor.github.io>.

## **1.2 Data replication package**

You will be *invited* to submit your package via an upload link by the Data Editor. This invitation will be *after* you have submitted the following items via The EJ Editorial Express system as a resubmission of your paper:

1. 1-paper
2. 2-appendix
3. Signed and dated [checklist.pdf](#)

Please note that you are requested to download, fill, sign and submit the [checklist](#) (numbered 3 above).

To the extent that our [replication policy](#) applies to the paper, all datasets, relevant codes and a README file should be included in the replication package. [The Data Editor's website](#) contains detailed information about the required contents of the replication package including the README file and data citations.

## **2. Manuscript layout**

### **2.1. General**

The EJ respects any randomisation that has been done to the author byline. Authors may choose to add a first page note to indicate that the author byline has been randomised.

Authors are asked to include a short title (40 characters or less) beneath the full title;

Authors are requested to include an abstract, not exceeding 100 words; a list of keywords (each word no more than 20 characters) indicating the contents of the article; and the relevant Journal of Economic Literature classification number(s);

The full mailing and email address for the Corresponding Author should be provided at the bottom of the first page, before the Acknowledgments.

Please note that, as per the Instructions to Authors, after manuscript submission, no authorship changes (including the authorship list, author order, and who is designated as the corresponding author) should be made unless there is a substantive reason to do so. The editor and all co-authors must agree on the change(s), and neither the Journal nor the publisher mediates authorship disputes. For the avoidance of doubt, changing the corresponding author in order to access Read and Publish funding is not permissible.

The affiliations of all authors should be provided at the end of the article, before the references. Please include the full name of the university or institution only. School, department or faculty information is not included as per the Journal Style Guide.

Please use British English throughout and double space the manuscript text.

The acknowledgments section should include the details of those for whom credit is due - whether funders, co-authors, research assistants or other. The acknowledgments section should also provide the reference of the Research Ethics Board approval where applicable.

## **2.2. Sections**

- Use consecutive Arabic numbers;
- Section text should start on a new line.

## **2.3. Tables**

Statistical tables should be clearly headed and the reader should be able to understand the meaning of each row or column without searching in the text for explanations of symbols, etc. Units of measurement, base-dates for index numbers, geographical areas covered and sources should be clearly stated. Authors are fully responsible for the accuracy of the data and for checking their proofs. Whenever the authors feel that the reader would have difficulty in testing the derivation of their statistics, they should provide supplementary notes on the methods used.

### **Table formatting**

- Ensure that tables are large enough to be clearly readable on an A5 page;
- Use consecutive Arabic numbers;
- Use short titles in italics with initial capitals;
- Do not use vertical lines or shading;
- Do not use more than 10 columns per table.

## 2.4. Diagrams and figures

Diagrams and figures should be clearly drawn and accompanied by the basic statistics that were required for their preparation, the axes must be clearly labelled, and the reader must be able to understand the diagrams and figures without searching in the text for explanations.

### Diagram and figure formatting

- Ensure that diagrams and figures are large enough to be clearly readable on an A5 page;
- Use consecutive Arabic numbers;
- Use short titles in italics with initial capitals;
- Use just a few round numbers in the axes;
- Diagrams and figures should be high-resolution;
- Diagram and figure legends must be clearly readable in black and white.

## 2.5. Mathematics

The mathematical derivations necessary for justifying each step of the argument should accompany all articles with mathematical arguments.

- Please do not use smaller fonts in complex expressions, except for superscripts and subscripts. **Numbers** less than 1, but greater than -1 must have 0 before the decimal point.
- **All equations to which the text refers** should be numbered consecutively (1), (2), on the right-hand side of the page. Equations included within the main bulk of text should, where possible, be kept on one line. If equations contain fractions, a slash “/” (solidus) should be used and the numerator and denominator enclosed with parentheses.
- **Algebra** should include punctuation.
- **Percent** should appear in the text as %.
- **Algebra** should have bold capitals for matrices, bold lower case for vectors and italic lower case for scalars.
- Transposition is denoted by prime (A').
- **Fractions** that are too complex to be kept within the text should be presented on a separate line.
- **Assumptions, corollaries, definitions, lemmata, propositions and theorems** should each be consecutively numbered 1,2,3 etc. Each category should follow on only from other numbers in that category (i.e. PROPOSITION 1, THEOREM 1, PROPOSITION 2, COROLLARY 1, THEOREM 2, PROPOSITION 3). Titles should be in small capitals, with the text following in italics. Algebra that does not follow the journal style will be queried during production.

Typesetting instructions should be provided in cases where ambiguities may arise. If there is a reason why the journal style may confuse the content of the article, authors are asked to add a note to the beginning of the text, to explain why.

