

# **Journal of Finance Issues Publication Formatting Guidelines**

## **Page size and margins**

Page size should be US letter (8.5”x11”) with 1” margins on all four sides.

## **Page headers and page numbers**

Please do not include page headers or page numbers. These will be added by editorial staff when the final galleys are produced.

## **Font**

Please use Times New Roman for the entire paper.

## **Font sizes**

- The main body of the paper should be 12pt
- Table contents should be 12pt, but may be reduced to 11pt if necessary
- Footnotes should be 10pt
- Table captions should 10pt

## **Title**

Title should begin on the first line of the document and should be in **Times New Roman 12pt bold**, centered. Please use title case capitalization of the title and sentence case capitalization for the subtitle (anything after a colon (:)) if present. Please see the following links for an explanation of the difference between title case and sentence case capitalization:

- <https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case>
- <https://apastyle.apa.org/style-grammar-guidelines/capitalization/sentence-case>

## **Author(s)**

Please leave one blank line following the title before the list of authors. The list of authors should be in Times New Roman 12pt regular, centered. List all authors as:

First Last

Or

First Last and First Last

Or

First Last, First Last, and First Last

As appropriate. Include a single footnote after the last author’s name and list the name, email address, and affiliation of each author, separating authors with semicolons.

## **Abstract**

Please leave one blank line after the list of authors before the abstract. The heading for the abstract should be “Abstract”, left-justified in **Times New Roman 12pt bold**. Leave one blank line between the heading and the abstract. The body of the abstract should be in Times New Roman 12pt regular. The first paragraph of the abstract should have no indent, should be single-spaced, fully justified. Subsequent paragraphs of the abstract (if necessary) should have the first line indented 0.5”. Please do not leave blank lines or extra space between paragraphs. The maximum length of the abstract is 250 words.

## **Keywords**

Please leave one blank line between the abstract and the keywords. Keywords should appear as:

**Keywords:** <list of keywords, separated by commas or semicolons>

The “Keywords:” heading should be left-justified, **Times New Roman 12pt bold**, and on the same line as the keywords. The keywords should be in Times New Roman 12pt regular.

## **JEL Classification**

Please leave one blank line between the keywords and the JEL Classification. JEL Classification should appear as:

**JEL Classification:** <list of JEL codes, separated by commas >

The “JEL Classification:” heading should be left-justified, **Times New Roman 12pt bold**, and on the same line as the JEL codes. The JEL codes should be in Times New Roman 12pt regular.

## **Headings:**

Leave one blank line before and after headings, subheadings, and sub-sub headings.

- Headings should be numbered in uppercase Roman numerals, title case, **Times New Roman 12pt bold**, left justified. Please tab between the number and the heading.
- Subheadings should be unnumbered, sentence case, **Times New Roman 12pt bold**, left justified
- Sub-subheadings should be unnumbered, sentence case, *Times New Roman 12pt italic*, left justified.

## **Body paragraphs**

Body paragraphs should be in Times New Roman 12pt regular. The first paragraph following a heading, subheading, or sub-subheading should have no indent, should be single-spaced, fully justified. Subsequent paragraphs of the section should have the first line indented 0.5”. Please do not leave blank lines or extra space between paragraphs.



## **References**

The References heading should be separated from the body of the paper by one line, left-justified, **Times New Roman 12pt bold**. Reference items should be in Times New Roman 12pt regular, fully justified, single-spaced, with a hanging indent of 0.5". Please use either APA or Chicago format and be consistent throughout the paper.

## **Appendices**

Appendices (if included) should be enumerated with uppercase alphabetic letters, and each should begin on a new page. The appendix heading should be in title case, left-justified, **Times New Roman 12pt bold** and should appear as

**Appendix A: <title of appendix>**

Appendices should follow the same formatting rules as the body of the paper.

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