




# Instruction for Authors

The editors of the *Journal of Economic Structures* would like to put down here the authentic Instructions for Authors for you reference to submitting articles online.

## Step-by-step ONLINE submission

1. [Prepare your Manuscript](#)  (=Title Page +Main Text, in one file) using templates for submission.
2. Erase completely the name(s) and address(es) of the author(s) in your Manuscript.
3. Go to the [SpringerOpen JES webpage](#)  and strike the continue button.
4. Fill in the blanks to Register/Login for SpringerOpen.
5. Choose the subject area; always choose "Research" for type of article.
6. Fill in the Title and the Abstract of your manuscript and continue.
7. In the "Coverletter" please provide the names of up to three potential reviewers with their affiliations and email addresses. [Here](#)  is an example of a coverletter.
8. Also, if your manuscript has been language-edited please provide the name of the service (person/institution) in the coverletter.
9. Provide author details.
10. Upload the Manuscript (of 2. above) for double blind review (Manuscript without any information concerning the author(s)), Figures (if any) and Additional material files (if any). Tables and Figures may be included in the Manuscript.
11. Proceed as usual and finish.

## Overview

### Manuscript submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The submitting author takes responsibility for the article during submission and peer review.

#### Double-blind peer review

This journal follows a double-blind reviewing procedure. Authors are therefore requested to submit:

- A blinded manuscript without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should be avoided.
- A separate title page, containing title, all author names, affiliations, and the contact information of the corresponding author.

#### Article Processing Charge

Please note that *JES* levies an article-processing charge (EUR850 per article) on all accepted Research articles; PAPAIOS [International Members](#) are fully exempted from the Article Processing Charge for publishing in JES.

#### Manuscript presentation

JES only accepts manuscripts written in English. Spelling should be **US English only**.

#### Springer style typesetting

ALL JES articles will be typesetted using the authentic Springer style.

## Preparing the Manuscript

### Templates/Packages

- [Microsoft Word template](#) 
- [LaTeX macro package](#)  < use the option: `smallextended` >

### Title page

The *Title Page* should include:

- A concise and informative title
- The names(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

- **Abstract** Please provide an abstract of 150 to 250 words.  
The abstract should not contain any undefined abbreviations or unspecified references.
- **Keywords** Please provide 4 to 6 keywords which can be used for indexing purposes.
- **Classification code** An appropriate number of [JEL classification codes](#)  should be provided.
- **Acknowledgments (if any)** Acknowledgments of people, grants, funds, etc. should be placed in the title page, although this will appear in a separate section before the reference list in the final version. The names of funding organizations should be written in full.

## Main Text

The main text should begin with the "Introduction" section.

### Headings

Please use the decimal system of headings with no more than three levels.

### Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

### Mathematical notation

Please use the standard mathematical notation for formulae, symbols etc.:

- *Italic* for single letters that denote mathematical constants, variables, and unknown quantities.
- Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative).
- **Bold** for vectors, tensors, and matrices.

### Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

## References

### Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

### Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work.

#### Journal article

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.

#### Article by DOI

Slifka, M. K., & Whitton, J. L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086

#### Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

#### Book chapter

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

#### Online document

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association.

[http://www.psych.org/edu/other\\_res/lib\\_archives/archives/200604.pdf](http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf). Accessed 25 June 2007.

## Tables

Each table should be numbered and cited in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.). Tables should also have a title (above the table) that summarizes the whole table; it should be no longer than 15 words. Detailed legends may then follow, but they should be concise.

Tables should always be cited in text in consecutive numerical order.

Smaller tables considered to be integral to the manuscript can be pasted into the end of the document text file, in A4 portrait or landscape format. These will be typeset and displayed in the final published form of the article. Such tables should be formatted using the 'Table object' in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically for review; this will not always be the case if columns are generated by simply using tabs to separate text. Columns and rows of data should be made visibly distinct by ensuring that the borders of each cell display as black lines. Commas should not be used to indicate numerical values. Color and shading may not be used; parts of the table can be highlighted using symbols or bold text, the meaning of which should be explained in a table legend. Tables should not be embedded as figures or spreadsheet files.

Larger datasets or tables too wide for a portrait page can be uploaded separately as additional files. Additional files will not be displayed in the final, laid-out PDF of the article, but a link will be provided to the files as supplied by the author.

Tabular data provided as additional files can be uploaded as an Excel spreadsheet (.xls) or comma separated values (.csv). As with all files, please use the standard file extensions.

