



Guidelines for authors of Working Papers

1. Include an abstract of 150 words at the most.
2. Include a maximum of 10 keywords which describe your work.
3. Specify a maximum of 5 JEL codes which describe your work (for a description of these codes, see: www.aeaweb.org/journal/jel_class_system.html)
4. Indicate the relevant research subjects for your paper (maximum of 4 subjects).for publication on Social Science Research Network (SSRN: <http://www.ssrn.com>) under the "Economics Research Network" section. To see all ERN subjects, go to <http://papers.ssrn.com/sol3/DisplayJournalBrowse.cfm>. In the ERN section click on the + on the left and then on Subject Matter eJournals. You will then have all the current subjects.
5. The complete addresses (including e-mail addresses) of all the authors should appear on the front page. Institutions and country of all authors must also be provided.
6. Your working paper must not exceed 50 pages or 12 000 words, including graphs, tables, and bibliography. Any additional information should be gathered in a separate appendix. The working paper should be independent of this appendix.
7. Your conclusion should clearly and succinctly indicate the possible lessons which may be drawn from your work with regard to the role of economic and social policies, as well as the contribution brought by this work to the existing literature.
8. We prefer to obtain your document in Word format. If this is not possible, please contact the PEP office at pep@ecn.ulaval.ca
9. Data and documentation. Authors are expected to document their data sources, models, and estimation procedures as thoroughly as possible, and to make the data used available to others for replications purposes. If, for legal or proprietary reasons, the data cannot be made available to all potential users, this limitation should be noted in a separate accompanying letter.
10. Style:
 - Indicate whether it is a PMMA, MPIA, PIERI, or CBMS Working paper
 - A4 page format for every page
 - Margins : 1 inch everywhere
 - 1 ½ space all material, excluding footnotes and tables (single space).
 - Use of Word "Styles": There should only be a very limited number of styles in a document:
 - ✎ Cover page : The editor will take care of this (Using the master provided by PEP)
 - ✎ Do not forget acknowledgments, keywords and JEL codes on second page.
 - ✎ Abstract heading : Arial 14 plus **bold**
 - ✎ Keywords and JEL classification headings : Arial 11 pt, justified left **and** right
 - ✎ Main text: Arial 11 pt, justified left **and** right, indentation of 0,25 inch on first line of each paragraph, 6 pt spacing between paragraphs
 - ✎ The sections and subsection must be clearly indicated
 - ✎ Section heading: Arial 11 pt plus Bold and Numbering 1, 2...
 - ✎ Subsection heading: Indentation 0,5, Arial 11 pt plus Bold and Numbering 1.1, 1.2...
 - ✎ Third level heading: Indentation 0,5, Arial 11 pt plus Bold and Numbering 1.1.1, 1.1.2...
 - ✎ Provide short headings for each section and subsection.
 - ✎ Figures and tables titles: Arial 11 pt, **bold**, flush left, single space
 - ✎ Footnotes: Arial 10 pt, justified left **and** right single space
 - ✎ Perhaps some limited variations (e.g. centered or smaller fonts) in the case of tables.
 - ✎ Pagination: Should start on Abstract page as page 1 and right aligned at the bottom
 - ✎ Each table and figure must have a legend. Lowercase the words "table" and "figure" in the text unless, of course, they appear at the beginning of a sentence. Numbers in tables should be right-aligned and generally have no more than one decimal point. Titles should



be in bold and only the first word should be capitalized (except if the title contains a proper noun, etc.). For example:

Figure 1. Public and private agri-food research expenditures in Canada

Table 1. Professional person years (ppy) devoted to Canadian agri-food, 1998

IMPORTANT: All figures should be reduced to the JPG format.

- ✎ References and citations heading : Arial 11 pt
- ✎ References should have single space.
- ✎ Only cited works should be included in the reference list. Place "References," alphabetized by author, in a list at the end of the paper. References should include month as well as year of publication when available, for example :
Alston, R.M.; J. R. Kearl, and M.B. Vaughan. 1992. "Is There a Consensus Among Economists in the 1990's?" *Amer. Econ. Rev.* (Papers and Proceedings), 82:2, pp. 158-77.
- ✎ All citations should appear in the text and contain the author's name and page numbers when necessary. Citations can be inserted parenthetically; e.g., (Doe, p. 5). Specify the date of publication if the same author appears more than once in the reference list; e.g., (Doe 1971, p. 5). If the author's name appears as part of a sentence, a parenthetical reference is unnecessary unless page numbers or dates are needed. Use "et al." only with four or more authors. Do not use "et al." in the reference section. See for a reference/citation style sheet. Use authors' initials rather than full names.
- ✎ Acknowledgements must be placed on the Abstract page (as opposed to the cover page)

Guidelines for editors of working papers

- **Ensure that ALL style guidelines above are respected.**
- **Verify that the list of references is complete and includes only papers that have been cited in the text**
- **Complete the COVER PAGE EXACTLY as it is presented on the template provided by PEP**
Among other things :
 - No text box
 - Images must not be stretched in any way
 - No table borders must be visible

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must appear the same way as it appears on the template.

- This content of this page must be centered in height and the text at the bottom of the page must not any further down that the image on the left.
- Authors names must appear twice
First bloc with names only
Second smaller bloc with institution, country and email address
- Email addresses (links) must be the same color as PEP NETWORK (R :12 V :70 B :115)