

Date: \_\_\_\_\_ Manuscript: \_\_\_\_\_  
Page Length (text+references): \_\_\_\_\_ Number of Figures + Tables: \_\_\_\_\_

### (1) General Formatting & Style

- The manuscript does not exceed the editor's specified **page length** or, if there is not one, 30 pages in JME draft mode (including text, references, and footnotes)
- The manuscript does not exceed the editor's specified **number of figure and table elements** or, if there is no explicit statement, have more than 10 elements (F+T<=10)
- Manuscript is in **JME draft format**: double-spaced, in 12 point font, and has 1 inch margins
- Manuscript has **line numbers**
- Paper does *not* begin with an **opening quotation** "epigraph"
- Introduction does *not* with "this paper," "I," or "we"
- The paper is broken into **sections** and **subsections numbered with Arabic numerals (2.1, 2.11)**
- Subsections** are between two sentences and two pages of text in length
- Section titles** do *not* run over one line
- Subsection headings** do *not* directly follow section headings
- Footnotes** are *not* extensive (less than 1/4 page)
- Footnotes** are numbered consecutively throughout the text with superscript Arabic numerals
- The paper does *not* use **displayed, bulleted, or numbered lists**
- The conclusion does *not* start with "this paper," "I," or "we"
- References** follow the main body of the paper and appear prior to the tables and figures
- Figures and tables** are placed at the back of the manuscript after references
- Figures and tables** each appear on a separate page
- Graphs and diagrams are referred to as **figures**
- Figures** are **numbered** consecutively in the text in Arabic numerals
- Figures contain an **explanatory note**
- Figures are understandable when printed in **black and white**
- Figure backgrounds are all white
- Figure axes are clearly marked
- Tables** are numbered consecutively
- Tables include an **explanatory note that defines notation**. (title followed by a descriptive legend)
- Table titles and column titles within the manuscript are clear

### (2) Title and first page

- Title Page is complete; includes information below.
  - Title does not exceed 8 words**
  - the **name(s)** and **institutional affiliation(s)** of the author(s) appear on the title page
  - Abstract summarizes the core contributions of the article, 100 words or less**
  - Abstract** does not start with "This paper" or "We"
  - A footnote on the first page with the **name, address, phone and e-mail of the corresponding author**
  - At least one **classification code** according to the Classification System for Journal Articles
  - Up to five **key words** are supplied

- The opening footnote with acknowledgements and information on grants received in an initial footnote is *not* included in the consecutive numbering of footnotes (or is numbered zero)
- Introduction does *not* start with “this paper,” “I,” or “we”
- Document contains research highlights
  - No more than **3 to 5 highlights**;
  - No more than **85 characters** per highlight including spaces;
  - No more than the **core results** of the paper

(3) First randomly selected page, within introduction (pg: )

- The words “I” and “we” are used no more than once on the page
- Text references to publications and working papers** do not depart from required format
- There is a strict one-to-one correspondence between the names and years in the text and those on the reference list

(4) Second randomly selected page, within manuscript body (pg: )

- The words “I” and “we” are not used more than once on the page
- Displayed formulae** are numbered consecutively throughout the manuscript as (1), (2), etc. against the **right-hand** margin of the page
- Displayed formulae** do not run over one line
- Compound notation** is not used (for example, unemployment is represented as  $U_t$  rather than  $UN_t$ )
- Text references to publications and working papers** do not depart from required format
- Every reference in the text is included in the reference list and, for each reference, the same names and years appear in text and in the reference list

(5) Third randomly selected page, within manuscript body (pg: )

- The words “I” and “we” are used no more than once on the page
- Displayed formulae** are numbered consecutively throughout the manuscript as (1), (2), etc. against the **right-hand** margin of the page
- Displayed formulae** do not run over one line
- Compound notation** is not used (for example, unemployment is represented as  $U_t$  rather than  $UN_t$ )
- Text references to publications and working papers** do not depart from required format
- Every reference in the text is included in the reference list and, for each reference, the same names and years appear in text and in the reference list

(6) Fourth randomly selected page, within conclusion (pg: )

- The words “I” and “we” are used no more than once on the page
- Text references to publications and working papers** do not depart from required format
- Every reference in the text is included in the reference list and, for each reference, the same names and years appear in text and in the reference list

(7) Reference section

- List of references** appears at the end of the main text (after any appendices, but before tables and figures)
- Of 5 randomly-chosen references, none depart from JME format

(8) Appendices and supplementary materials

- Appendices do not appear in the manuscript
- There is an early footnote that references **links to supplementary documents available on the internet**