

Virginia Association of Economists

Author's Guidelines for *Virginia Economic Journal*

General Requirements for the Papers

The requirements for the papers are very basic. The editors will typeset the individual documents as a whole and co-ordinate page layout, including placement of tables and figures. The following guidelines will make that process simpler. PLEASE USE MICROSOFT WORD IF POSSIBLE.

1. Single space the document. Text, tables, definitions—generally everything.
2. Use Times New Roman 12 or 10 point for your document. Generally, do not change fonts. For example, do not change from 10 point to 12 point and back again. For consistency, we will choose one font for the entire VEJ.
3. Use default margins (usually 1" top, bottom and both sides). We will set special margins for typeset.
4. Set equations flushleft, i.e., even with the left edge of the text. If equations are numbered, place the numbers in parentheses and set them flushleft. For example:
$$(1) Y = a + bx + cx^2$$
5. Tables - Tables are captioned above the table and are numbered beginning with roman numeral one (I).
6. Graphs and figures are to be captioned below the figure and are numbered beginning with arabic numeral one (1). Also the caption should not be a part of the graph or figure; it should be in text. The axes are labeled as a part of the graph, and if given a choice, use a roman font.
7. The references are to be listed as in the example and set flushleft. (The editors will produce the "hanging indent" for the references.)
8. Content footnotes should be kept to a minimum and are placed at the bottom of the page.
9. Reference notes are placed in the text with the author's name, comma, date of publication, comma, page number if necessary, all of which is in parentheses (Adam Smith, 1776, p. 212). The first reference to a work begins with the author's full name, and other references to the same work use only the last name.

Layout Considerations

The general layout of the paper is to be as follows.

1. The title is flushleft on the first page at the top in all CAPITALS, followed by 4 "empty" lines or 5 "hard returns".

2. Names of author or authors, flushleft only first letters of names capitalized, affiliation and address, followed by 10 hard returns (9 empty lines).
3. The first section of the paper is titled INTRODUCTION, flushleft and all caps., followed by two hard returns (1 empty line).
4. Each section heading of the paper is separated from the text above by three hard returns (2 empty lines), and from the text below by two hard returns (1 empty line).
5. The primary sections are all flushleft and all caps. The first subsections are flushleft with the first letter of each word capitalized. If a second subsection is necessary, it is flushleft with no capitalization.
6. Paragraphs are separated by a hard return and are indented.

That's it. For questions not covered in these guidelines just use your best judgment.

Thanks for your cooperation and participation,

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EXAMPLE REFERENCES

- Banerjee, A., R. Lumsdaine, and J. Stock, "Recursive and Sequential Tests of the Unit-Root and Trend-Break Hypothesis: Theory and International Evidence," *Journal of Business & Economic Statistics*, Volume 10, Number 3, July 1992, pp. 271-287.
- Barnett, H., and C. Morse, *Scarcity and Growth: The Economics of Natural Resource Availability*, Johns Hopkins University Press, Baltimore, 1963.
- Enders, W., *Applied Econometric Time Series*, John Wiley & Sons, Inc., New York, 1995.
- Hall, D., and J. Hall, "Concepts and Measures of Natural Resource Scarcity with a Summary of Recent Trends," *Journal of Environmental Economics and Management*, Volume 11, 1984, pp. 363-379.