

# Annex 1: Guidelines for Publication

Siguiendo el ejemplo de [SERIEs](#) (Journal of the Spanish Economic Association):

## **/ Title page:**

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)
- If address information is provided with the affiliation(s) it will also be published.
- For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

## **Abstract**

- Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

## **Keywords**

- Please provide 4 to 6 keywords which can be used for indexing purposes.

## **JEL**

- An appropriate number of JEL codes should be provided. This classification system is prepared and published by the Journal of Economic Literature, see <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>

## **Text**

### **Text Formatting**

- Manuscripts should be submitted in Word.
- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).
- Manuscripts with mathematical content can also be submitted in LaTeX.
- LaTeX macro package (zip, 183 kB).

### **Headings**

- Please use the decimal system of headings with no more than three levels.

### **Abbreviations**

- Abbreviations should be defined at first mention and used consistently thereafter.

### **Footnotes**

- Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.
- Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.
- Always use footnotes instead of endnotes.

## Acknowledgments

- Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

## Scientific style

- Please use the standard mathematical notation for formulae, symbols etc.:
- Italic for single letters that denote mathematical constants, variables, and unknown quantities
- Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)
- Bold for vectors, tensors, and matrices.

## References

### Citation

- Cite references in the text by name and year in parentheses. Some examples:
- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995a, b; Kelso and Smith 1998; Medvec et al. 1999, 2000).

### Reference list

- The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
- Reference list entries should be alphabetized by the last names of the first author of each work. Order multi-author publications of the same first author alphabetically with respect to second, third, etc. author. Publications of exactly the same author(s) must be ordered chronologically.

## **▮ Tables**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## Annex 2: Example of Certificate of Affiliation

### **CERTIFICATE OF AFFILIATION**

This is to certify that Mr/Mrs/Miss.....

(Name in Block Letters) nationality.....at present studying/working at

..... shall be affiliated as a student / research

worker in the department of .....of this University for undertaking research on

..... (Title of the Project)

He/She will be assisted / guided by.....(Name of Research Guide)  
of the department.

This affiliation does not involve any financial liability on the part of the University/Organisation/  
Institute.

DATE .....

..... (Signature & official seal of certifying Authority)

**NOTE : The certificate should be signed and stamped by the head of the Institution or Registrar of the University agreeing to affiliated the student/scholar.**