



Preparing a PEP final report/working paper

Guidelines for researchers

- Include an **abstract** of no more than **150 words**.
 - This summary should be written in simple, non-technical terms and include a description of the context, the research question, and the applied methodology (simple summary) as well as the main results and conclusions, including implications for policies in the countries concerned.
- Include a maximum of **10 keywords** that describe your work.
- Specify a maximum of **5 JEL codes** that describe your work (for a description of these codes, see: www.aeaweb.org/journal/jel_class_system.html)
- 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, to find all current subjects, click the + on the left and then on Subject Matter eJournals.
- The **complete addresses** (including e-mail addresses) of all the authors should be listed.
- Your final report/working paper **must not exceed 30 pages or 10,000 words**, including graphs, tables, and bibliography. Any additional information should be gathered in a separate appendix. The final report/working paper should be independent of this appendix.
- Your **conclusion** should clearly and succinctly indicate the possible lessons that may be drawn from your work in terms of the role of economic and social policies, as well as the contribution this work brings to the existing literature.
- Please submit your document in **Word** (.doc/.docx) or **LaTeX** (if used) format. If this is not possible, please contact the PEP office at info@pep-net.org
- **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 replication 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.
- **Style/formatting**
 - If you use Word, you **must** use the appropriate **final report/working paper template** ([PMMA](#), [MPIA](#), [PIERI](#) and [CBMS](#)) available from the [Guides page](#)
 - For LaTeX/Overleaf users, the template is not yet available. Please consult the Word template and instructions below to guide your formatting choices.

In general:

- A4 page format for every page.
- Margins: 2.54 cm (1 inch) everywhere. 1 ½ space all material, excluding footnotes and tables (single space). We may waive this rule on the first page of the document only, to ensure that summaries are contained in the same page as the JEL codes, keywords, list of authors, and "acknowledgements" (see below).
- Fill out the **cover page** as per the template
- Use of font "styles": There should only be a **very limited number of styles** in a document.
- The **first page** of the document to be submitted should include: The document's title, abstract, followed by the keywords and JEL codes, the list of authors (including personal information) and acknowledgements.
 - **Document title:** Century Gothic 14 pt., **bold**.
 - **Abstract, Authors, Acknowledgement titles:** Century Gothic 11 pt., **bold**
 - **Abstract and Acknowledgement body texts:** Century Gothic 10 pt., single-line spaced.
- **Keywords, JEL classification, SSRN subjects:** Century Gothic 10 pt.
- **The second page** is devoted to the table of contents only - see instructions below on separating and numbering of sections and sub-sections of the text, and pagination.
- **Main text:** Starts on the 3rd page of the document but is the 1st page of "numbering". Avenir 11 pt., 1.5 line spacing, "justified" alignment, indentation of 1.25 cm on first line of each paragraph, 6 pt. spacing between paragraphs.
- The **sections and subsections** must be clearly indicated:
 - Provide short headings for each section and subsection.
 - Section heading: Century Gothic 15 pt., bold and numbered I, II, III... etc., 12 pt. space below the title.
 - Subsection headings second level: Century Gothic 13 pt. bold and numbered 1.1, 1.2, 1.3... etc., 12 pt. space below the title.
 - Subsection headings third level: Century Gothic 11 pt. (not bold) numbered 1.1.1, 1.1.2, 1.1.3... etc.
- **Titling figures and tables:** Century Gothic 10 pt., **bold**, align center, single space:
 - Some limited variations (e.g. left-aligned or smaller fonts) may be accepted for tables.
- **Footnotes:** Avenir 9 pt., align "justified", single space.
- **Pagination:** Starts after the table of contents page, the Introduction is page 1, indicated at the bottom of the page, aligned right.
- Each **table and figure** must have a legend. The words "table" and "figure" should be lowercase in the text unless 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 JPG format.

o **References** heading: Century Gothic 16 pt. (not bold)

- Reference entries should be Avenir 10.5 pt., single line spaced, with a 6 pt. space between entries.
- References should follow the **APA (American Psychological Association) style**. For more information, please consult www.bibme.org/citation-guide/apa/. We also encourage you to use BibTeX (for those using Latex), EndNote or the Word References tool (for those using Word) to indicate any citations within the text.

Additionally:

- All reference sources cited in the core text must be included in this list of references:
 - Place all references, alphabetized by author's last name, in a list at the end of the paper.
 - References should include the year of publication and, if they refer to a paper presented in a conference, the month. For example:
 - o 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), 158-177.
 - All citations that appear within the text must include the author's name and, if appropriate, the page number of where the citation appears in the source document immediately following the quotation.
 - Citations can be inserted parenthetically, e.g. (Doe, 1971). If the author's name appears as part of a sentence, a parenthetical reference is necessary only for the year and, if appropriate, the page numbers, e.g. Doe (1971).
 - Use "et al." only with four or more authors and only after all of the authors' names have been listed next to the first citation in the article. Do not use "et al." in the reference section. See a reference/citation style sheet for more information.
 - Use authors' initials rather than full names.
- Do not include any work in the list of references that is not mentioned in the main text.