

## **INSTRUCTIONS FOR CONTRIBUTORS**

**PLEASE NOTE THAT PAPERS THAT DO NOT ADHERE TO THE FOLLOWING GUIDELINES WILL NOT BE SUBMITTED FOR REVIEWING!**

**PLEASE READ AND FOLLOW THE INSTRUCTIONS CAREFULLY TO AVOID DELAYS AND POSSIBLE REJECTION OF YOUR PAPER.**

- The whole proposal should **not exceed 20 pages**, excluding the appendices and references.
- Papers should be submitted online via the website.
- Papers should be written in English.

## **Format**

### **A. Font**

- Times New Roman
- Size: 12
- A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Line spacing for summary, text, abstracts, footnotes and references: *Single*

### **B. Page Margins**

Use at least 1.0 inches (2.54 centimeters) top, bottom, left, and right margins for all pages.

### **C. Application Paging**

- Since the reviewers will be reviewing papers as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- Consecutively number the pages throughout the application in the upper right-hand corner. Do not use suffixes (e.g., 5a, 5b).
- Do not include unnumbered pages.

**The paper should include the following Items:**

## **1. Title Page**

The first page of the papers should be a **title page** containing the name and affiliation of all authors; a designated contact author and his/her complete correspondence address, including an email address.

## **2. Abstract**

A clear description of the paper in not more than 200 words.

## **3. Summary**

A summary of the paper in not more than 500 words, using non-technical language.

## **4. Footnotes**

Footnotes should only be used when essential, and kept as short as possible. In most cases they can be incorporated into the normal text. Footnotes should be numbered in superscript in the text, following any punctuation.

## **5. References**

- Full details of all publications cited in the text should be given in a list of references following the main text. Publications that are not cited in the text should not be included in the references.
- In the main text refer to the author's name and year of publication. If there are more than two authors, the name of the first author should be used followed by 'et al.'. If two or more references are cited together in the text, they should be arranged chronologically. Publications by the same author(s) in the same year should be listed as 1974a, 1974b, etc. Personal communications should be cited as e.g. '(J McNary, personal communication, 1984)' but not included in the list of references.
- Use the following style for references:
  - Journal articles: Faber, S. C. (1987), 'The value of coastal wetlands for protection of property against hurricane wind damage', *Journal of Environmental Economics and Management* 14: 143-151.
  - Articles in edited works: Smith, V. K. and J. V. Krutilla (1982), 'Toward formulating the role of national resources in economics models', in V. K. Smith and J. V. Krutilla, (eds.), *Exploration in Natural Resource Economics*, Baltimore: John Hopkins Press, pp. 1-43.
  - Books: Mäler, K.-G. (1974), *Environmental Economics: A Theoretical Inquiry*, Baltimore: John Hopkins Press for the Resource for the Future, Inc.
  - Multi-author books: Pearce, D. W. and R. K. Turner (1990), *Economics of Natural Resources and the Environment*, Hemel Hempstead: Harvester Wheatsheaf.
  - Unpublished reports, departmental working papers, etc.: Gren, I.-M. (1992), 'Benefits from restoring wetlands for nitrogen abatement: a case study of Gotland',

Beijer Discussion Paper Series No. 14, The Beijer International Institute of Ecological Economics, Stockholm.

- Do not abbreviate the titles of periodicals. Titles of publications should not be translated, but those in non-Roman alphabets should be transliterated, and a notation such as '(in Russian)' or '(in Greek, with English abstract)' should be added.

## 6. Notes

- **Tables** should be kept short, and numbered sequentially through the text. Titles and column headings should be brief and descriptive. Abbreviations of units of measurement should be added in parentheses. Explanations should be given in notes below the table. The text should include references to all tables.
- **Illustrations** should be numbered sequentially through the text and each should have a caption. References should be made in the text to each illustration.
- **Formulae** should be clearly written, with the meaning of all symbols explained immediately after the equation in which they are first used. Number equations serially at the right-hand side in parentheses, but only equations referred to in the text need be numbered.