

# The Economists' Voice Style and Manuscript Preparation Guidelines

## Article Formats

Two types of articles are accepted. First, **policy papers** up to 10,000 words, which are subject to a double-blind referee process and contribute to the academic debate on important policy issues. Second, **short articles for the policy forum**, between 600 and 3000 words. They contain a deeper analysis than a newspaper article or a blog contribution but are of comparable general interest.

Both types of articles should be headed by abstracts, keywords and should end with a list of references which should be kept short for short articles for the policy forum. The tables and figures should be included directly in the text.

## Formatting Instructions

- Times New Roman, font size: 12, footnote size: 10, line spacing: 1.5, in footnotes 1.0.
- Citation: Harvard-style (in-text citation) (McKinnon 2010)
- In the list of references, references should be formatted in the following way: Last Name, First Name (Year): Title. Abbreviated Journal Title Number of Volume, Page Number-Page Number. See examples below.
- If citing a URL, check that it is current and add the date when the site was accessed.
- Do not use a space between paragraphs.
- Number sections as follows: 1., 1.1., 2., 2.1., 2.1.1. etc.
- Do not include page numbers, headers or footers (we add these).
- Use "percent" instead of "%".
- Write out integers between one and ten: i.e., "eight" instead of "8".
- Use en dashes instead of two hyphens. To help distinguish en dashes please put one space before and one space after each en dash – like this.
- Image size and proportions: Ensure that the image is not too large in relation to the text and to the content of the illustration. Use the same fonts like in the text. Do not consider each image in isolation but instead in the context of the other images. When creating drawings

with a graphic program, please keep the font size of the image in line with the text. See example below.

- Display the consecutive number and the name of an image, figure or table above it and its source below (Figure 1, Table 1).

### References:

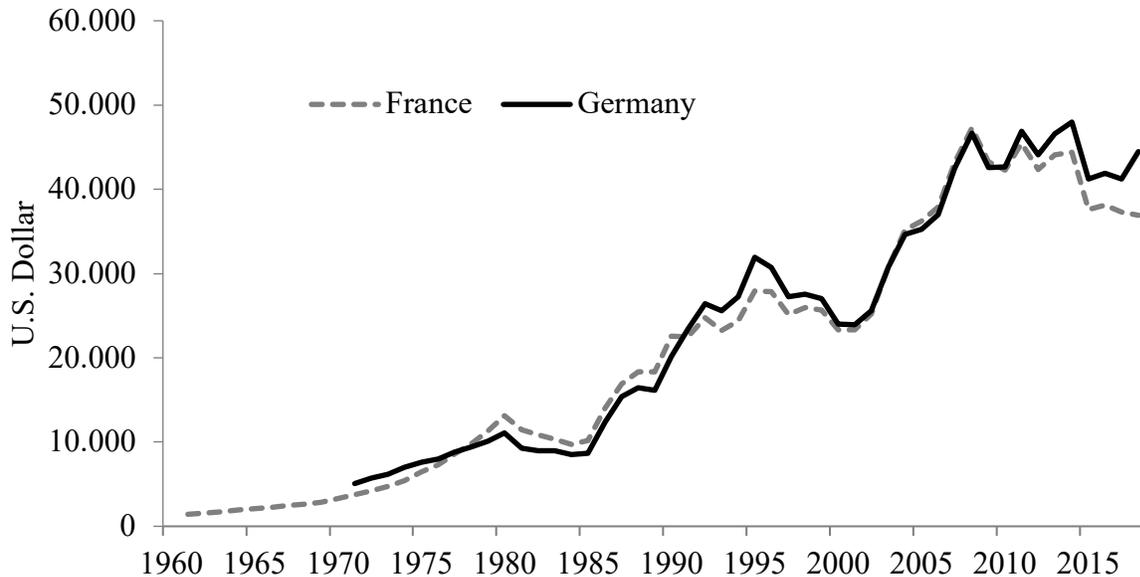
Mundell, Robert (1961): Optimum Currency Areas. *Am. Econ. Rev.* 51, 717-724.

De Grauwe, Paul (2012): *The Economic of Monetary Union*. Oxford: Oxford University Press.

European Commission (2017): Reflection Paper on the Deepening of the Economic and Monetary Union, 31.05.2017. [https://ec.europa.eu/commission/sites/beta-political/files/reflection-paper-emu\\_en.pdf](https://ec.europa.eu/commission/sites/beta-political/files/reflection-paper-emu_en.pdf)

Hume, David (1985): Of the Rise and Progress of the Arts and Sciences. In: Miller, Eugene (ed.): *David Hume: Essays, Moral, Political and Literary*. Indianapolis: Liberty Fund, 79-92.

**Figure 1: GDP Per Capita in France and Germany**



Source: International Monetary Fund.

**Table 1: Lorem Ipsum Dolor Sit Amet**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
Cell content 1	Cell content 2	Cell content 3
Cell content 4	Cell content 5	Cell content 6

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