

Style Guide For Papers Presented At The NZARES Conference

Summary

This guide provides information on how to prepare manuscripts which are to be included in the publication of papers presented at the NZARES Conference. Key words are: DO IT RIGHT.

General Layout

General Style and Spacing

Manuscripts should be typed SINGLE SPACED on A4 paper leaving a 40 mm margin on the left and a 25 mm margin elsewhere. Please use a Times New Roman 12pt font. The general style and layout of the manuscript should follow the basic example of this style guide. If possible, on the manuscript submitted for inclusion in the publication, do not number pages; page numbers will be added once all the manuscripts have been collected.

Summary and Key Words

Authors are asked to include a short summary of the paper (max 100 words) on the first page, following the title and the list of authors and their address. A short list of 3-5 key words should follow the summary.

Headings

Title:

The title of the paper should be centred at the top of the first page of the manuscript and should be followed by the authors and their address, also centred. The title should be bold, title case, Times New Roman, 16 pt. Authors name and address should also be bold, Times New Roman 12 pt. PLEASE DO NOT include a statement that the paper was prepared for presentation at the conference, either associated with the title or elsewhere in the manuscript.

Text Headings:

Up to three levels of headings may be used within the text as appropriate to the content of the manuscript and the length of the headings. The first level of headings are centred on the page and should be kept short. These should be title case, bold, Times New Roman 16 pt. Second level headings are left justified, bold, title case, Times New Roman, 14 pt. Third level headings are left justified, bold, title case, Times New Roman, 12 pt.

Special Features

Footnotes

Footnotes should be kept at a minimum, should be numbered consecutively throughout the text with a superscript and should appear at the bottom of the page on which they are referenced¹. Footnotes should be separated from the main body of the text by a left justified, quarter page line. Footnotes in tables and figures are described below.

Tables and Figures

Tables and figures should each be numbered consecutively throughout the text. They may appear within the text or on a separate page as soon after the point at which they are first referenced as possible. The title should be title case, should appear above the table or figure and should be separated from it by a line (see table 1). If footnotes are included with tables or figures, they should be placed at the bottom of the table or figure and separated from the main body of text by a line (see table 1). Footnotes within tables and figures may be referenced with numbers, letters or symbols. Figures should be either computer generated or neatly drawn in black ink with typed or printed lettering.

Table 1 : An Extremely Abbreviated Series of Indices^A of Prices Paid to and by Farmers and Others in New Zealand.

	Farm Gate Price			
	Consumer	Lamb	Wool	Beef
1980-81	1994	2155	1533	2395
1981-82	2301	2733	1992	2800
1982-83	2673	2726	1996	3045
1983-84	2869	2724	1975	3235
1984-85*	3044	2592	2310	4354

^A Base year 1975-76 = 1000

* Provisional

¹ This footnote is not really necessary; is yours?

Mathematical Symbols and Equations

As far as possible in the text and within equations, use symbols available on your word processor or printer and avoid the use of hand lettering. Equations may be presented in either of the forms shown below. If equations are numbered, the numbers should be in parentheses and to the right hand side of the page.

$$Z = A e^{-\frac{X^2+Y^2}{B^2}} \quad Z = A \exp [- (x^2 + y^2) / B^2] \quad (1)$$

References

Citations within the text should include the author's name and the date of publication (eg Munro, 1981). Both names should be included in the citation where there are two authors (Moschini & Meikle, 1983) but where there are more than two - such as in the case of Balassa et al (1970) - the abbreviated form should be used. The style to be used within the reference section is shown below.

References

- Balassa, B., Guisinger, S. and Schydrowsky, D. (1970). The effective rates of protection and the question of labour protection in the US: a comment. *J. Political Econ.*, 78:1150-1162.
- Moschini, G. And Meikle, K. (1983). The US Demand for Beef - Has There Been a Structural Change? *Disc. Paper 83/1, Sch. of Agric. Econ and Ext. Educ., Univ. Of Geulph.*
- Munro, G. R. (1981). The Economics of Fishing: an Introduction. In *Economics and Resource Policy*, J. A. Butlin (ed), pp 23-34, Longmans, London.