

AUTHOR GUIDELINES FOR FINAL MANUSCRIPT PREPARATION GENERAL INSTRUCTIONS

Submission of the final version of accepted papers should follow standard *JARE* submission guidelines (<http://www.jareonline.org>). Authors should upload the final version of a manuscript in MS Word format (either .doc or .docx) to Amy Johnson, JARE Editorial Assistant (jare_ea@montana.edu).

MANUSCRIPT COMPONENTS

(1) Title Page

- (a) Full title of manuscript
- (b) All author names (exactly as you wish them to appear in print, i.e., first name/middle initial or just first/middle initials)
- (c) Abbreviated title to be used as running head
- (d) Author titles, affiliations, any acknowledgments, and any funding source if you wish to include it. Please be sure to fully acknowledge any USDA funding source, including grant or project number(s).

(2) Abstract Page

- (a) Full title of manuscript
- (b) Abstract (double-spaced, 12-point font), not to exceed 100 words
- (c) Key Words: Provide up to 8 key words (or short phrases), in alphabetical order

(3) Text

All text (including abstract, footnotes, references, and appendices) should be double spaced, using a 12-point Times Roman font, and 1" margins.

Page numbers should appear on every page including the first. Page numbers must be Arabic numerals and appear on the bottom of the page, either centered or in the bottom right corner.

Important:

- (a) Do not use right-margin justification.
- (b) Do not use end-of-line hyphenation feature.
- (c) Footnotes: Use the MS Word footnote feature when preparing your text. Arabic numbers (1, 2, 3, etc.) should be used rather than roman numerals or alphabetical letters.

(4) Sequence of Manuscript Components

- (a) Title page (unnumbered)
- (b) Abstract page (unnumbered)
- (c) Text narrative (commence page numbering of text with page 1)
- (d) Reference section
- (e) Appendix (if more than one appendix, label Appendix A, Appendix B, etc.; assign titles to all appendices)
- (f) Tables (each table should be on a separate, unnumbered page)
- (g) Figures (each figure should be on a separate, unnumbered page)

(5) Heading Levels

Provide short headings for each section and subsection. Do not number sections or subsections. Do not indent the first paragraph after any heading. Do not use a heading prior to the first paragraph of the article (i.e., no heading for “introduction”), and do not indent the first paragraph of the article. To help the technical editor clearly identify your heading levels, please use the following format:

- (a) Level #1 = centered, boldface, initial caps
- (b) Level #2 = flush left margin, italics, initial caps
- (c) Level #3 = flush left margin, plain typeface, initial caps

(6) Math/Equations

When numbering equations, use Arabic numbers enclosed in parentheses. Equation numbers should appear at flush left margin. Number all equations consecutively—i.e., (1), (2), (3), etc.—throughout the manuscript. Math notations/equations should be centered between the L/R margins. Use *italic* typeface for all *variables*, and use **boldface** (no italics) for all **vectors** and **matrices**, both within equations and within the narrative.

(7) Within-Text Citations

Citations may appear parenthetically or as part of the narrative, e.g. (Smith 2006, p. 7). Within the text, use parentheses () rather than brackets [] for citations. If the author’s name is used as part of the sentence, include year of publication parenthetically, with page numbers if necessary; e.g., Smith and Watts (2002) show that... For text citations listing more than one source, separate sources by a semi-

colon: (Smith 2006; Atwood and Brester 1998; Smith and Watts 2002). Do not use a comma to separate the authors' name from the date.

(a) Spell out up to 3 author last names (i.e., use "et al." only for 4 or more authors).

(b) Include the year of publication for all within-text cites. If there is more than one work by the same author(s) in the same year, please designate, for example, as 2006a, 2006b, etc. Make sure the corresponding listings in the reference section also show the "a" and "b" designations.

(c) Direct quotations: When citing a direct quotation, be sure to include the page number(s) from the author's work.

(8) Percent vs. %

Our journal style does not spell out "percent." Instead, use "%" throughout.

(9) Tables

Place each table on a separate page. For tables it is permissible to use single spacing and a smaller font size as needed. Tables should not be integrated into your text (but all tables should be introduced within the narrative discussion by table number). Do not capitalize the words "table" and "figure" in the text unless they appear at the beginning of a sentence.

Tables should be numbered consecutively (1, 2, 3, etc.) and should be placed at the end of the manuscript. Footnotes within tables should be identified by superscript alphabetical letters (a, b, c, etc.) rather than Arabic numbers. When using asterisks (*, **, ***) to denote levels of significance/probability, a single asterisk is used for the lowest level, two asterisks for the next highest, etc. For example:

* = .10 level (10%) ** = .05 level (5%) *** = .01 level (1%)

(10) Figures

Figures should be placed at the end of the manuscript (on unnumbered pages) immediately following tables. Preferred (but not required) software for figure preparation is Microsoft Excel. Provide a separate electronic file(s) for your spreadsheet data (i.e., the spreadsheet contains the values used in constructing the graphic image). Please be sure to identify in your cover/transmittal letter the software used for preparation of your figures.

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of this form and email it to Amy Johnson (jare_ea@montana.edu) or return a hard copy of the release form to:

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THE REFERENCE SECTION

All citations within the manuscript must appear in the reference list, and all listings in the reference section must be cited somewhere within the manuscript. References should be listed in alphabetical order by author's last name. Citations with identical authors should be listed chronologically. Format references with hanging indentation (first line flush left, second and subsequent lines indented). Only cited works may be included in the reference list.

For clarity, **please do not use any abbreviations** (such as for journal names) in the references. Fully spell out all components. (The technical editor will apply appropriate abbreviations in final preparation.)

Do not use "et al." (either for authors or editors) in reference list citations; all author (editor) names should be spelled out. Use only author/editor first and/or middle initials (our journal does not spell out first or middle names in reference section).

A number of sample reference citations are provided below (as illustrations only), showing the components needed for various reference types. Please refer to *The Chicago Manual of Style* for more comprehensive examples.

If you have any questions concerning the guidelines for manuscript submissions, please contact the JARE Editorial Assistant, Amy Johnson, at JARE_EA@montana.edu.

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