

Choices Style Guidelines

Style Guides Used

- Webster's 11th for spellings
- Associated Press Stylebook
- This style sheet with specific decisions for *Choices* overrides the Associated Press Stylebook. This style sheet is updated as needed.

Guidelines

Title Page

Final papers should include a title page containing:

- Title of the article
- Author(s)' names: for two authors, separate their names with "and"; for more than two authors, separate each name with a comma, and include "and" between the last two names

Example: Ralph B. Waterson, Joel Smith, and John R. Craven

- An abstract of no more than 50 words
- JEL Classification Code(s): You can find these codes at http://www.aeaweb.org/journal/jel_class_system.html; Please list these codes using the following format: JEL Classification (or Classifications) followed by a colon and the number of the codes

Example: JEL Classifications: Q11, Q13

Author Information/Acknowledgements

- List information about each author at the bottom of the last page of text. Please list the authors in the order they appear in the article, and include the information about each author in a new sentence.

Example: Ralph B. Waterson (email address), is Professor Department of Agricultural Economics, Texas A&M University, College Station, Texas. John R. Craven (email address) is Assistant Professor, Department of Agricultural and Resource Economics, University of Florida, Gainesville, Florida.

- Acknowledgements should follow the author information as a new paragraph.

Example: This study was funded in part by the U.S. Department of Agriculture under Grant No. 92-EPMP-1-0027.

Article Title/Headings

- Article titles should be attention grabbing rather than usual journal style. Think newspapers or news magazines. Capitalize all words in headings and subheadings except prepositions, articles, conjunctions, and the "to" of infinitives.
- Use the following style for headings and subheadings: Bold, 12 point, left margin for the major heading; use italic, 12 point, left margin for the level 2 subheading; use underline, normal font style, left margin for a level 3 subheading.
- The first paragraph after a headline/heading is not indented. The subsequent paragraphs are indented.

Writing Style

- Use a journalistic style. Use active rather than passive voice.
- Spell out the first use of abbreviations or acronyms (with the acronym following in parentheses).
- Do not use scholarly abbreviations or expressions (such as *e.g.*, *i.e.*, or *ceteris paribus*).
- Avoid headings like “introduction” and “conclusion” or any other devices reminiscent of scientific journal writing.
- Keep the lay reader in mind, and create a paper free of terms, language, or concepts that may not be readily understood. The goal is to extend readership and knowledge of important information.
- For percentages, use numerals and the % sign (e.g. 25%), as opposed to the word percent with the number in word form.
- Geographical terms and abbreviations will follow AP style except that U.S. is to be used for adjective form and United States is to be used for the noun form. EU requires no periods and authors are encouraged to spell out European Union (EU) in first use as this web magazine is intended for a broad audience of readers and this simplifies material for the reader.

Punctuation

- Please avoid using parentheses in the text except in a text citation or as required in the For More Information listing. Instead, use the em dash as directed below.
- If you would like to use a dash to set off an explanatory statement (instead of using parentheses or commas), please use the em dash, with no space before or after the dash. To insert the em dash in Word, type Ctrl + Alt + - (the hyphen key on the number keypad), or choose Insert > Symbol on the toolbar.
- Please use the final comma in a series of three or more elements. This rule applies to the text of the article as well as the listing of the author information in the For More Information section.
Example: James Jones, Marcus Smith, and Robert Adams
- Please use only one space after ending punctuation on a sentence and after a colon.

Footnotes

Footnotes are not allowed in this publication. Please integrate that material into your text or create a text citation and list the work cited in the For More Information section. See rules on text citation and list of work cited.

Citations/For More Information

- When citing an article in the text, use author (or authors) last names and year in parentheses. **Use et al. only for four or more authors.**
Examples:
(Warren, 2006)
(Warren, Olson, and Smith, 2004)
(Warren, et al. 2009)
- List all cited articles under the heading “For More Information:” at the end of the article. You may also list any works you did not cite specifically that might provide more

information for an interested reader. For more information on how to list these references, please consult the reference guidelines document.

- When listing more than one work by the same author or authors, in the For More Information section, please list each entry completely. Do not use the convention of a line or series of dashes to replace the author's or authors' names.

Tables and Figures

- Limit the number of tables, charts and figures. Select these carefully, but one or a few helps make the article more appealing to read. Use only those necessary to succinctly present material and clarify key points in the article. Follow the examples in *Choices Figures and Tables* document.
- Please clearly label each Table and Figure with a number (Table 1, Figure 1, etc.) and with a title. Please put a label on each axis.
- Please note that all of your tables/charts/figures should be submitted in a separate file (see more below). In the text of the article, please indicate where you want these items to be placed by including [Place Figure 1 here], for example.
- Submit all Tables and Figures only in the formats stated in the Figures and Tables Guidelines.

Appendices

If using an Appendix, please indicate clearly where you want the appendix to be placed. The default is to treat the Appendix like an image file and include it at the end of the published article.