

Style and Reference Guidelines for Accepted Manuscripts

AUTHOR GUIDELINES FOR FINAL MANUSCRIPT PREPARATION GENERAL INSTRUCTIONS

An electronic submission of your final manuscript in MS Word text format should be forwarded to Cybil Perkins, JARE Editorial Assistant (jare_ae@yahoo.com). The manuscript should be prepared using double spacing, 1" margins, and 12-point Times Roman font. **Please do not use right-margin justification or end-of-line hyphenation.**

GUIDELINES FOR MANUSCRIPT COMPONENTS

(1) Title Page

- (a) Full title of manuscript
- (b) All author names (exactly as you wish them to appear in print, i.e., first name/middle initial or just first/middle initials)
- (c) Abbreviated title to be used as running head
- (d) Author titles, affiliations, any acknowledgments, and any funding source if you wish to include it [*Note: Please be sure to fully acknowledge any USDA funding source, including grant or project number(s).*]

(2) Abstract Page

- (a) Full title of manuscript
- (b) Abstract (double-spaced, 12-point font), not to exceed 100 words
- (c) Key Words: Provide up to 8 key words (or short phrases), in alphabetical order

(3) Text

All text (including abstract, endnotes, references, appendices) should be double spaced, using a 12-point Times Roman font, and 1" margins.

Very Important:

- (a) Please do not use right-margin justification.
- (b) Do not use end-of-line hyphenation feature.
- (c) Footnotes/Endnotes: Use the MS Word footnote/endnote feature when preparing your text. Arabic numbers (1, 2, 3, etc.) should be used rather than roman numerals or alphabetical letters.

(4) Sequence of Manuscript Components

- (a) Title page (unnumbered)
- (b) Abstract page (unnumbered)

- (c) Text narrative (commence page numbering of text with page 1)
- (d) Footnotes/Endnotes page(s)
- (e) Reference section
- (f) Appendix (if more than one appendix, label Appendix A, Appendix B, etc.; assign titles to all appendices)
- (g) Tables (each table should be on a separate, unnumbered page)
- (h) Figures (each figure should be on a separate, unnumbered page)

(5) Heading Levels

So that the technical editor can clearly identify your heading levels, please use the following format:

- (a) Level #1 = centered, boldface, initial caps
- (b) Level #2 = flush left margin, italics, initial caps
- (c) Level #3 = flush left margin, plain typeface, initial caps

(6) Math / Equations

When numbering equations, use Arabic numbers enclosed in parentheses. Equation numbers should appear at flush left margin. Number only those equations that are referred to within the text, and number them consecutively--i.e., (1), (2), (3), etc.--throughout the manuscript. The math notations/equations should be centered between the L/R margins. Use *italic* typeface for all *variables*, and use **boldface** (no italics) for all **vectors** and **matrices**, both within equations and within narrative.

(7) Within-Text Citations

Citations may appear parenthetically or as part of the narrative. Within the text, use parentheses () rather than brackets [] for citations.

- (a) Spell out up to 3 author last names (i.e., use “et al.” only for 4 or more authors).
- (b) Include the year of publication for all within-text cites. If there is more than one work by the same author(s) in the same year, please designate, for example, as 2006a, 2006b, etc. Make sure the corresponding listings in the reference section also show the “a” and “b” designations.
- (c) Direct quotations: When citing a direct quotation, be sure to include the page number(s) from the author’s work.

(8) Percent vs. %

Our journal style does not spell out “percent.” Instead, use “%” throughout.

(9) Tables

Place each table on a separate page. For tables it is permissible to use single spacing and a smaller font size as needed. Tables should not be integrated into your text (but all tables should be introduced within the narrative discussion by table number). Tables should be numbered consecutively (1, 2, 3, etc.) and should be placed at the end of the manuscript. Footnotes within

tables should be identified by superscript alphabetical letters (a, b, c, etc.) rather than Arabic numbers. When using asterisks (*, **, ***) to denote levels of significance/probability, a single asterisk is used for the lowest level, two asterisks for the next highest, etc. For example:

* = .10 level (10%) ** = .05 level (5%) *** = .01 level (1%)

(10) Figures

Figures should be placed at the end of the manuscript (on unnumbered pages) immediately following tables. ***Do not place figures within the manuscript text file.*** Preferred (but not required) software for figure preparation is Microsoft Excel. Provide a separate electronic file(s) for your figure graphics, being sure to include spreadsheet data (i.e., the spreadsheet contains the values used in constructing the graphic image). Please be sure to identify in your cover/transmittal letter the software used for preparation of your figures.

THE REFERENCE SECTION

All citations within the manuscript must appear in the reference list . . . and all listings in the reference section must be cited somewhere within the manuscript. References should be listed in alphabetical order by author's last name. For clarity, ***please do not use any abbreviations*** (such as for journal names) in the references. Fully spell out all components. (The technical editor will apply appropriate abbreviations in final preparation.)

Special notes: Do not use "et al." (either for authors or editors) in reference list citations; all author (editor) names should be spelled out. Use only author/editor first and/or middle initials (our journal does not spell out first or middle names in reference section).

You do not need to be greatly concerned with specific format/style requirements when preparing the list of references. (The technical editor will handle this task for you.) The critical concern is that all reference components are present. A number of sample reference citations are provided below (as illustrations only), showing the components needed for various reference types.

Book

Greene, W. H. *Econometric Analysis*, 5th edition. Upper Saddle River, NJ: Prentice-Hall, Inc., 2003.

Chapter in Book

de Gorter, H., and J. Swinnen. "The Political Economy of Agricultural Policy." In *Handbook of Agricultural Economics*, Volume 2B, eds., B. L. Gardner and G. C. Rausser, pp. 1893-1943. Amsterdam: Elsevier, 2002.

