

Journal of Economics Teaching Style Guide

Body of Paper:

1. The first page of the manuscript for review must contain the paper's title and the abstract. Please limit the abstract to 100 words. No other information should be included on the first page.
2. The body of the text must be double-spaced using a 12-point font.
3. Placement for tables should be indicated in the manuscript.
4. Footnotes must be used rather than endnotes.
5. All pages except the abstract page should be numbered consecutively centered at the bottom of the page.
6. The references should be inserted after the main body of the paper in APA format. They must be followed by appendices, tables (one per page), and figures (one per page). All material must be part of the paper. If possible, figures must also be included as separate files in vector format (e.g., EPS, AI).

Acknowledgment Footnote

In a note at the bottom of the first page, include the following:

- The institutions and/or grant numbers of any financial support you have received for your research.
- Personal acknowledgment of individuals who have contributed criticism on earlier drafts of your paper.
- Details regarding IRB approval, if applicable, including IRB protocol number and home institution.

Section Headings

Section headings should follow the traditional outline format: Roman numerals (I., II., etc.) for major section headings, followed by capital letters (A., B., etc.) for the first subsection, etc.

Footnotes

Notes of reference, explanation, or comments are placed as footnotes (as opposed to endnotes), which appear below the text on the relevant printed page.

Grammar/Stylistic Conventions

Always use the Oxford comma.

An academic year such as Fall 2022 would be capitalized; otherwise, seasons are not capitalized (ex, fall of 2022).

Abbreviations or acronyms must be spelled out the first time but can then be used. Standard abbreviations (STEM, SCUBA) commonly known do not need to follow this convention. When in doubt, spell it out.

Academic fields will not be capitalized.

JET standard spellings for disputed economic terms: Tradeoff, cost-benefit, decision-making, long run, short term, long term, under-employment.

Titles: Only capitalize a title when it is immediately before one or more names. Titles following one or more names are not capitalized. Exception: endowed positions (e.g., John Smith, James B. Jones Professor of Education)

Text Citations and Reference List Entries

Text citations and reference list entries should follow the APA citation style. Each text citation should have a corresponding entry in the list of references.

The reference list must include data sources and registered studies used in the research.

Text citations with one to three authors should include all author names; for more than three authors, list only the name of the first author followed by "et al." Reference list entries with one to ten authors should include all author names; for eleven or more authors, list the first seven, followed by a comma and "et al."

Mathematical Equations

- Equations should appear on separate lines and be numbered consecutively at the left margin, using Arabic numbers in parentheses.
- 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.
- When equations in the text contain fractions, use a slash "/" or solidus and clearly denote the numerator and denominator with parentheses. Display fractions that are too complicated to keep in the text on a separate line.
- Blackboard font should be used to indicate real numbers, integers, and natural numbers only.

Tables

- Columns must be in vertical (or portrait) orientation.
- Tables must be no more than 9 columns wide including row headings.
- Number your tables consecutively with Arabic numerals.

- Use only horizontal lines and additional blank space to show space distinction.
- Do not use shading.
- Do not abbreviate in column headings.
- To denote sections of a table, use Panel A, Panel B, etc.
- Place a zero before the decimal point in all decimal fractions (e.g., 0.357, not .357).
- For footnotes pertaining to specific table entries, footnote keys should be lowercase letters (a, b, c, etc.).
- Do not use asterisks to denote the significance of estimation results. Report the standard errors in parentheses.
- Place source notes, if any, after other notes related to the table.
- Include full citations of sources in the references.

Figures

Figures must be supplied as vector-based graphics in one of the following formats—vector PDF, EPS, AI, WMF, or PPT. If there are variables (*italics*) or matrices and vectors (**boldface**) in figures, they should be designated as such.

Be sure to label your figure files clearly and take special care to use letters to indicate individual panels (e.g., Figure 1a.ppt, Figure 1b.ppt, Figure 1c.ppt, etc.). These files must correspond to the figures in your accompanying PDF.

Source notes, if any, should be placed after other notes related to the figure.

Photographs and Other Images

Photographs and other images (maps, screenshots, etc.) should be provided at 300 dpi.

Note: The journal cannot reprint images owned by a third party without the written consent of the copyright holder. This includes screenshots of web pages.

Appendices

Designate multiple appendices, A, B, C, as necessary. Number equations, theorems, propositions, etc., within the appendix as (A1), (A2), etc.