

# JOURNAL OF BUSINESS AND ECONOMIC PERSPECTIVES

## STYLE SHEET

**Length of articles.** Ordinarily, articles should not exceed **sixteen** double-spaced, typewritten pages, references and tables inclusive.

**Mathematics.** The use of mathematics and graphics should be kept at a minimum. Avoid technical jargon. Number equations. In identifying variables in formulas, capitalize only the initial letter of abbreviations - except where common usage indicates otherwise.

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**Review.** Before publication, manuscripts are blind reviewed. On occasion, revisions may be suggested to the author to make the material of the greatest possible use to Journal readers. This process may take 3-4 months.

**Typing.** The manuscript should be double-spaced throughout. This applies to text, footnotes, references, and figure legends. Use standard 8 1/2 X 11 white paper. Submit **four** copies and keep another for your own use. Type on one side only. Leave a 1 inch margin on all four sides of the text. Mathematical symbols must be clearly represented -- typed if at all possible. Make sure that final changes are made on all four copies.

**Title page and summary.** Use a cover page which shows the title of the paper, the name of the author(s) with their titles, institutional affiliations, and telephone numbers. Include on this page a summary of the article in 150 words or less. If appropriate, add as a footnote material about previous publications or other information which can be used to identify the author(s).

**Corrections and insertions.** Keep corrections in the manuscript to a minimum. Retype any page on which more than a few changes are necessary. Do not write in the margins. Type lengthy insertions on a separate page and mark the place in the text where the insertion is to appear. This page should also indicate that the insertion follows. (For example, number the insertion 12a. Page 12 should be marked "Followed by p.12a.")

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**References.** Type double-spaced with each item being flush left. For entries requiring more than one line, run-over lines should be indented. Authors in the references should be listed alphabetically: do not number the entries. Citations for books should contain author's last name, first name and middle initials followed by full title of the book, place of publication, publisher, and publication (copyright) date. The following example illustrates the desired form and punctuation.

Smith, Arthur G., Economics, New York: Godwin 1978.

Journal articles should include (in addition to author and title, as above) the name of the journal, date, volume, and page. For example:

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