## Artwork and Illustrations

Illustrations should be provided as separate files, not embedded in the text file. Each figure should include a single illustration and should fit on a single page in portrait format. If a figure consists of separate parts, it is important that a single composite illustration file be submitted which contains all parts of the figure. There is no charge for the use of color figures. Please read our [figure preparation guidelines](#) for detailed instructions on maximising the quality of your figures.

### Formats

The following file formats can be accepted:

- EPS (preferred format for diagrams)
- PDF (also especially suitable for diagrams)
- TIFF

- PNG (preferred format for photos or images)
- Microsoft Word (version 5 and above; figures must be a single page)
- PowerPoint (figures must be a single page)
- JPEG
- BMP

#### Figure legends

The legends should be included in the main manuscript text file at the end of the document, rather than being a part of the figure file. For each figure, the following information should be provided: Figure number (in sequence, using Arabic numerals – i.e. Figure 1, 2, 3 etc); short title of figure (maximum 15 words); detailed legend, up to 300 words.

**Please note that it is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures or tables that have previously been published elsewhere.**

#### Preparing additional files

Although *JES* does not restrict the length and quantity of data included in an article, there may still be occasions where an author wishes to provide data sets, tables, movie files, or other information as additional files. Results that would otherwise be indicated as “data not shown” can and should be included as additional files. Since many weblinks and URLs rapidly become broken, *JES* requires that all supplementary data are included as additional files rather than as a link to your own website. These files can be uploaded using the ‘Additional Material files’ button in the manuscript submission tool.

The maximum file size for additional files is 20 MB each, and files will be virus-scanned on submission.

Additional files will be linked to the final published article in the form supplied by the author, but will not be displayed within the article. They will be made available in exactly the same form as originally provided by the authors.

If additional material is provided, please list the following information in a separate section of the manuscript text, immediately following the tables (if any):

- File name (e.g. Additional file 1)
- File format including the three-letter file extension (including name and a URL of an appropriate viewer if format is unusual)

- Title of data
- Description of data

Additional files should be named “Additional file 1” and so on and should be referenced explicitly by file name within the body of the article, e.g. ‘An additional movie file shows this in more detail [see Additional file 1]’.

#### Additional File Formats

Ideally, file formats for additional files should not be platform-specific, and should be viewable using free or widely available tools. The following are examples of suitable formats.

- Additional documentation
  - PDF (Adobe Acrobat)
- Animations
  - SWF (Shockwave Flash)
- Movies
  - MOV (QuickTime)
  - MPG (MPEG)
- Tabular data
  - XLS (Excel Spreadsheet)
  - CSV (Comma separated values)

As with figure files, files should be given the standard file extensions. This is especially important for Macintosh users, since the Mac OS does not enforce the use of standard extensions. Please also make sure that each additional file is a single table, figure or movie (please do not upload linked worksheets or PDF files larger than one sheet).

#### Mini-websites

Small self-contained websites can be submitted as additional files, in such a way that they will be browsable from within the full text HTML version of the article. In order to do this, please follow these instructions:

1. Create a folder containing a starting file called index.html (or index.htm) in the root.
2. Put all files necessary for viewing the mini-website within the folder, or sub-folders.
3. Ensure that all links are relative (ie “images/picture.jpg” rather than “/images/picture.jpg” or

“http://yourdomain.net/images/picture.jpg” or “C:\Documents and Settings\username\My Documents\mini-website\images\picture.jpg”) and no link is longer than 255 characters.

4. Access the index.html file and browse around the mini-website, to ensure that the most commonly used browsers (Internet Explorer and Firefox) are able to view all parts of the mini-website without problems, it is ideal to check this on a different machine.
5. Compress the folder into a ZIP, check the file size is under 20 MB, ensure that index.html is in the root of the ZIP, and that the file has .zip extension, then submit as an additional file with your article.

~~~~~Example Coverletter~~~~~

Dear Editor:

I am submitting herewith a manuscript entitled

"--- the title of your paper here ---" for possible evaluation and publication in Journal of Economic Structures.

With the submission of this manuscript I would like to undertake that:

The contents of this manuscript have not been published previously;

The contents of this manuscript are not now under consideration for publication elsewhere;

The contents of this manuscript will not be submitted, or published elsewhere, while acceptance by the Journal is under consideration.

Possible reviewers would be:

Dr. ----- email -----

Dr. ----- email -----

Dr. ----- email -----

((option)) Also, please note that this manuscript has been reviewed by an English language editing service (---name of the service---).

Kind regards,

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