

## ***Technical Guidelines for Authors***

To insure uniformity across the various series, authors should follow the below guidelines when preparing their Working Papers. The author may also request a copy of the template itself, which already includes the below style specifications in section 4 of the document template. Once the author is confident that the paper meets all the standards, the paper can be sent to the WP coordinator in each department (see “contacts” below) for finalisation.

Papers should be submitted as **Microsoft Word files**. Exceptions may be made for ECO Department Working Papers, or in other special cases, where the need for special characters in formulas and graphs justifies the use of different text editor software. Other exceptions may also be made upon consent of the WP Coordinator.

An **information cover page** containing the complete title of the manuscript and complete permanent contact information of the author(s), as well as his/her affiliation, should be included.

Authors should preface their article with an **abstract** in English of no more than 250 words, and may include up to 5 keywords.

### **Style Guidelines**

**Page set-up:** Choose the standard page setup format A4.

Margins: top, left, right 2.5 cm; bottom 3 cm

Header and footer: header 1,7 cm and footer 2 cm'

Page Layout: select from headers and footers: 'different odd and even', and 'different first page'.

**Font:** Times New Roman, all black. Text in 11 pt, single spacing; alignment: justified

- Long citations (longer than 3 text lines) in 10 pt, single spacing; long citations should be block quoted and indented 1 cm on each side; alignments: justified
- Footnotes in 9 point

- Headers in 9 pt.; Headers alignment: centred.
  - No header page one
  - Page 2 and subsequent even page (left) headers: author name, in italics, 9 point, centred
  - Page 3 and subsequent odd page (right) headers: paper title, in italics, 9 point, centred
- Footers: page numbers in 10 pt; alignment: centred.

**Page numbering:** should start after the abstract and keywords (and table of contents if available).

**Page 1:** always goes on right-hand page — add a blank page if necessary.  
Footnote/endnote references always follow punctuation.

**Section headings:**

We suggest formatting section headings in the following way (please note: no numbering):

**First Level in Bold, Using Title Case**

*Second Level in Bold Italics, Using Title Case*

Third level in normal text

*Fourth level in italics*

**Italics for foreign words** (except for those found in English dictionaries) and sentences.

**First mention of abbreviations and acronyms** should be spelled out. Acronyms and abbreviations should be made without full-stops, e.g., World Trade Organization (WTO).

**Either footnotes (preferred) or endnotes are accepted.** Please make sure that all footnotes are formatted and styled *consistently*, and written in the same language as the body text.

**References:**

For all Working Papers and the like, all standard systems of referencing are acceptable, as long as they are used consistently and in the standard style for the research discipline of the concerned article.

**Avoid colours in graphs** as we print in black and white and some colours will show up as hardly visible grey.