**STYLE SHEET**

**Open Forum – CES Papers**

**General Instructions:** The papers should include an abstract and meet the usual requirements for scholarly work. Documentation can be in either note or parenthetical reference forms. If in doubt about this or other style matters, please consult a standard style manual such as the *Chicago Manual of Style* (available online at Hollis) or its convenient short version, Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Those whose native language is not English are encouraged to ask someone whose native language is English to check their texts for style and usage. The following is a list covering most of the style issues you are likely to encounter.

**Title Page and Abstract:** There should be a separate title page containing the material and formatted as in the title pages of working papers on the CES website, followed by a separate page containing the abstract. Title page should include title and author names only. The abstract should be on a separate page, and should be 125 words or less. The abstract page should also include a brief (35 words or less) description of the author, ie: home institution, position/title, and contact info.

**Graphs and Charts:** All graphs, charts, formulas with special characters, etc must be submitted as separate, individual JPEG, TIFF, PDF, or other image format documents (e.g., each chart must be its own image file, preferably of a consistent type). While they should be included in the body of the paper, they must also be submitted as separate image files. They should be generated at 300 dpi/ppi resolution. Please keep graphs and tables to a minimum insofar as this is possible. Try to see that tables fit on a single page; if they must take more than one page, please try to make the break in the table at a logical point. Sometimes tables with more columns than rows (i.e., a table wider than it is tall) will fit on a single page if you insert a section break and change the page orientation from portrait to landscape. You can insert another section break after such tables and return to portrait page orientation.

**Formatting:** Use Times New Roman font, size 12, 1.5 spacing, and 1” margins on all sides. Please do not use any special formatting.

**Spelling:** Please use American English spellings -- not “honour,” “centre,” “realising,” etc., but rather “honor,” “center,” and “realizing.”

**Years:** 1990s, NOT 90s; do not spell out unless at the beginning of a sentence; NO apostrophes (e.g., NOT 1990’s)

**Percentages:** Use numerals followed by “percent” – 90 percent, NOT ninety percent or 90%. Do NOT use percent signs (%) except in tables. Percent is one word, not two.

* This is a slightly revised style sheet that was prepared by Gretchen Bouliane
Numbers: spell out all numbers from one to ninety-nine. After that, use numerals (e.g., 125 or 20,036). American usage requires commas separating thousands, millions, etc., not spaces or periods.

Dates: Use January 27, 2006, not 27 January 2006. When referring to, e.g., the twentieth century, do not hyphenate if the phrase is used as a noun; if it is used as an adjective, please hyphenate, e.g., “twentieth-century ideology.” (The same goes for “short term” and “long run” and others of that ilk: hyphenate if used as adjectives, do not hyphenate if used as nouns.

Acronyms and abbreviations: U.S. always has periods; UK and EU do not. Acronyms and abbreviations of three letters or more (e.g., EMU, OECD, NATO) should be in small caps.

Punctuation and quotations: American usage always puts periods and commas INSIDE the quotation marks, unless the sentence does not end with the quotation. Colons and semicolons go outside quotation marks unless they are part of the quotation.

Footnotes and reference entries:

You may use either footnotes (at the bottom of the page, please) and a bibliography or references in parentheses with a reference list at the end. In either case please follow the format below for references.

(a) Journal articles: Author, “Title,” [in quotes]. Journal Title [in italics] Vol., Number (Date): page numbers. Example: Donald Duck, “My Uncle Scrooge,” Transcendental Economics 4,1 (April 2002): 127-159. If you don’t have the date or you don’t have the volume and number that’s all right, but you must (again) be consistent. You must have either one or the other, preferably the volume and number.

(b) Books and Monographs: Author or editor, Title [in italics] (Place of Publication: publisher, date). For chapters within edited books: Author, “Title of chapter,” [in quotation marks], Editor or editors, followed by ed. or eds., Title of book [in italics] (Place of Publication: publisher, date), pp. xx-xx. The distinction from journal articles is that you use the abbreviations “p.” or “pp.” for book citations but not for journal articles.

Miscellaneous:

Policymaking and policymaker are each ONE WORD. Decision making and decision maker are TWO WORDS, unhyphenated, but the former may be hyphenated if used as an adjective: i.e., “decision-making process.”

If you have questions about any of these or any other issues, please feel free to consult the editors, Grzegorz Ekiert, ekiert@fas.harvard.edu, or Andrew Martin, martin6@fas.harvard.edu