

American Economic Association LaTeX Style Guide for Authors

GUIDELINES FOR PREPARATION OF ACCEPTED MANUSCRIPT

All accepted manuscripts should adhere to the instructions below. Please use one of the provided templates to prepare your manuscript. See instructions below.

This style guide may be used for the following AEA journals:

- AER: The American Economic Review
- P&P: Papers and Proceedings
- AEJ: American Economic Journal

YOUR CAREFUL ADHERENCE TO THIS STYLE GUIDE IS GREATLY APPRECIATED. IT IS ISSUED TO FACILITATE THE EDITORIAL PROCESS AND EXPEDITE THE PUBLICATION OF YOUR MANUSCRIPT.

1. Download the LaTeX author package from:

<http://AEA-LaTeX-Author-Package-URL>.

Install the files per accompanying instructions. There is a template for each journal to guide your manuscript preparation.

2. Manuscript Preparation:

- Fonts:* This style uses the mathtime package to obtain the Times font family. If you have difficulties with this package, you may need to alter the package options to suit your installation. If you still have difficulties, simply remove the package and your article will be set in Computer Modern.
- Packages:* The use of packages should be limited to those packages that provide core functionality, such as amsmath, graphicx, and harvard. Avoid the use of packages that change the style (geometry, fancyhdr, setspace, etc.). Avoid the use of packages that use postscript to draw diagrams or label graphics (pstricks, psfrags, and most other packages with ps or eps in the name). If it is necessary to use such packages, then render the result to a high-quality graphic and include the graphic in your manuscript, but do not include the package and its commands in your manuscript. The journal production is NOT done in LaTeX and most package-based commands will not translate to the production environment.
- Frontmatter:* please follow the sample in the template. In particular, please note:
 - The date command is used in draft mode to print a revision date, for your convenience.
 - Please supply a short title for the running head using the command so named.
 - Please do not footnote the title.
 - All authors names should be typed within a single author command.
 - Authors' contact information and acknowledgements should be given in a single footnote following the last author's name. Please supply institution name, full mailing address, and e-mail address for each author. For authors affiliated with more than one institution, please supply the names of all institutions, but give only one mailing address and one e-mail address. Please include your department in your mailing address, if appropriate. This material should be in a single paragraph.
 - An abstract is required (except for P&P). For detailed guidelines on producing a high-quality abstract, please see our abstract style guide at: <http://AEA-Abstract-Guidelines-URL>.
- Class Options:* Final, Blind Review Copy, Draft:
 - The class has options finalmode, reviewmode, and draftmode for final submissions, blind review copy, and your personal working copy, respectively.
 - To prepare copy for reviewers, simply select the reviewmode class option and recompile your document.
 - Draft spacing is controlled in the preamble and is set to 1.5 lines by default. You may change this to any positive, real number within reason.
 - Do not use double-spacing packages. The three modes described above handle these issues automatically. Simply select the desired class option and recompile your document.
- Document Body:*
 - Introductory Material:* Please begin your article with introductory text with NO initial heading. That is, do NOT use a heading called Introduction.
 - Sectioning:* Please use only section, subsection, and subsubsection commands to structure your content.
 - Footnotes:* Please use the usual footnote command (not endnotes).

- iv. Reference to individuals in the text should include the first name, middle initial, and last name in the first instance. Subsequent references should give last name only. Do not refer to individuals as Mister, Doctor, Professor, etc. It is essential that this be adhered to.
- v. Reference to organizations or government agencies in the text should give the name in full, followed by the abbreviation in parentheses. Subsequent references should give abbreviation only; for example: Social Science Research Council (SSRC) [first occurrence], SSRC [subsequently].
- vi. Reference to articles or books in the text should 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 exactly match those in the Reference section.

- vii. Two-Column Formats: P&P publishes in a two-column format; other journals are single column and may skip this item. Typesetting long equations can be difficult in a two-column style. If your paper is very technical, please use a mathematical Appendix (see below).
- viii. Quotations must correspond exactly with 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.

For short quotations (50 words or fewer) use the quote command. For lengthy quotations (more than 50 words) use the quotation command.

- ix. *Spelling*: The authoritative reference for spelling, capitalization, and hyphenation of words is Merriam Webster's Collegiate Dictionary, Eleventh Edition, and The Chicago Manual of Style. Foreign words or phrases are italicized unless they are also part of the English language (listed in Webster's); for example, "a priori," "ex officio," and "per se" are not italicized, but "ceteris paribus" is.
- x. Avoid overcapitalization and excessive underlining or italics for emphasis. Use quotation marks only for the first occurrence of terms with special meaning.
- xi. *Other Style Points*:

- (1) In the affiliation/acknowledgement footnote, it is AER policy not to acknowledge the AER co-editor.
- (2) Do not use Q.E.D. or an end-of-proof box (an extra line of space will be added automatically by the style).
- (3) Do not use the % sign; always spell out the word percent.
- (4) Apostrophes are used for possessives (e.g., Robert's journal), generally not for pluralization (i.e., HMOs).
- (5) Hyphenate compound adjectives when they come before a noun, not after (e.g., a well-known author; an author well known). Generally, the following prefixes are not hyphenated: non, pre, post, over, under, intra, pro, re, semi. However, quasi and self are hyphenated whether they precede or follow the noun.

