

# MANUSCRIPT PREPARATION GUIDELINES

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All manuscripts must be written in clear and concise English. 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 wish to employ—at your expense—the services of a professional language editor.

Please get in touch with the Language Editors directly to discuss details.

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## **CONTENT AND STRUCTURE**

- Manuscripts should be submitted as Word, docx, rtf, or LaTeX files
- If your manuscript contains special characters, equations, etc. please make sure to also supply a PDF version as a reference file. This will be used to ensure any formatting issues introduced during the submission process can be corrected accurately.
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- Use the following document structure:
  1. Introduction (titling this section is optional)
  2. Subsequent sections which include tables, references to figures and figure captions.
  3. Appendices (if any).
  4. Explanation of symbols mentioned in the text.
  5. References - Include a proper bibliography following the guidelines in the References section below.
  6. Please supply figures in separate files, not embedded in the text. Please see the "Tables, Figures, and Graphs" section below for more detailed instructions regarding figure submission.

## **BOOK REVIEWS**

- Book reviews must start with the citation of the book at the top of the first page.

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- Only use Unicode fonts (e.g. Times New Roman, Arial)

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• Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black and 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.

## **EMPHASIZED TEXT, TITLES, AND FOREIGN TERMS**

- To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged.
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## **ABBREVIATIONS**

The use of abbreviations and acronyms is permitted provided they are defined the first time they are used.

## **HEADINGS**

Headings (e.g., title of sections) should be distinguished from the main body text:

- Clearly indicate the heading hierarchy.
- Be consistent in whether or not you use headline case, or you capitalize the first word and leave the rest in lower-case.

## **FOOTNOTES**

- Footnotes must appear at the bottom of the page on which they are referenced rather than at the end of the paper.
- Excessively long footnotes are better handled in an appendix.

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- **General requirements:** All illustrations must be of reproduction-ready quality and in EPS, TIF, or JPG format. They will be reduced in size to fit, whenever possible, the width of a single column. Lettering of all figures within the article should be uniform in style (preferably a sans serif typeface like Helvetica) and of sufficient size (ca. 8 pt.). Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures in the text in numerical order. Indicate the approximate placement of each figure. Do not embed figures within the text body of the manuscript; submit figures in separate files. Only figures (graphs, line drawings, photographs, etc) should be labeled as 'figures', not tables or equations.
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- Number tables consecutively using Arabic numerals. Tables should appear in the document near where they are referenced in the text. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, 2, etc. Use Table 1, etc. in the table legends.
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- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized. Subscripts and superscripts must be a smaller font size than the main text.
- Type short mathematical expressions inline.
- Longer expressions must appear as display math, as must expressions using many different levels (e.g., such as fractions).
- Ensure that Equations are typed or created with a plug-in, such as Word Formula Editor or MathType. Mathematical expressions must not be displayed as images
- Important definitions or concepts can also be set off as display math.
- Number your equations sequentially.
- Insert a blank line before and after each equation.
- Whether equation numbers are on the right or left is the choice of the author(s). However, make sure to be consistent in this.
- When proofing your document, pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other-than-standard fonts.

## REFERENCES

Please use the Chicago Manual of Style author-date system for parenthetical citation in the text and the related reference list entry (see below). For more details please visit: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) and click on the Author-Date tab.

