

# IAER Manuscript Author Submission Checklist

## Manuscript Presentation

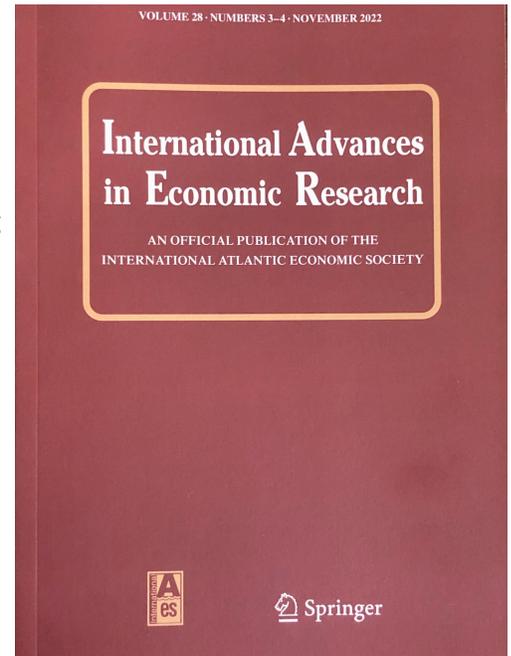
- The manuscript is no more than 20 double-spaced pages, 12pt font, letter size paper with 1-inch margins. All material, including notes and references, must be double spaced.
- The manuscript is submitted as a Word document or LaTeX file. LaTeX files must be accompanied by a PDF version compiled from the LaTeX file. **PDF alone is not an acceptable format.**
- Quotations of more than 40 words should be set off clearly by indenting both the left- and right-hand margins. The exact page number of the quote from the original source must be included in the citation (for example, p. 48 or pp. 50-52).
- The use of terms, such as “I,” “my,” “we” and “our” is restricted to statements of personal opinion.
- All acronyms, no matter how common, are written out on first use. Acronyms do not need to be written out at the start of each section. Use of acronyms is avoided in the abstract.
- The manuscript must include page numbers.

## Title Page

- The title page contains: author’s name, affiliation, mailing address and ORCID number. It identifies who the corresponding author is, and is saved in a separate file from the de-identified manuscript.
- The manuscript must not contain the author(s) name or affiliation anywhere in the text. Please double check before you submit.**
- The abstract, followed by the JEL classification numbers and four to five keywords, is also included on the title page.
- Acknowledgments of people, grants and funds should initially be placed on the title page. If the manuscript is accepted for publication, acknowledgments will be placed before the reference section.

## General

- Symbols and Units** Any numerical results should be presented in standard U.S. units (e.g., inches, feet; 6.34 not 6,34; 5,498.26 not 5.498,26).
- Section Headings** Do not number section headings or subheadings. Put headings in boldface type and subheadings in italics.
- Appendices** All appendix materials should be saved in a separate file from the manuscript, entitled “Online Supplemental Appendix.” All appendix figures and tables must be cited in the main text.
- Notes** Use footnotes rather than endnotes. Footnotes should be indicated by consecutive superscript numbers in the text. In tables, notes (not footnotes) are preferable to long explanatory material and should be placed immediately below the table.



### **Equations**

- If you use an equation editor other than Office Math ML, the equations must be converted to Office Math ML before submitting your article or the equation will not appear correctly in the Word Document.
- When referring to the equation, use “Eq. (#)”.

### **Figures and Tables**

- Each figure and table should be numbered (consecutively in the order cited in the text), titled and cited in the text.
- Tables and figures must have a data source list in the notes. If the data come from your calculations, write “Source: own calculations based on data from...” and indicate the source.
- The title should describe the content of the table or figure in as few words as possible and should not be merely generic, such as “Descriptive Statistics.”
- Electronic figures should be submitted as full-size images, separate from the text of the paper, in either PDF, JPG or TIFF format.
- Label the axes by title rather than notation (e.g., “Price” not “p”). Use Press or Times New Roman type style in 12pt font.
- Figures in color are not allowed (unless only appearing in an Online Supplemental Appendix) and must be submitted in black-and-white.** Grey and half-tones are not acceptable.

### **References**

- References to books, journal articles, articles in collections, conference or workshop proceedings, and technical reports should all be listed at the end of the article in alphabetical order by author last name. Journal titles must not be abbreviated in the reference list and must be italicized.
- Any reference that is not a book, journal or newspaper article should include a URL and the date accessed.
- The references are formatted as shown at <http://www.iaes.org/iaer-submission-instructions/>

### **In-text Referencing**

- When there are more than two authors, only the first author’s last name should be mentioned, followed by “et al.”. The term “et al.” should not be italicized.
- If citing two or more works by the same author(s) published during the same year, the reference, both in the text and reference list, should be followed by a lowercase letter like “a” or “b” after the year.

### **Fees**

	Members*	Non-Members
Manuscript Submission Fee**	\$80	\$130
Manuscript Publication Fee	\$20 per page	\$30 per page

\*Note: IAES Membership will be honored if purchased before submittal of the manuscript or during the review and revision stages of the manuscript. IAES memberships purchased after provisional acceptance notification will not be honored.

\*\*If the paper was presented at an IAES conference within the last three months, no submission fee is due.