

ACADEMY of ECONOMICS and FINANCE JOURNAL

Guidelines for the Submission of Papers for AEFJ and P&P

General Instructions

Registrants at the annual AEF conference may submit their paper to the *Academy of Economics and Finance Journal* for consideration for publication. The *AEFJ* is blind-reviewed and is edited by Nick Mangee (finance) and Michael Toma (economics) at Georgia Southern University. The journal is **published in November** following the conference. Conference attendees may also submit their manuscripts directly for publication in the non-refereed Papers and Proceedings (P&P). The submission guidelines are the same for both AEFJ and P&P.

Papers are due by May 31. The submission method is an electronic copy of the paper through e-mail.

- **AEFJ Finance** papers should be sent to nmangee@georgiasouthern.edu
- **AEFJ Economics** papers should be sent to mtoma@georgiasouthern.edu
- **P&P papers** should be sent to mtoma@georgiasouthern.edu

The subject line of your email should state 'AEFJ PAPER' or 'PP PAPER' and the name of your file must be the last name of each author, AEFJ, and the year all separated by an underscore (For example: mangee_toma_smith_AEFJ_2020). P&P papers should use a filename format as follows: smith_PP_2020.

The submission fee for AEFJ is \$98; (including \$3 processing fee). Papers not accepted for publication in the AEFJ are eligible for publication in P&P with no additional fee.

The submission fee for P&P is \$68 solo author, **\$83 coauthored**, \$20 for each page over eight pages. (includes \$3 processing fee).

Full payment is due before your paper will be considered for publication. The submission fee can be paid by credit card via to www.paypal.com. Send your payment to "aef1234@yahoo.com".

The paper must be prepared using Microsoft Word. *Papers in any other format will not be accepted.* Papers **must** be prepared according to the guidelines provided below; papers submitted absent adherence to these guidelines will be returned to the authors for editing and resubmission.

The editors are conscious of costs and ask that each author do his or her best to limit the number of pages required in the volume. For space considerations, the editors reserve the right to exclude parts of your paper that do not add to the general story you are attempting to tell. **Include only tables that provide final results. Do not include tables with raw data or tables that simply show that a time series has a unit root or that a time series is first-difference stationary or that some set of variables is not significant. Your readers are interested primarily in your descriptive statistics and your results.**

Formatting your AEFJ and P&P Submission

Journal guidelines are mostly unchanged from prior years, except for narrative writing style and inclusion of JEL codes and keywords. Organize the sections of your paper as follows: (a) abstract, (b) main body, (c) acknowledgments, (d) endnotes, (e) references, (f) appendices.

NEW: Manuscripts accepted for publication must be written in third-person narrative style. Avoid first-person narrative style self-references such as "My results, Our results, I find, We find," etc.

1. Use 1 inch top and bottom margins. Use .75 inch right and left margins. **Do NOT include page numbers.** *Indent the first line of all paragraphs 0.2 inches from the left margin.* Use full justification throughout the body of the paper. Include all tables and figures exactly where you want them to be located in the text, but place the tables so that they do not run from one page to the next.

2. Set the Title of the article in Times Roman 20 point bold italic, left justified. Capitalize only the first letter of each word. Below the title, write the names and affiliations of the authors (first name, last name) in 12 point bold italic, left justified. We do not print academic qualifications next to author names. Do not leave an extra line between the title and the names. For example: John Doe, University of XYZ. If two or more authors are at the same institution, use this format: John Doe, Chris Doe, and Irene Doeland, University of XYZ. If two authors are not at the same institution, use a separate line for each author and affiliation.

3. The text of the abstract must be in Times Roman 10 point, fully justified, and with single spacing. Leave one line blank before and after the heading. Center and bold the heading 'Abstract' - use 12 point for the heading. Do not exceed 100 words for the abstract. **NEW:** Beneath the Abstract, add a blank line, then provide two or three (maximum) 2-digit Journal of Economic Literature (JEL) Codes and a maximum of four keywords single-spaced using the following format:

JEL Codes: XX21, YY16, ZZ77

Keywords: Keywords1, Keywords2, Keywords3, Keywords4

The keywords must fit on a single line of text.

For a listing of JEL codes, see <https://www.aeaweb.org/jel/guide/jel.php>

4. For the main text, use Times Roman 10 point, single-spacing. Leave only one space between sentences, not two! Do not leave a blank line between paragraphs.

Subheadings need to be set up as follows: (a) first-level, centered, bold in 12 point, first letter of main words capitalized, not numbered; (b) second-level, centered, bold and italic in 12 point, first letter of main words capitalized, not numbered; and (c) third-level, flush left, bold and italic in 10 point, first letter of main words capitalized. Leave a blank line before all subheadings and after first- and second-level subheadings.

