



### Guidelines for authors of a final report/working paper

- 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](http://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.
- We prefer to receive your document in Word or Text format. If this is not possible, please contact the PEP office at [info@pep-net.org](mailto: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: Refer to the final report/working paper template that can be found in: <https://www.pep-net.org/guides>. In general, please follow the instructions below:
  - A4 page format for every page.
  - Margins : 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).
- Use of font "styles": There should only be a very limited number of styles in a document:

**PEP will take care of the cover page**

- 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 and abstract heading:** Arial 14, **bold**.
  - **Main abstract text:** Arial 11 pt., single space.
  - **Keywords and JEL classification headings:** Arial 11 pt., justified left **and** right.
- **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 3<sup>rd</sup> page of the document but is the 1<sup>st</sup> page of "numbering". Arial 11 pt., justified left **and** right, indentation of 0.25 inches on first line of each paragraph, 6 pt. spacing between paragraphs.
- The **sections and subsections** must be clearly indicated by numbering:
  - Section heading: Arial 12 pt., bold and numbered 1, 2, 3... etc., 24 pt. space above the title.
  - Subsection headings second level: Arial 11 pt. bold and numbered 1.1, 1.2, 1.3... etc., 12 pt. space above the title.
  - Subsection headings third level: Arial 11 pt. bold and numbered 1.1.1, 1.1.2, 1.1.3... etc.
  - On the left, provide short headings for each section and subsection.
- **Titling figures and tables:** Arial 11 pt., **bold**, flush left, single space:
  - Some limited variations (e.g. centered or smaller fonts) may be accepted for tables.
- **Footnotes:** Arial 10 pt., justified left **and** right 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. Lowercase the words "table" and "figure" 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.

- **References** and **citations** heading: Arial 12 pt. bold

Reference entries should be single line spaced, with a 6 pt. space between entries.

References should follow the APA (American Psychological Association) style. For more information, please consult <http://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:
    - 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.

## Guidelines for editors of final report/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**

### **For formatting, follow the following guidelines:**

The cover page will be created by a professional graphic designer from PEP-Laval office. The editor's work begins with the 1<sup>st</sup> page described below. You may also refer to any recent example of published PEP working paper: <https://www.pep-net.org/working-papers>

- 1<sup>st</sup> page: title, abstract (+keywords and JEL), list of authors names (all info and email), acknowledgments.
  - Regarding the author's list: authors' first and last names (only) must appear in arial 11 pt. bold. If there are too many authors, present in two columns. Email addresses must be in blue (hyperlink regular colour).
- 2<sup>nd</sup> page: table of contents
- 3<sup>rd</sup> page: introduction- WHERE PAGINATION STARTS (1,2,3...right of the footnote)
- Make sure to include a space of at least 6 pt between paragraphs
- Numbering and distinction of the sections/subsections' titles in color.
- Page breaks to avoid separating titles/subtitles and content or cutting off the tables
- Formatting of the tables using Office Word 2010 tools, making sure the data remains intact.