GUIDELINES FOR BOOK AUTHORS AND EDITORS

- 1. What we need from you.
- 2. How you should prepare your manuscript.
- 3. Make sure that you include.
- 4. Don't forget!
- 5. Specific Guidelines for the Editors of multi-author works.

To help us to publish your manuscript quickly and to a high standard, we ask all authors to follow the following guidelines when preparing their manuscript.

1. What we need from you.

We ask authors to provide both an electronic copy and a hard copy of their manuscript.

ELECTRONIC COPY

Electronic manuscripts prepared with Microsoft Word (for Macintosh or Windows) and Wordperfect (for Macintosh or Windows) are strongly preferred but JAI/Elsevier can work with many computer systems and formats.

PAPER COPY

Please print your copy of the manuscript on one side of A4 (US or European).

The hard copy and the electronic copy need to be identical. Please ensure that you print the hard copy from the computer file immediately before you save it to disk.

2. How you should prepare your manuscript.

YOUR MANUSCRIPT SHOULD INCLUDE:

A Title Page which should contain the following information: (1) the title, (2) the name(s), institutional affiliations(s) of the author(s), (3) an abstract of not more than 100 words and (4) at least one classification code according to the Classification System for Journal Articles as used by the Journal of Economic Literature; in addition, up to five key words should be supplied.

Authors in the fields of economics and finance should include at least one classification code according to the Classification System for Journal Articles as used by the Journal of Economic Literature.

This should be followed by the Main text, Acknowledgements, Appendix, References, Figures and Tables.

 USE TIMES ROMAN FOR ALL TEXT AND TABLES. Using this font throughout will reduce problems at typesetting, especially with tables.

WHEN TYPING

- Distinguish between the digit 1 and the letter I (also 0 and O).
- Use tabs for indents, not spaces.
- Display titles and headings in a consistent manner.
- Double space between all lines of the manuscript; single-spacing is acceptable only on tables.

REFERENCES References to publications should be as follows:

'Smith (1992) reported that...' of 'This problem has been studied previously (e.g., Smith et al., 1969)'.

The author should make sure that there is a strict one-to-one correspondence between the names and years in the text and those on the list. The list of references should appear at the end of the main text (after any appendices, but before tables and legends for figures). It should be double spaced and listed in alphabetical order by author's name.

References should appear as follows:

For monographs

Hawawini, G., Swary, I., 1990. Mergers and Acquisitions in the U.S. Banking Industry: Evidence from the Capital Markets. North-Holland, Amsterdam.

For contributions to collective works

Brunner, K., Meltzer, A.H., 1990. Money supply, in: Friedman, B.M., Hahn, F.H. (Eds.), Handbook of Monetary Economics, Vol. 1. North-Holland, Amsterdam, pp. 357--396.

For periodicals

Griffiths, W., Judge, G., 1992. Testing and estimating location vectors when the error covariance matrix is unknown. Journal of Econometrics 54, 121--138.

Note that journal titles should not be abbreviated.

■ **TABLES AND FIGURES**. Begin each table or figure on a separate page. In text, indicate the approximate placement of each table by a clear break in the text, inserting:

TABLE 1/FIGURE 1 ABOUT HERE

set off by double-spacing above and below.

All figures and tables should be numbered consecutively (e.g. table 1, figure 1)

• **GRAPHICS AND ILLUSTRATIONS** should be submitted on a separate diskette or other media format (we can also accept ZIP disks, JAZZ disks and CD-Roms).

As well as submitting your artwork electronically, please also include Camera Ready Copy for all your artwork, graphs and figures.

To make sure that we can use your artwork, please check the http://www.elsevier.com/locate/authorartwork/ website including the "Dos and Don'ts" and the "Hints and Tips" sections (the "i" symbol indicates more information).

3. Make sure that you include:

- PERMISSION TO REPRINT: If you are using material from a copyrighted work (e.g., tables, figures or an extract from a book exceeding more than 400 words), you will need written permission from the copyright holder (in most cases the publisher) to use this material. It is the author's responsibility to obtain the reprint permission. A copy of the permission letter must accompany the manuscript.
- YOUR ADDRESS AND EMAIL ADDRESS. We especially need a current email address as your
 proofs will be sent to you by email as a PDF attachment, which can be read on any computer using
 the free Adobe Acrobat reader.

4. Don't forget!

IS YOUR DISK CLEARLY LABELLED?

Label the disk with your name, the name of the file, the name of the book in which your chapter is to be published and the name of the software used (e.g. Ms Word 97 for Windows, Ms Word 5 for Mac). If including scanned graphic files, please indicate the resolution used.

DOES THE ELECTRONIC VERSION OF YOUR MANUSCRIPT MATCH THE PAPER VERSION? Are you sure that you have given us the last version saved?

5. Specific guidelines for the Editors of multi-author works

- Please ensure that all contributors have seen a copy of these author guidelines.
- If you make substantial changes to an author's manuscript, please give them the opportunity to review it before the book is submitted to the publisher.
- If your volume is to be published in a JAI series, it also needs to have an individual volume title. Please choose something short, descriptive and memorable.
- Include a complete author address list, including email addresses, when you submit the final manuscript.

August 2000