

**Guidelines to Authors of Accepted Papers  
for Preparation of Final Manuscript**

**February 2009**

**Line spacing.** Before a paper is typeset, copyeditors mark up a hard copy with corrections and instructions to the typesetter. Therefore, the manuscript must be double-spaced (not 1.5 or 1.7-spaced) throughout, including text, footnotes, and references. Only tables and figures may be left single-spaced. (LaTeX users can put “`\renewcommand{\baselinestretch}{2}`” in the preamble of the source file.)

**Text width.** The text width must approximate that of JEEA and you should format your equations to fit this width. (Otherwise the typesetter, who can only guess your intentions, will have to make decisions about breaking equations and what to display or not to display.) Set the width to about 12.4cm (4.9in) for 11pt Times-Roman font; 13.4cm (5.3in) for an 11pt font that is less compact than Times-Roman, such as TeX’s Computer Modern; or scaled appropriately for other point sizes.

**Paragraph indentation.** The only reliable way to indicate new paragraphs on double-spaced copy is by indenting the first line.

**Front page.** The front page should show title and authors so that we can identify the paper, but otherwise the format of this material (including affiliations, email addresses, abstract, and acknowledgements) does not matter. Instead, you need to fill out and return the “JEEA Information Sheet for Authors of Accepted Papers” (which you normally receive together with these guidelines).

**Figures.** All figures will be reproduced photographically. *Therefore, it is up to you to provide high-quality figures that will look well in print.* When possible, use Times-Roman fonts. **Never use color.** Avoid halftones in diagrams if practical (e.g., highlight a region of a graph with diagonal lines or crosshatch rather than with solid gray). Do not use lines thinner than 0.5 points in line art. Any resolution-dependent artwork must have a resolution of 1200 dpi. In particular, never use screen captures or web graphics.

**Percentages.** Write “12%” rather than “12 percent”. Write ranges as “10%–13%”.

**In-line fractions.** With rare exceptions, your document should have no “stacked” fractions in the running text, because these break up a page and are hard to read in tightly-spaced typeset copy. For example, write  $(x + 1)/(y + 8)$  rather than  $\frac{x+1}{y+8}$  and  $\partial f/\partial x$  rather than  $\frac{\partial f}{\partial x}$ . Stacked fractions are appropriate in displayed equations. (Do not leave these changes—which require a clear understanding of the mathematical expressions—to the typesetter.)

**Theorems, definitions, proofs, etc.** Your document must make clear where theorems, definitions, proofs, and related environments end.

**Math letters.** Consistently italicize all math letters throughout paper, including in fig-

ures and tables, as appropriate. (This is important because the typesetter prefers to not risk making mistakes adjusting author's notations).

**Sections and appendices.** A small change in the numbering of sections or equations can have repercussions throughout a paper. Therefore, such changes should not be left to the typesetter and you should follow the JEEA numbering conventions, as described below. Furthermore, double-check all cross references once you have brought your manuscript into conformance with these conventions.

JEEA uses sections, subsections, and subsubsections numbered with Arabic numerals. The paper *must open* with Section 1, which is typically the introduction: "1. Introduction". Subsections are numbered 1.1, 1.2, ..., 2.1, 2.2 etc. Subsubsections are numbered 2.3.1, 2.3.2, etc. Unnumbered subsections or subsubsections are allowed if the numbering is a distraction, but it must be clear what kind of section heads are to be typeset.

Tables, figures, and equations should be numbered consecutively 1, 2, etc. throughout the paper (rather than, for example, numbering the equations in Section 2 by 2.1, 2.2, etc.).

A single appendix should be called "Appendix". Multiple appendices should be labeled "Appendix A", "Appendix B", etc. Each appendix, whether there is one or many, can have a title, such as "Appendix: Proofs" or "Appendix B: Data". If one appendix has a title, then all must have titles. The numbering of tables, figures, and equations within each appendix is restarted and preceded by the letter of the appendix (or by "A" if there is a single unlettered appendix), such as A.1, A.2, B.1, B.2, etc.

**Cross-references.** When cross-referencing Sections and Tables, capitalize the "S" in Section and the "T" in Table.

**References.** Put the list of references at the end of the paper (after any appendices), with the unnumbered section heading "References". References appear in alphabetical order by last name. Multiple references by the same author(s) are listed chronologically.

Consult a recent issue of JEEA and match as closely as possible the format of the references and citations. (For example, use round brackets rather than square brackets for the years in citations.) An exact match may be beyond the capabilities of you and your software, but the closer you follow the format, the fewer errors will be introduced during the typesetting.

Furthermore, your paper cannot be typeset unless the references contain all required information:

- **Include the first name for each author.**
- Include full page range when appropriate.
- For most journals, an article can be identified by the volume and page range, because pages are numbered consecutively from issue to issue within the same volume. Include the issue number for an article if and only if this is not true.
- Unpublished papers and manuscripts must include an institutional affiliation.
- Check that any references listed as unpublished have not come out in print.

- Check that web links are still alive. If not, remove them from your references.

**Miscellaneous.**

- When using quotes, please use double quotes instead of single quotes.
- Do not italicize Latin expressions; e.g., "et al."