Edited Book (citing entire book rather than individual authors)

Gardner, B. L., and G. C. Rausser, eds. *Handbook of Agricultural Economics*, Volume 2B. Amsterdam: Elsevier, 2002.

Journal Article

[Note: Fully spell out name of journal; be sure to include volume number and inclusive page numbers.] Examples shown below use 2003 “a” and “b” designations to illustrate more than one work by same author in same year.

McMillen, D. P. “Neighborhood House Price Indexes in Chicago: A Fourier Repeat Sales Approach.” *Journal of Economic Geography* 3, no. 1 (2003a):57-73.

McMillen, D. P. “Spatial Autocorrelation or Model Misspecification?” *International Regional Science Review* 26, no. 2 (2003b):208-217.

Rimbey, N. R., L. A. Torell, and J. A. Tanaka. “Why Grazing Permits Have Economic Value.” *Journal of Agricultural and Resource Economics* 32 (April 2007):20-40.

Papers, Reports, Bulletins

Smith, A. D. “Level Shifts and the Illusion of Long Memory in Economic Time Series.” ARE Staff Paper No. 04-011, Department of Agricultural and Resource Economics, University of California, Davis, 2004.

Keller, W., and C. H. Shiue. “Market Integration and Economic Development: A Long-Run Comparison.” Research Report No. 10300, National Bureau of Economic Research, Cambridge, MA, 2004.

Stam, J. M., and B. L. Dixon. “Farmer Bankruptcies and Farm Exits in the United States, 1899-2002.” Agriculture Information Bulletin No. 788, USDA/Economic Research Service, Washington, DC, March 2004.

U.S. Department of Agriculture, Agricultural Marketing Service. *Fresh Fruit and Vegetable Arrival Totals for 23 Cities*. USDA/AMS, Market News Branch, Washington, DC. Various issues, 1985-2004.

Paper Presented at Meeting

Wilson, J., and D. D. Thilmany. “Colorado Wine Consumers: Tapping Interest in Local Wines.” Paper presented at annual meetings of the Western Agricultural Economics Association, Anchorage, AK, 28-30 June 2006.

Proceedings

Haggard, B. E. “Phosphorus Criteria and Ozark Streams: An Oklahoma Case Study.” In *Proceedings of Total Maximum Daily Load Environmental Regulations-II Conference* (held 8-12 November 2003), pp. 123-129. Albuquerque, NM: American Society of Agricultural and Biological Engineers, 2003.

Zulauf, C. R., and S. H. Irwin. “Market Efficiency and Marketing to Enhance Income of Crop Producers.” In *Proceedings of NCR-134 Conference on Applied Commodity Price Analysis, Forecasting, and Market Risk Management*, ed., B. W. Brorsen, pp. 1-25. Department of

Agricultural Economics, Oklahoma State University, Stillwater, 1997.

Trade Magazine or Publication

Brester, G. W., V. H. Smith, and J. M. Marsh. "Do Protectionist Trade Policies Protect? The Unintended Consequences of an Antidumping Tariff." *Choices* (3rd Quarter 2003):41-44.

Noam, E. M. "Electronics and the Dim Future of the University." *Science*, no. 270 (13 October 1995):247-249.

Sjerven, J. "StarLink Recedes as a Threat, Not as a Burden." *Milling and Baking News* (27 November 2001), pp. 1, 26, 28, and 30.

Newspaper

Anderson, D. A. "Louisiana's Trade with Mexico Up Sharply." *The [Baton Rouge] Morning Advocate* (7 May 2003):B6 and B17.

"Manufacturers Decry a Shortage of Workers While Rejecting Many" [editorial]. *Wall Street Journal* (8 September 2004):A4.

Thesis / Dissertation

Baker, J. "Transboundary Water Resource Management and Conflict Resolution: A Coasian Strategic Negotiations Approach." Unpublished master's thesis, Department of Agricultural and Applied Economics, Texas Tech University, 2005.

Elbakidze, L. "An Economic Exploration of Prevention versus Response in Animal-Related Bioterrorism Decision Making." Unpublished Ph.D. dissertation, Department of Agricultural Economics, Texas A&M University, December 2004.

Internet / Online Citations

Ward, C. E. "An Assessment of the Livestock Mandatory Reporting Act." Extension Fact Sheet No. 606, Agricultural Experiment Station, Department of Agricultural Economics, Oklahoma State University, 2006. Online. Available at <http://pods.dasnr.okstate.edu/docushare/dsweb/View/Collection-236>.

The Trust for Public and Land Trust Alliance. *LandVote 2004*. Online. Available at http://www.lta.org/publicpolicy/landvote_2004.pdf. [Accessed May 2005.]

Other

Cox, T. "Assessing the Regional Impacts of Alternative Proposals for Reform or Elimination of Federal Milk Market Orders." Testimony before the House Committee on Agriculture, Subcommittee on Livestock, Dairy, and Poultry, Washington, DC, 23 May 1995.

U.S. Congress. *The Total Costs of Cleaning Up Nonfederal Superfund Sites*. Congressional

Budget Office, Washington, DC, January 1994.

Palisade Corporation. *@Risk 4.0, Student Version* [software package]. New York, 2000.

U.S. General Accounting Office. "Drinking Water: Stronger Efforts Essential for Small Communities to Comply with Standards." Publication No. GAO/RCED-94-40. Washington, DC: U.S. Government Printing Office, March 1994.

Journal of Agricultural and Resource Economics

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If you have any questions about these instructions, please feel free to contact our technical editor, Judy Harrison (e-mail: WordDoctor@aol.com).

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