All references to books, articles, monographs, etc., should be identified at the appropriate point in the text by last name of author and year of publication, e.g. (Author, 1994). Add page numbers to your citation when ideas are used or words are quoted, e.g. (Author, 1997, pp. 123-124). When an author's name is used as part of the text, set only the date in parentheses, with page number if necessary, e.g. Author (1997) and Author (1997, pp. 123-124). If more than one work by the same author is cited for the same year, use a, b, etc. behind the year, e.g., Dixon (1990a).

5. Center and bold the heading of the Acknowledgment in 12 pt. font. Do not start a new page.

6. Use endnotes, not footnotes. Keep their number to an absolute minimum. Center and bold the heading of the endnotes entitled 'Notes' in 12 pt. font. Use regular size Arabic numerals followed by a period point to number endnotes. Indent the text of each endnote by 0.2 inches from the left margin. Use single spacing and leave one blank line between the endnotes. Do not start a new page.

7. List all items cited by author in alphabetical order after Notes in a separate section entitled References (do not number the references). The heading 'References' should be centered in 12 pt. font. Citations should be fully justified. If a citation does not fit on one line, indent additional lines 0.2 inches from the left margin. Do not put a space between references. Refer to the Chicago Manual of Style, 14th edition for the style to be used. When possible, the reference section uses full author names. Names of first authors are represented as Last, First, Middle Initial, and subsequent author names as First, Middle Initial, Last with an "and" preceding the last author. The references are sorted by Author + Year + Title; make use of a letter after year to distinguish citations of the same author in the same year, e.g. 1978a, 1978b. The names of books and journals should be placed in italics – *NOT underlined*. Journal articles, books, and book sections, respectively, are referenced as:

Engle, Robert F., David M. Lilien, and Russell P. Robins. 1987. "Estimating Time Varying Risk Premia in the Term Structure: The ARCH-M Model." *Econometrica* 55: 391-407.

Fama, Eugene F. 1976. *Foundations of Finance*. New York: Basic Books.

Geweke, John. 1977. "The Dynamic Factor Analysis of Economic Time-Series Models." In *Latent Variables in Socioeconomic Models*, edited by Dennis J. Aigner and Arthur S. Goldberg. Amsterdam: North-Holland.

8. Center and bold the heading of the **Appendix** in 12 pt. font. Do not start a new page. Tables and figures should be placed here only if you cannot place them in the body of the paper.

9. Long tables should be avoided!

Shorter tables need to be inserted in the text where you want them to be placed. **DO NOT use tabs. Do not copy and paste an image. Do not copy and embed an Excel table into the Word file.** Take the time to create a table in Word. There are no vertical lines anywhere in the table and only two horizontal ones: at the top and at the bottom of the table. All text is in 10 pt. font. The heading of the table should give a number (in bold) and a title (non-bold). Leave spaces between lines only if absolutely necessary. Explanatory notes appear in 9 pt. font at the bottom of each table, below a horizontal line, not at the top of the table, and not above the last horizontal line. An example is given below. Note that the table has been prepared in Word – it is not an image taken from Excel.

Table 3: Probit Results

<i>Variable</i>	<i>Model 1</i>		<i>Model 2</i>		<i>Model 3</i>	
	<i>Coefficient</i>	<i>T stat</i>	<i>Coefficient</i>	<i>T stat</i>	<i>Coefficient</i>	<i>T stat</i>
Constant	3.893	3.19*	2.712	2.53**	2.317	2.28**
Name 1	0.016	3.35*	0.013	2.95*	0.014	3.27*
Name 2	0.038	1.16	0.021	0.67	0.032	1.03
Name 3	0.501	0.84	0.486	0.89	0.551	1.08
Name 4	0.018	0.04	0.168	0.41	0.081	0.20

* significant at the 1% level, ** significant at the 5% level, *** significant at the 10% level

10. *Figures that are not essential should be avoided!* Insert all figures in the text where they should appear. If that is not possible, put them at the end and that is where they will be printed. Headings and notes need to be in the same style as those for tables. **The background for all figures should be white (not gray). If a table or graph or ANY IMAGE has been scanned or taken from the internet or any other outside source, it will be deleted from the text of your submission.**

11. *Equations should be inserted into tables so that the equation number is right justified.* First, create your equation. Next insert a 2 column, 1 row table and drag the divider line all the way to the right. Copy and paste and center your equation in the left column and put the equation number in the right column with right justification. Here's an example:

$\tilde{\beta}_s = (\tilde{X}\tilde{X})^{-1} \tilde{X}\tilde{y}$	(5)
--	-----

Finally, remove all of the borders to get:

$$\tilde{\beta}_s = (\tilde{X}\tilde{X})^{-1} \tilde{X}\tilde{y} \quad (5).$$