

Accepted articles must be sent in Word format (for the text) and Excel (for the figures), and presented according to the following instructions. Online appendices are accepted (see *infra*).

Before sending your manuscript: Carefully check the form, the spelling and grammar, as well as the numbering of sections, tables and figures, and the consistency of the bibliography (which should give only the references of the documents cited in the article).

A - General formatting instructions

Do not apply any style sheet, prior layout, automatic numbering.

Do not define any indentations, insert bullets, frames, do not center neither “anchor” any elements.

The document must be paginated

- The **first page** must include, in this order:

The title of the article

The authors' names

The abstract (no more than 140 words)

JEL codes

Keywords (no more than 5)

The authors' affiliations (no more than 2) and the corresponding author's e-mail address

Acknowledgements if any.

This first page must be in Times New Roman font size 11, and single spaced. The article's text *stricto sensu* starts on page 2.

- **Text**

- The main text must be in Times New Roman font size 11, and 1.5 line spacing.

- Footnotes (not endnotes) are in font size 9, single-spaced, without indentation.

- Sections and sub-sections must be numbered (the numbering not including the introduction). Sections' headings must be in bold, font size 12, sub-sections' titles (subheadings) in bold size 11; if a third level is needed, the sub-sub-sections' titles are in italics size 11.

Example:

1. Section

1.1. Sub-Section

1.1.1 Sub-Sub Section

B - Formatting of Tables, Figures, Diagrams, etc., and Equations

All illustrations must be inserted in the manuscript where you want them to be displayed. All must have a **title** (in bold) and must **be numbered** (if there is only one such illustration, do not number it). Keep

in mind that the title must be informative of the contents of the illustration; it is not intended as a commentary.

- The **Tables** are numbered in Arabic numerals (e.g.: Table 1; if a numbering of order 2 is required: Table 1-A, 1-B). They must be in Arial Narrow, font size 10 and single-spaced. Use table construction tools and not just line breaks and tabs or spaces. Row and column headings should make the table understandable. Do not use bold or italics but make increments if necessary (headings and subheadings). Units (e.g. %, euros, etc.) should be indicated globally and not in each cell of the table.
- The **Figures** must be inserted throughout the article, numbered in Roman numerals (e.g., Figure IV; Figure IV-A, IV-B if an order 2 numbering is needed). They must also be provided in an Excel file with their data (1 sheet per figure and its data). They must be in black and white or shades of grey (be careful with readability).
- The diagrams can be in good quality image format (tiff, png, jpg), but it is always preferable if it is possible to provide an editable version in Word or Excel.
- **Tables** and **figures** must be accompanied by a legend below the illustration (in Arial Narrow, font size 9, single-spaced), indicating at least the source of the data. Specific notes may be called up in a table or figure (in parentheses and superscript format) and will be listed immediately below the illustration. (Short) notes may be inserted for technical clarification, and a reading note is required if interpretation is not immediate. Coverage must be specified after the source if it is particular and/or not explicit in the title.

Example by order of positioning under an illustration:

⁽¹⁾ in euros.

Note: Confidence intervals are obtained by bootstrap (1000 replications).

Reading Note: (preferably take as an example the first or last line of a table, the highest – or lowest – curve or a specific area of a graph).

Source and coverage: INSEE, *Labour Force Survey 2014*, people aged over 30.

- Estimation results must indicate the nature of the figures presented (e.g. coefficients or odds ratio), their statistical significance, the number of observations (N=...) and provide an indicator of the quality of the estimates. The title of the table, figure or a note should indicate which estimation method was used (e.g.: logistic regression, double least squares, etc.).
- **Equations** must be editable in Word. Long formalized developments should be placed in a box or in an appendix.

C - Boxes and Appendices (except Online appendices)

Boxes allow you to elaborate on a definition, a particular data source, or to specify points of methodology. Appendices are used to detail formalizations or to provide secondary results or variants. Boxes and appendices are counted in the length of the text, so it is recommended that they be concise.

○ **Formatting :**

Boxes and appendices must all have a title and be numbered in Arabic numerals (e.g. Box 1; Appendix 1 – nb: does not apply if there is only one of such). The text should be in Arial Narrow, single-spaced. Footnotes are not accepted, but notes can be included.