## 2.6. Footnotes

- Footnotes should be kept to a minimum;
- Use consecutive superscript Arabic numbers;
- Footnotes should appear after punctuation.

## 2.7. Acronyms

- **First reference:** Institute for Fiscal Studies (IFS)
- Subsequent references: IFS

## 2.8. Quotations

- **Short quotation:** Short quotations ‘should be in single inverted commas with citation and page reference’. (Brown, 1965, p.20)
- **Long quotation:** Long quotations should be separated from the main text, starting on a new line with a line space before and after. The paragraph should be indented. A citation should be included immediately under the quotation to the right. (Brown, 1965, p.20)

## 2.9. Appendices

- Appendices should be designated A, B, C as required.
- Second level headings: A.1., A.2., B.1., etc.
- Tables and figures labelled as: A1, A2, B1, B2 etc.
- Equations labelled as: (A.1), (A.2), (B.1) etc.

## 2.10. References

References should be carefully checked, and complete in respect of the year and the place of publication. If a bibliographical list is given, it should follow the style used in the journal.

References should be given in alphabetical order, then chronological order for each author.

References should start on a new page.

We have a **Bibtex** file to help with your references. Latex users can download the file [here](#).<sup>1</sup> (Please note that the file extension should be changed to .bst for use in manuscript preparation). Please provide any related .bib, .bbl or .bst files.

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<sup>1</sup> We would like to thank Dr Stefanie Schurer, Victoria University of Wellington, for creating this file.

### **Reference formatting References in text**

- **Single reference:** Brown (1964), (Brown, 1964) or Brown (1964a,b; 1965)
- **Multiple references in chronological order:** (Green, 1963; Brown, 1971; Orange, 1982, 1985)
- **Work with two authors:** (Black and White, 2009)
- Work with more than two authors: (Purple *et al.*, 2008)
- **Chapters and pages:** (Blue, 1996, ch.2); (Yellow, 2003, p.24)

### **Reference list Books:**

Becker, Gary S. (1996). *Accounting for Tastes*, Cambridge and London: Harvard University Press.

### **Book chapters:**

Mirrlees, James A. (1974). 'Notes on welfare economics, information and uncertainty', in (Michael Balch, Daniel L. McFadden, and Shih-yen Wu, eds.), *Essays in Economic Behavior under Uncertainty*, pp. 243–58, New York: American Elsevier Publishing Co.

### **Articles:**

Sanderson, Allen. (2002). 'The many dimensions of competitive balance', *Journal of Sports Economics*, vol. 3(2), pp. 204–28.

O'Keeffe, Mary, W. Kip Viscusi, and Richard J. Zeckhauser. (1984). 'Economic contests: comparative reward schemes', *Journal of Labor Economics*, vol. 2(1), pp. 27–56.

### **Working papers:**

Chemmanur, Thomas and Zhaohui Chen. (2002). 'Angels, venture capitalists, and entrepreneurs: a dynamic model of private equity financing', Working Paper, Boston College.

### **Websites:**

Andriamananjara, Soamiely, Judith M. Dean, Michael J. Ferrantino, Robert M. Feinberg, Rodney T. Ludema, and Marinos E. Tsigas. (2004). 'The effects of non-tariff measures on prices, trade, and welfare: CGE implementation of policy-asset price comparisons', <http://ssrn.com/abstract=539705> (last accessed: 28 April 2005).

### **Data:**

Online databases

Ruggles, Steven, Sarah Flood, Sophia Foster, Ronald Goeken, Jose Pacas, Megan Schouweiler, and Matthew Sobek. (2021). *IPUMS USA: Version 11.0 [dataset]*. Minneapolis, MN: IPUMS. <https://doi.org/10.18128/D010.V11.0>.

Bureau of the Census (2009). 'American Community Survey (ACS): Public Use Microdata Sample (PUMS), 1997-2009.' United States Department of Commerce, <https://www.icpsr.umich.edu/icpsrweb/ICPSR/search/studies?q=american+community+survey> (last accessed: 6 April 2016).

#### Offline databases

Internal Revenue Service. (2020). *Corporate Income Tax Returns [database]*. Department of Treasury, Washington DC (last accessed: 6 April 2016).

Data distributed as supplementary material (cite both the data and the article as separate entries)  
Antonin Bergeaud and Simon Ray. (2021). 'Adjustment Costs and Factor Demand: New Evidence from Firms' Real Estate.' *ECONOMIC JOURNAL*, vol. 131(633), pp. 70–100.

Antonin Bergeaud and Simon Ray. (2021). 'Adjustment Costs and Factor Demand: New Evidence from Firms' Real Estate - Replication package.' *ECONOMIC JOURNAL*, data deposited at Zenodo, <https://doi.org/10.5281/zenodo.3961384>.

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