f. *Figures and Tables*:

- i. Figures and tables should be included within the document as floats with a short caption. The caption should not be part of the figure graphic. Place figure captions below the figure. Place table captions above the table. You may place figures and tables within the document in the approximate location where you would like them to appear. Editors will determine final location.
- ii. The following figure formats are preferred: eps, tif, or pdf. Also acceptable is ppt.
- iii. Figure and table notes should be placed after the figure or table but within the float.
- iv. If table footnotes are necessary, please use a minipage environment so that table footnotes are set below the table. Scientific Word (SW) users may ignore this comment as this should happen automatically
- v. Labeling in the figure itself should be set in Helvetica or Arial (8pt for heads, 7pt for callouts) and phrases should use an initial capital for the first word only, as in: Dollars per household per year.
- vi. Legends should be kept within the figure body, if possible.
- vii. If saving your figure in a bitmapped format please use a resolution of at least 1200dpi or equivalent. Lower resolution images will not print well even though they may look good on the computer screen.
- viii. For two-column formats (P&P), figures should be 2.67 inches wide to fit in one column. In the event that the figure detail requires a larger format, you may use either 3.71 inches or 5.56 inches width but the editors will make the final determination of appropriate figure width.

- ix. Tables must have no more than 10 columns to maintain readability.
- x. Shading should not be used in tables. In figures a 20% screen is acceptable if shading is necessary. The editors will correct the shading if you are not able to achieve this.
- xi. Do not send reduced photocopies of tables or figures.
- xii. Do not abbreviate in column headings, etc. Spell out “percent” rather than using the percent sign.
- xiii. Place a zero in front of the decimal point in all decimal fractions (i.e., 0.357, not .357).
- g. *Mathematics*:
 - i. Variables should be set in math italic as in: x .
 - ii. Matrix and vector variables should be set in **boldface**.
 - iii. Sets should be set in *SCRIPT*.
 - iv. Mathematical equations should be typed on separate lines and numbered consecutively.
 - v. Ambiguous characters: please provide typesetting instructions for cases when ambiguities may arise (for example, between capital and lowercase letters; zero and the letter “O”; the letters eta and n; nu and v; the letter “el” and number 1).
 - vi. *Subscripts and Superscripts*: Subscripts and superscripts must be easily distinguished from regular variables and from each other. Multiple subscripts or superscripts are separated with commas if there is no mathematical relationship. Use only two levels of sub- and superscripts.
 - vii. *Overscores and Underscores*: Overscores (bar, caret, and tilde) may be used, but must be clearly distinguishable. If you use bar underscores (first time, please mark as such) do not use bar underscores elsewhere in your math to indicate italics.
 - viii. *Fractions*: Use a display environment for fractions that are too complicated to keep in the text.
- h. *Backmatter*:
 - i. *Mathematical Appendix*: Authors are encouraged to use an Appendix for technical proofs and derivations that can be separated from the main text. The Appendix should be placed last in the document, after the bibliography, and should use regular section commands following the appendix command.
 - ii. *References*: Use full names of authors or editors (last names first), using initials only if that is the usage of the particular author/editor. List all author/editors up to/including 10 names. Authors of articles and books and material without specific authors or editors, such as government documents, bulletins, or newspapers, are to be listed alphabetically. Please refer to the sample references available at <http://Sample-References-URL>
 - iii. *Data sources*: Please see data availability policy at: <http://www.aeaweb.org/aer/data-availability-policy.html>
- i. *Manuscript Delivery*: please provide the following files in a ZIP archive (or other archive format) to prevent your files from being damaged during e-mailing:
 - i. PDF of the manuscript will be used to guide editors in the preparation of your manuscript for publication (but not as camera-ready copy). Use the class option for final copy.
 - ii. TEX source file for your manuscript.
 - iii. aux file from most recent compile.
 - iv. bbl file from most recent compile, if using bibtex.
 - v. Figure source files (eps, tif, ppt, or pdf).
- j. *Copyright*: EACH author/co-author will be sent a copyright transfer agreement along with the proof. A paper for which there is no signed copyright transfer agreement cannot be published. Please call the editorial office (412) 432-2311 if you foresee any problems involving this requirement. If you have any questions, please telephone the AER for clarification: (412) 432-2311.
- k. *Different Installations of LaTeX*:
 - i. The templates are designed for use with SW. This should not be a problem for users of other LaTeX installations. You may note many comment lines. These are used by SW for commands of interest to SW but not to TeX. Please simply ignore these.
 - ii. You may note the syntax `\QTRcaptionMy caption` where you would normally expect `\captionMy caption`. Either syntax will work, but the former will work better for SW users so you may choose your syntax according to whether SW users need to open your tex file.
 - iii. The mathtime package requires correct encoding options which are particular to your site. The option `noTS1` is appropriate for SW but a different option may be needed at your site. Please seek local IT assistance to resolve this problem or remove the package.