Final Manuscript Preparation Guidelines for The Journal of Economic and Social Policy

Thank you for taking the time to address these formatting requirements. Consistent journal formatting serves to facilitate the refereeing process.

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Articles may discuss particular social and economic issues, review conceptual problems, or debate policy initiatives. Discussion must be conceptually competent in one or more disciplinary fields, and must also be readable across disciplinary boundaries. Length should be between 5,000-7,000 words (not including references). It will be understood that material submitted for possible publication in JESP has not been previously published or simultaneously submitted elsewhere. Material submitted for publication will be reviewed through an anonymous referee process. Final decisions will be made by the editors.

This document provides details on typesetting and layout requirements pertaining to manuscript submission to Journal of Economic and Social Policy.

Formatting Requirements

- Do not include the title of the article or the abstract in your document. Begin the document with the Introduction. When uploading your article, please use the appropriate boxes on the JESP website for submitting article title and abstract. There is also an area on the JESP website to type in the subject area, keywords, discipline, footnotes and acknowledgements as necessary.
- Do not include page numbers, headers, or footers. These will be added by the editors.
- Write your article in English.
- Submit your manuscript, including tables, figures, appendices, etc. as a single file (Word, WordPerfect, RTF, or PDF files are accepted). Tables and figures should be inserted into the document as near as possible to where they are referenced in text, not included as an attachment.
- Page size should be 8.5 x 11 inches (21.59cm x 27.94cm).
- All margins (left, right, top and bottom) should be 1.5 inches (3.8 cm), including tables and figures.
- Single space your text.
- Use a single column layout with both left and right margins justified - do not indent paragraph first lines.
• Font:
  1. Main Body—12 pt. Times New Roman or the closest comparable font available.
  2. Footnotes—10 pt. Times New Roman or the closest comparable font available.
  3. Table/Figure Titles – 11 pt. Times New Roman or the closest font comparable. The title for a Table should be above the Table, the title for a Figure should appear below the Figure.
• A single space should be inserted between paragraphs of text.
• If Figures are included, use high-resolution figures, preferably encoded as Encapsulated PostScript (eps).
• Do not "widow" or "orphan" text or headings (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).
• Copyedit your manuscript.
• Empty space (of more than one quarter of a page) on any page should be avoided.

Additional Recommendations

Language and Grammar

All submissions must be in English. The use of foreign words and phrases should be avoided, unless also commonly used or understood in the English language. Whenever possible, foreign terms should be set in italics rather than underlined.

Authors should use proper, standard English grammar. We recommend that authors should consult:


Article Length

Article length should be between 5,000 to 7,000 words (not including references).

Coloured text

Set the **font colour to black** for the majority of the text. You are advised to avoid the use of colours in situations where their translation to black and white would render the material illegible or incomprehensible. Whilst the electronic format provides for the use of colours in figures, maps, etc., you need to appreciate that this will cause some of your readers difficulties when they print the document on a black and white printer.
Please ensure that there are no coloured 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.)

**Watermarks**

There should be no watermarks e.g. “draft”, on the final version.

**Emphasised text**

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

**Headings**

The start of sections should be distinguished from the main body text by their font size (14pt Times New Roman) and bolded in Sentence case (not UPPERCASE). Use the same font face for all main headings (e.g. Introduction, Methodology, Results) 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 (12pt) must be black and in Times New Roman or closest comparable font available.

**Titles**

The 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 New Roman 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, unless this creates awkward spacing.

**Tables and Figures**

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 (no smaller than 8 pt Times New Roman font). All tables and figures must fit within 1.5” margins on all sides (top, bottom, left and right) in both portrait and landscape view. Tables or figures should NOT be submitted in a separate document or file.

For figures and tables: number figures and tables separately using Arabic numerals. Each should have a caption typed with initial capitals. The words Figure 1: or Table 1: should be in bold print.
For example, **Table 1**: The example used for formatting requirements

The caption for a Table should appear above the table. The caption for a Figure should appear below the figure.

Cite the source of the data underneath the table or figure in **11 pt.** Times New Roman.

**Long Quotes**

Long quotes (more than 40 words) should be in Times New Roman **Pt 11** font and be indented left **1.27cm** and right **1.33cm.** Quotation marks should be omitted. For example:

> The Fair Pay Commission represents a long overdue shift from the historically legalistic and adversarial process for setting wages in Australia…the Fair Pay Commission will adopt a consultative approach with all interested stakeholders (Smith, 2013, p. 3).

**Short quotes**

Short quotes (less than 40 words) should be in text using “double quotation marks” and with reference details directly following (Author name, Year, Page number).