## CMS (Author-Date) Reference Style

In-text citation		
	Direct citation	Indirect citation
Single author	O'Quigley (2000)	(O'Quigley 2000)
Two authors	Greenland and Maldonado (1994)	(Greenland and Maldonado 1994)
Three authors	Robins, Breslow, and Greenland (1986)	(Robins, Breslow, and Greenland 1986)
More than three authors	Mantel et al. (1977)	(Mantel et al. 1977)
Series of references	Yanagimoto (1990), Sato (1990), and Fujii and Yanagimoto (2005)	<b>Alphabetical order</b> (Fujii and Yanagimoto 2005; Sato 1990; Yanagimoto 1990)
Same author group with different years	Smith et al. (1985, 1986)	(Smith et al., 1985, 1986)
Same author group with same year	Lawrence and David (2009a, 2009b)	(Lawrence and David 2009a, 2009b)
Author (with same surname and different initials) with same year	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	<b>Alphabetical order</b> (A. Smith et al. 2003; T.H.E. Smith et al. 2003)
Reference lists		
Reference type	Example	
Reference list order	Alphabetical order	
1. Journal	Kamtekar, R. 2016. "The Soul's (After-) Life." <i>Ancient Philosophy</i> 36 (6): 115-32.	
2. Journal with supplement	Yuan, M., and H. Liu. 2011. "The Economic Consequences of Fair Value Accounting." <i>Accounting, Economics, and Law</i> 1 (Suppl. 2): 1-42.	
3. Collaboration	WHO. 2016. "Vitamin K for Newborns." <i>Journal of Midwifery &amp; Women's Health</i> 61 (5): 675-6.	
4. et al. usage (not allowed - all the authors are included)	Wolchik, S. A., S. G. West, I. N. Sandler, J. Tein, D. Coatsworth, L. Lengua, and W. A. Griffin. 2000. "An Experimental Evaluation of Theory-Based Mother and Mother-Child Programs for Children of Divorce." <i>Journal of Consulting and Clinical Psychology</i> 68: 843-56.	
5. Epub ahead of print (DOI)	Von Ledebur, S. C. 2007. "Optimizing Knowledge Transfer by New Employees in Companies." <i>Knowledge Management Research &amp; Practice</i> , doi: 10.1057/palgrave.kmrp.8500141 (Epub ahead of print).	
6. Reference - forthcoming	Choi, S., D. Furceri, Y. Huang, and P. Loungani. 2017. "Aggregate Uncertainty and Sectoral Productivity Growth: The Role of Credit Constraints." <i>Journal of International Money and Finance</i> (forthcoming).	
7. Book/monograph	Reeve, C. D. C. 1989. <i>Socrates in the Apology</i> . Indianapolis: Hackett Publishing.	
8. Book with edition	Scherer, F., and D. Ross. 1990. <i>Industrial Market Structure and Economic Performance</i> , 3rd ed. Boston: Houghton Mifflin.	
9. Edited book	Parker, R. H., and G. C. Harcourt, eds. (1969). <i>Readings in the Concept and Measurement of Income</i> . London, U.K.: Cambridge University Press.	

10. Edited book with chapter title and editors	Annas, Julia. 2015. "Plato's Defense of Justice: The Wrong Kind of Reason?." In <i>The Quest for the Good Life: Ancient Philosophers on Happiness</i> , edited by E. K. Øyvind Rabbås, H.F. Emilsson, and M. Tuominen, 275-94. Oxford: Oxford University Press.
11. Edited book series	Stole, L. 2007. "Price Discrimination and Competition." In <i>Handbook of Industrial Organization</i> , Vol. 3, edited by M. Armstrong, and R. H. Porter, 2221-99. Amsterdam, The Netherlands: Elsevier Science Publishers B.V.
12. Proceedings/Conferences	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., and Lent, R. 2008. "The Basic Nonuniformity of the Cerebral Cortex." In <i>Proceedings of the Seventh International Conference on Enterprise Information Systems</i> , Miami, FL, 97-108. Berlin: Germany: Springer-Verlag.
13. Electronic publication (Also available at)	Rampersad, T. 2005. <i>Traditional Knowledge and Traditional Cultural Expressions</i> . Also available at <a href="http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments">http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments</a>
14. Electronic publication (accessed)	Doe, J. 1999. <i>The Dictionary of Substances and Their Effects</i> . United Kingdom: Royal Society of Chemistry. <a href="http://www.rsc.org/dose/title">http://www.rsc.org/dose/title</a> of subordinate document (accessed January 15, 1999).
15. Thesis/Dissertation	Rahman, M. 2013. "Using Authentic Materials in the Writing Classes: Tertiary Level Scenario." PhD diss., BRAC University.
16. Report	U.S. Federal Energy Regulatory Commission. 1977. <i>Annual Report of the U.S. Federal Energy Regulatory Commission</i> . Washington, D.C.: GPO.
17. Patent	Christensen G. K., inventor; 1971 Aug. 10. "Toy Building Set." United States patent US 3,597,875.
18. Standards	Standards Australia. 1989. <i>Electrical Equipment for Coal Mines - Insulating Materials - Materials for Insulating Power Conducting Components (AS 1147.1-1989)</i> .