In boxes, illustrations are numbered alphabetically (e.g., Table A, B, etc.; Figure A, B, etc.); in appendices, the prefix 'A' (for appendix) is followed by the number of the appendix and then the number of the illustration (e.g., Table A1-1; Figure A1-II).

D - References and Citations in the Text

○ Tables, figures, boxes, annexes and online supplements should be referred to in brackets in the body of the text before they appear.

Examples: (see Table 2); (figure IV); (cf. Box 4); (Appendix 2).

○ **References** to the literature should be mentioned in the body of the text, not as footnotes. They indicate the author(s), the year of publication and, where appropriate, a specific passage. Use *et al.* from more than 2 authors.

Examples:

In a list: (Dupont, 1998; Jones *et al.*, 2000; Dupont & Jones, 2013)

Two references to the same author and year of publication: Dupont (2002a; 2002b).

Reference to specific parts in a document: Durand (2015, p. 35 and pp. 50–52); Jones (2015, Ch. 4).

E - Formatting of the Bibliography

A bibliography at the end of the text presents, in alphabetical order, all the references cited – and only those references cited – in the text, footnotes, boxes and annexes (except in the Online appendices). Presentation standards are based on the Anglo-American APA norm.

The entire bibliography must be single-spaced, in Times New Roman, font size 10, without indentation (insert a line break between each record). Authors' names and year of publication should be in bold, titles of articles or chapters in collective books should not be enclosed in quotation marks. Journals titles should be in italics. Books titles should be in italics, and the reference must indicate the place of printing and the publisher. For all documents accessible online, indicate at the end of the record an URL (<http://address full url>) or a DOI – if both are available, give preference to the DOI. Also check that the links you indicate are active and actually allow access to the document.

Examples:

○ Journal article:

Dupont, P. (2002a). Article Title. *Journal Title*, 150(2), 1–75. <https://etc.etc.xxxxxxxx>

Dupont, P. (2002b). Article Title. *Journal Title*, 412, 7–20. <http://doi.org/etc.etc.etc>.

○ Book:

Dupont, P. & Jones, A. Y. (2005). *Book Title*. Printing place: Publisher's name.

○ Book chapter:

Dupont, P., Jones, A. Y. & Smith, V. (2012). Chapter Title. In: V. Smith (Ed.). *Book Title*, pp. 50–124 (or Ch. X). Printing place: Publisher's name.

○ Working paper, conference / workshop paper:

Dupont, P. (2015). Working Paper Title. Institution, *Working Paper* N° 12. <https://etc>

Dupont, P. (2015). Communication Title. *Title of the conference or workshop*, organizer, place and date(s). <https://etc>

○ Report:

Dupont, P. (2015). Report Title. Report for (institution or person name, etc...), date of submission/presentation, other details if any. <https://etc>

Nb.: a report issued by a publisher must be treated as a book.

○ Short paper, 4-page, 8-page paper, note, etc. :

Dupont, P. (2002). Short Paper Title. Institution, *Publication Title* N° 2002/5 (month of publication if not numbered). <https://etc>

- **Online appendices can be associated with the article**

As their name indicates, these supplements to the article will only be accessible online: they must not be needed for the article to be read without using them. They must be relevant additions to the article (e.g., a more in-depth look at a particular point, a supplement on the literature, voluminous variants, etc.) and not a catch-all for all that “overflows” the volume of the article. In no case may these appendices exceed a total volume of 5,000 words.

Online appendices must be numbered in Arabic numerals with a 'S' prefix (S1, S2, ...) and each must have a title. They must be explicitly referred to in the text (e.g. see Online Appendix S1).

The illustrations in the online appendices have their own numbering, with prefix S, annex number, and table number in Arabic numerals (e.g. Table S2-1), or figure number in Roman numerals (e.g., Figure S4-III). At the difference of the main article, figures can be in colors.

Online appendices may possibly refer to additional literature; in this case, include a list of References (to be presented according to the same standards as the bibliography of the article, see above) after the last Online Appendix.