For example: It was noted that “the mining sector does not expect to generate substantial profits in the next reporting period” (Smith, 2013, p. 3).

**Mathematics**

**Roman letters** used in mathematical expressions as variables should be *italicised*. Roman letters used as part of multi-letter function names should not be italicised. 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 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 their 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.

**Page Numbers** should NOT be included on your manuscript.
Percent

Within text please use ‘percent’, not ‘per cent’ or ‘%’ unless within a table.

Ampersand

Within text and references, please do not use ampersands e.g. do not cite (Smith & Smith, 1776). Cite (Smith and Smith, 1776).

Exceptions apply if the ampersand is part of a brand name e.g. Johnson & Johnson.

References

Reference List

It is the author's obligation to provide complete references with all 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. The reference list should appear right after the end of the document, beginning on the last page if possible.

The reference list should in **Times New Roman 11 pt font, single spaced, justified with hanging indent of 1.27cm** for second and subsequent lines.

For **Endnote Users**, please set your referencing style to **APA 6th**.

References should be ordered alphabetically by author surname.

The information to be given with each reference is as follows:

**Journals**

Author(s) of journal article - family name(s) and initials. (Year of publication). Article title. *Journal publication in italics, volume (number), pages of article or article number.*

Example:


**In text citation examples:** For 6 or more authors, cite only the first author and et al., date. If there are fewer than 6 authors, you should list all authors initially in the in text citation, then for subsequent citations you may use the first author’s name and et al.

“The supply chains must be coordinated…” (Mentzer et al., 2001, p. 22).

Mentzer et al. (2001) note that there are three…
Books

**Required:** Author(s) of book - family name(s) and initials. (Year of publication). *Book title in italics.* Place of publication: Publisher.

**Example:**


**Chapters in a book, a collection or an anthology**

**Required:** Author(s) of chapter - family name(s) and initials. (Year of publication). Title of chapter. In Editor(s) of book – initials and family name. (Eds). *Book title in italics,* (pp. Page numbers). Place of publication: Publisher.

**Example:**


**Web site**

**Required:** Author(s) of webpage – person or organisation. (Year page created or revised). *Title of page in italics.* Retrieved day month, year of retrieval, from web address.

**Example:**


**Website – no author**

**Required:** Name of website (Year page created or revised). Retrieved day month, year of retrieval, from web address.

**Example:**


Use paragraph numbers for html documents in text.

For example, in text use: (“Australian Bach Flowers – Essences and Remedies,” 2013, para.4)
Government Publications

**Required:** Author(s) of report – (person or organisation). (Year of Publication). *Title of report in italics.* Place of publication: Publisher.

**Example:**


Conference Papers

**Required:** Author(s) of conference paper – family name(s) and initial. (Year of publication). Title of paper. *Title of published proceedings in italics.* Place of Publication: Publisher.

**Example:**


Working papers

**Required:** Author(s) of working paper - family name(s) and initials. (Year of publication - or "n.d." if no date is provided). Title of the Working Paper. *Name of working paper series and paper number in italics.* Place of Publication: Publisher.

**Example:**


Other works

**Required:** Author(s) of other works - family name(s) and initials. (Year of publication - or n.d.” if no date is provided). *Title of work in italics.* And information about how the reader could obtain a copy.

**Example:**


Newspaper article

**Required:** Author(s) of article – family name(s) and initials. (Year, Date of publication). Name of article. *Newspaper name in italics.* Retrieved day, month, year of retrieval, from web address.

If not an electronic publication, give the page number.
If electronic, write date of retrieval from and give the URL of the newspaper homepage.

Example:


Newspaper article – no author

To cite a newspaper article in text with no author, use a short title with capitalisation and enclosed in quotation marks e.g. (“Stopping the boats will affect Christmas Island economy,” 2013).

Required: Article name (Year, Date of publication). Newspaper name in italics. Retrieved day month, year of retrieval, from web address.

Example:


Citing work by an author who has more than one cited works in the same year

Required: Author(s) of article – family name(s) and initials. (Year of publication and ‘a’, ‘b’ etc.). Name of article. Newspaper name. Retrieved day month, year of retrieval, from web address.

Example:


For the second article use ‘b’ i.e. (Arup and Cubby, 2013b) for the third article use ‘c’ and so forth.

| (Arup and Cubby, 1994a). |

Forthcoming/In press

For forthcoming (in press) articles, put expected year of publication and substitute "forthcoming" for the volume and page numbers.

Thank you for taking the time to address these formatting requirements enabling us to process your submission more quickly.