

This document provides details on copyediting, typesetting, and layout requirements and recommendations pertaining to final manuscript submission.

## Copyediting

We do not copyedit the manuscripts, and with the exception of adding the title page, pagination, and headers/footers, we do not make any formatting changes to the submissions. Therefore, authors are their own copyeditors and typesetters. This means that authors need to pay greater attention to the editing and look of their manuscripts than is typically required by print journals, which may do copyediting and typesetting.

If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may also wish to employ — at your expense — the services of a professional copyeditor.

## Formatting Requirements

- Do not include a title page or abstract. (Begin the document with the introduction; a title page will be added to your paper by us.)
- **Do not include page numbers, headers, or footers. (We will add the appropriate header with page numbers).**
- Write your article in English.
- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Word or PDF files are accepted).
- Page size should be 8.5 x 11-inches.
- **All margins (left, right, top and bottom) should be 1.5 inches (3.8 cm), including your tables and figures.**
- **Single space your text.**
- Use a single column layout with both left and right margins justified.
- Font:
  1. Main Body — 12 pt. Times or the closest comparable font available
  2. Footnotes — 10 pt. Times or the closest comparable font available
- Include a proper bibliography following the Chicago Style.
- Copyedit your manuscript.
- When possible, there should be no pages where more than a quarter of the page is empty space.
- Use the following document structure (remember there is no title page):
  1. Introduction (titling this section is optional)
  2. Subsequent sections including all tables, figures, and footnotes referenced in the text.
  3. Appendices (if any)
  4. References

Please note that acknowledgments should be entered in the submission form so that they may be incorporated into the title page produced for publication.

## Additional Recommendations

### Indenting, Line Spacing, and Justification

**Indent all paragraphs except those following a section heading.** An indent should be at least 2 em-spaces.

Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below.

Don't "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).

All text should be **left-justified** (i.e., flush with the left margin—except where indented). Where possible, it should also be right-justified (i.e., flush with the right margin). "Where possible" refers to the quality of the justification. For example, [LaTeX](#)<sup>3</sup> and [TeX](#)<sup>4</sup> do an excellent job of justifying text. Word does a reasonable job. But some word processors do a lousy job (e.g., they achieve right justification by inserting too much white space within and between words). We prefer flush right margins. However, it is better to have jagged right margins than to have flush right margins with awkward intra- and inter-word spacing. Make your decision on whichever looks best.

### Language & Grammar

All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Authors should use proper, standard English grammar. The *Elements of Style* by William Strunk, Jr. and E. B. White (now in its fourth edition) is the "standard" guide, but other excellent guides (e.g., *The Chicago Manual of Style*, University of Chicago Press) exist as well.

### Article Length

Articles should be no longer than 16 pages (Letter size: 8.5 x 11").

### Colored text

Set the **font color to black** for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Please ensure that there are no colored mark-ups or comments in the final version, unless they are meant to be part of the final text. (You may need to "accept all changes" in track changes or set your document to "normal" in final markup.)

### **Emphasized text**

Whenever possible use *italics* to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

### **Font faces**

Except, possibly, where special symbols are needed, use Times or the closest comparable font available. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif).

### **Font size**

The main body of text should be set in 12pt. Avoid the use of fonts smaller than 6pt.

### **Foreign terms**

Whenever possible, foreign terms should be set in *italics* rather than underlined.

### **Headings**

**Headings** (e.g., start of sections) should be distinguished from the main body text by their fonts or by using small caps. Use the same font face for all headings and indicate the hierarchy by reducing the font size. There should be space above and below headings.

### **Main text**

The font for the **main body** of text must be black and, if at all possible, in Times or closest comparable font available.

### **Titles**

Whenever possible, **titles of books, movies, etc.**, should be set in *italics* rather than underlined.

### **Footnotes**

**Footnotes** should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10 pt. Times or closest comparable font available, they should be single spaced, and there should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be left and right-justified (i.e., flush with the right margin), unless this creates awkward spacing.

## Tables and Figures

To the extent possible, **tables and figures** should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1.5" margins on all sides (top, bottom, left and right) in both portrait and landscape view.

## Mathematics

**Roman letters** used in mathematical expressions as variables should be *italicized*. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.

**Short mathematical expressions** should be typed inline. **Longer expressions** should appear as display math. Also expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.

**Equations** should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.

**Symbols and notation** in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help insure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

## References

It is the author's obligation to provide complete references with the necessary information. After the last sentence of your submission, please insert a line break — not a page break — and begin your references on the same page, if possible (Please use the Chicago Style). References should appear right after the end of the document, beginning on the last page if possible. References should have margins that are both left and right-justified. You may choose not to right-justify the margin of one or more references if the spacing looks too awkward. Each reference should give the last names of all the authors, their first names or first initials, and, optionally, their middle initials.